

USM ENGLISH DEPARTMENT

Internship in Professional Writing

*"Contract" between intern and employer*

Employer (name) : \_\_\_\_\_

I agree to provide (student's name) : \_\_\_\_\_

with the opportunity to serve on the staff of \_\_\_\_\_

\_\_\_\_\_ between \_\_\_\_\_.

(name of publication, etc.)

(dates)

**His/her duties will include:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the internship will consist of no more than \_\_\_\_\_ hours per week. I am willing to consult with a faculty supervisor on the progress of the intern and to do what I can to ensure that the project is educationally enriching.

Signed, \_\_\_\_\_

(written signature)

=====

Intern (print name & student #): \_\_\_\_\_

I agree to serve on the staff of \_\_\_\_\_ between \_\_\_\_\_ (dates). I understand the job as described above, and I am willing to commit \_\_\_\_\_ hours each week. In addition, I will meet three (3) times during the internship with the faculty supervisor, and I will submit a final report by (date): \_\_\_\_\_ in order to earn \_\_\_\_\_ credits on a pass/fail basis.

\_\_\_\_\_  
(signature)