



For I&CP Office Use Only:	
_____	Expectations Agreement Completed
_____	Copy to Faculty Advisor
_____	Copy to Student
_____	Copy to Site Supervisor
_____	Entered into Wildcat Careers
_____	*Estimated mid-point

## Academic Internship Agreement

To be completed by **Academic Faculty Advisor** and **Student**

*This page serves as a student's permission to register for an internship course through the Registrar.*

Student Name:  UNH ID:

Intended Internship Semester:  Fall  Spring  Summer  J Term Year:

Major:  Anticipated Degree Completion/Graduation Date:

Phone:  Email:

Internship status (check one):  Seeking  Offer Pending – Comments:   
 Offer accepted on  (enter date)

***To be completed by Faculty Advisor:***

Faculty Advisor:  Department:

UNH Phone Ext:  Email:

Internship Course Number:  CRN:

Credit Hours:  
 Credits =  hours required on site

Check one:  Letter grade  Pass/Fail

Faculty Advisor Signature

Date

**To be completed by Site Supervisor**

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Internship Site (Name of Organization):

Mailing Address:

City:  State:  Zip Code:

Internship position title:  Department:

Site Supervisor:  Supervisor Title:

Supervisor Phone:  Supervisor Email:

\*Internship Start Date:  End Date:

Proposed work schedule/Hours per week:

Paid:  No  Yes \$  hr \$  stipend \$  other

**Supervisor Evaluation Agreement:**

*I understand that I will be contacted mid-semester and at the end of the semester for student evaluation. Internship hours must be verified by **Site Supervisor**, and forwarded to the **Faculty Advisor**, prior to student receiving grade. **Please initial:***

**Supervisor Marketing Release (optional):**

*UNH Manchester Marketing may be interested in writing a blog, conducting a photo session and/or video shoot in relationship to the student's internship experience for promotional purposes. I agree to be contacted by a member of UNH, during which time details regarding promotional purposes and release forms will be discussed. **Please initial:***

Outline Intern project/responsibilities (attach description if more space is needed):

**To be completed by Intern and Site Supervisor together**

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Identify Intern's learning goals and how they will be accomplished (minimum of 3 goals recommended; attach goals if more space is needed):

Intern Signature

Date

Supervisor Signature

Date

*Additional best practices for internship site supervisors, as well as a copy of this form, will be sent via email by Internship & Career Planning upon completion of all paperwork.*

**To be completed by Internship Faculty Advisor**

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*This section serves as Faculty approval of a student's internship for academic credit*

Faculty Advisor Signature

Date

# Final Project Prospectus

To be completed by **Intern** and **Internship Faculty Advisor** together\*

*\*BUS750, BUS690, COMP690 – Completed project will be assigned by your instructor*

The following will be required upon completion of the internship and will be reviewed as a component of the grading process (check all that apply):

- Journal
- Time sheet
- Reflective paper  pages
- Portfolio
- URC presentation
- Research paper  pages
- Job log
- Other:

**Students are required to submit completed Internship Agreement to**

**Internship & Career Planning *prior* to starting their internship.**

**Forms can be submitted in person (room 430) or through email ([unhm.career@unh.edu](mailto:unhm.career@unh.edu)).**

Copies will be distributed to the Site Supervisor, Student and Faculty Advisor

and originals will remain in Internship & Career Planning.