Internship Site Contract

Students must complete this form, in consultation with their internship site supervisors. Both student and supervisor must sign and date the contract. Both parties keep a copy of the form, and the student also turns in a copy of the signed contract to the internship course instructor. If you are registered in a course other than FGSM 398, you may turn in a copy of the internship contract provided by the other school/department.

Summary of Hours:
Over the course of the semester, students must complete the minimum total hours contracted in order to receive credit. The rule of thumb: 45 total internship hours per credit (for example, work at least 20 hours a week for 6 credits). Thus, to earn:

- **3 Credits**: work at least 135 total internship hours
- **4 Credits**: work at least 180 total internship hours
- **5 Credits**: work at least 225 total internship hours
- **6 Credits**: work at least 270 total internship hours, etc. to a maximum of 9 Credits

Please refer to the following websites for a breakdown of all the internship credits and hours:
Maryland Fellows | Federal Fellows | Global Fellows

Student Information:
Name: ________________________________________________________________

**Circle Course**: FGSM 398 **Other Course**: _______ (Please specify)
**Circle Section**: 0101 (Monday), 0201 (Thursday), Online

Internship Hours per Week: _____________ Number of Total Course Credits: ______

Internship Supervisor Information:
Name: ________________________________________________________________
Title: __________________________________________________________________
Email: __________________________________________________________________
Phone: __________________________________________________________________

Internship Organization (include any sub-departments, branches, etc.): ________________
____________________________________________________________________________
____________________________________________________________________________

Internship Address: __________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Internship Details:

(For students to complete in close consultation with their supervisor)

Describe the internship. Be as specific as you can about your role, tasks, and responsibilities.

What are your learning objectives for this internship experience, and how will they be met?

Internship Agreement:

I, ______________________________________, agree to:

(Student’s Name)

• Abide by the terms set forth in this contract.
• Conduct myself in a professional manner and perform my internship duties to the best of my ability.
• Adhere to all internship site rules and regulations.
• Complete requirements of FGSM 398 or other internship course as stipulated.
• Participate fully in the UMD Fellows Program’s Academic Showcase event.

Student Signature: ____________________________ Date: __________

I, ________________________________, have reviewed this document and confirm that

(Internship Supervisor’s Name)

______________________________________, has accurately represented the internship position.

(Student’s Name)

at my organization.

Supervisor Signature: ____________________________ Date: __________