

# Lincoln University



## AGREEMENT FOR INTERNSHIP/EXTERNSHIP

STUDENT NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

COURSE: \_\_\_\_\_ SEMESTER: \_\_\_\_\_ START DAY: \_\_\_\_\_ END DAY: \_\_\_\_\_

DEGREE: \_\_\_\_\_ MAJOR / CONCENTRATION: \_\_\_\_\_

HOST ORGANIZATION: \_\_\_\_\_ INDUSTRY TYPE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ LU ADVISOR: \_\_\_\_\_

**The host organization agrees** to provide a specific work experience for the student and evaluate his/her job performance and the adequacy of his/her preparation for undertaking the work assignment. The company agrees to assign a member of its staff to supervise the intern and to provide a written evaluation of his/her performance for Lincoln University at the completion of the internship period.

**Lincoln University agrees** to assign a faculty advisor to the internship student to provide institutional support for the academic side of this practical learning opportunity. The University administration creates and monitors the documents required for the internship evaluation and the intern's performance. Faculty advisor will supervise the writing of the internship report submitted at the completion of the student assignment and grade it based on the student's results and the evaluation document submitted by the host organization.

Internship/Externship Requirements (by work supervisor): \_\_\_\_\_

\_\_\_\_\_

Internship/Externship Objectives (by LU advisor): \_\_\_\_\_

\_\_\_\_\_

Weekly Work Schedule: \_\_\_\_\_

Schedule of Meetings with Advisor: \_\_\_\_\_

Evaluation of Course Completion: Form is attached.

STUDENT'S SIGNATURE: / PRINT NAME \_\_\_\_\_ DATE: \_\_\_\_\_

WORK SUPERVISOR'S SIGNATURE: (PRINT NAME) \_\_\_\_\_ DATE: \_\_\_\_\_

LU ADVISOR'S SIGNATURE: / PRINT NAME \_\_\_\_\_ DATE: \_\_\_\_\_

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### FOR UNIVERSITY USE ONLY

Approved: Director of Records \_\_\_\_\_ DATE: \_\_\_\_\_

Comments / Remarks: \_\_\_\_\_

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