



Company Information and Job Description

Name of the Company_____

Company Mailing Address_____

Company Supervisor_____ Title_____

Contract Period of internship: Begins _____ Ends _____ Hours/Wk_____

Detailed Job Description

- 1) What are the intern's responsibilities and role within the company?

- 2) What is the intern's working hours per week and total hours for the entire contract period?

- 3) What arrangements have been made for regular meetings between the company and the intern?

- 4) By what criteria will the company evaluate the intern's fulfillment of the internship?

----- Signature -----

Company Supervisor

Date