Dear Internship Supervisor,
Thank you for providing the opportunity for this student to do an internship with your organization. The student will receive 3 college credits for the internship. To receive full credit for this course, students must complete at least 135 hours. I hope this contract will help set forth expectations both of the student and the organization. Please feel free to contact me at any time with questions.

JV Sapinuso, Academic Advisor, Women’s Studies Department, University of Maryland
sapinuso@umd.edu
301-405-6827

Name: ____________________________________________
E-mail: __________________________________________ Telephone: ______________________________

DESCRIPTION OF INTERNSHIP

Organization: __________________________________________________________________________
Name of Supervisor: ______________________________________________________________________
Address: ______________________________________________________________________________

Dates of Internship: Begin____________________________  End ________________________________

1. List your specific job responsibilities (or attach a position description).

2. What do you expect to learn from the experience?

___________________________________     ____________________________
Student Signature      Supervisor Signature
______________________     _____________________
Date        Date