



## INTERN/SUPERVISOR AGREEMENT

**This form must be filled out by the student in consultation with the internship site supervisor.**

Intern Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Site Supervisor Name \_\_\_\_\_ Title \_\_\_\_\_  
Site Supervisor Phone \_\_\_\_\_ Email \_\_\_\_\_  
Dates of internship \_\_\_\_\_ to \_\_\_\_\_ Hours per week  
(Begin date) (End date)

### Intern Responsibilities

1. The intern will represent both the organization and Colorado Women's College with professionalism and integrity.
2. The intern will fulfill all duties and responsibilities outlined in the internship job description to the best of her ability.

**Attach the full job description on company letterhead and answer the following supplemental questions.**

Internship goals and objectives (ie, specific goals or project milestones that are not included in the job description)

Resources needed to complete internship responsibilities (ie, training, database access, specialized equipment, etc)



## Supervisor Responsibilities

1. The supervisor will provide orientation and training to the intern so that she can fulfill her duties and responsibilities.
2. The supervisor will act as a mentor or assign another mentor from the organization for the duration of the internship. The mentor will meet periodically with the intern to advise her and answer questions related to working in the industry or organization, career advancement, networking and professional development opportunities, and other career-related questions and concerns.
3. The supervisor will invite the intern to attend department and staff meetings.
4. The supervisor will provide the resources necessary for the intern to fulfill her regular duties and responsibilities as outlined above.
5. The supervisor will participate in a mid-quarter check-in by phone or in-person with the internship coordinator at Colorado Women's College.
6. At the end of the internship, the supervisor will:
  - Formally verify the number of hours worked by the intern.
  - Complete a performance evaluation of the intern and submit to the internship coordinator at Colorado Women's College by the deadline. If the internship spans multiple quarters, the supervisor will complete a performance evaluation at the end of each academic term. The rubric and deadline will be provided by the internship coordinator.

## Signatures

By signing below, I acknowledge that I understand my role in this internship process and agree to adhere to the requirements outlined above.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date