

INTERNSHIP GOALS, REQUIREMENTS & TIME SCHEDULE

This form should be completed with the Internship Host Site Supervisor prior to the first day of the internship and attached to the Internship Agreement [IA]. It is the responsibility of the student and host site supervisor to provide the Faculty Internship Supervisor with a copy of the agreement before the IA receives approval.

STUDENT INFORMATION (PLEASE PRINT)

Last Name _____ First Name _____ BANNER ID _____

Major _____ Minor _____ Semester FA ___ SP ___ SU ___ 20___

Telephone Number [___] _____ E-mail address _____

Street Address _____

City _____ State _____ Zip _____

Number of internship credits: __1 __2 __3 __4 __5 __6

INTERNSHIP SITE INFORMATION (PLEASE PRINT)

Company Name: _____ Web Address: _____

Host Site Supervisor: _____ Title: _____

Email Address: _____ Telephone Number: [___] _____

Street Address: _____

City: _____ State: _____ Zip: _____

List below the specific goals and duties to be performed and/or observed during the internship period as agreed between you and your Host Site Supervisor.

Goal 1. _____

Duties: _____

Goal 2. _____

Duties: _____

Goal 3. _____

Duties: _____

Goal 4. _____

Duties: _____

INTERNSHIP GOALS, REQUIREMENTS & TIME SCHEDULE [CONTINUED]

Goal 5. _____

Duties: _____

Goal 6. _____

Duties: _____

REQUIRED READING

Author	Title
1. _____	_____
2. _____	_____
3. _____	_____

TIME SCHEDULE [The following schedule has been arranged:]

Day	Hours	Total Hours
Monday	From _____ To _____	_____
Tuesday	From _____ To _____	_____
Wednesday	From _____ To _____	_____
Thursday	From _____ To _____	_____
Friday	From _____ To _____	_____
Saturday	From _____ To _____	_____
Sunday	From _____ To _____	_____

_____ : Weekly Total

Begin Date: ____/____/____ End Date: ____/____/____ Hourly Wage \$____.____ Monthly or Semester Stipend \$ _____

STUDENT: PLEASE READ THE FOLLOWING STATEMENT AND SIGN YOUR NAME BELOW:

I have read the Youngstown State University Internship Manual, the Department of Art Internship Requirements, Guidelines, Policies and I am fully aware of, and agree to meet all of the requirements for the internship as outlined in this agreement and internship description.

Student's Signature: _____ Date: ____/____/____

Host Site Supervisor's Signature: _____ Date: ____/____/____

CREDIT HOUR REQUIREMENT GUIDE

SEMESTER HOURS	HOURS/WEEK ON SITE	TOTAL SITE HOURS/SEMESTER
3	09	135
4	12	180
5	15	225
6	18	270