**University of Minnesota Duluth English Department Internship Placement Agreement**

This memorandum signifies the obligations and conditions of employment between:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Agency Student

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

Phone number Phone number

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

Email Email

**Conditions of Employment**:

The internship will run for \_\_\_\_\_\_\_ weeks with approximately \_\_\_\_\_\_\_ hours per week of employment, to accumulate a minimum of \_\_\_\_\_\_\_ hours of work experience.

1 credit = 4 hours/week for 15 weeks OR 60 hours total

2 credits = 8 hours/week for 15 weeks OR 120 hours total

3 credits = 12 hours/week for 15 weeks OR 180 hours total

4 credits = 16 hours/week for 15 weeks OR 240 hours total

The internship will begin on the \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, and will run at least until the \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_. The student will register for \_\_\_\_\_\_\_ credits during the \_\_\_\_\_\_\_\_\_\_\_ term, 20\_\_\_. The student intern's direct supervisor will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. (Phone and email address, please.)

The student intern's job duties will consist of the following:

Termination of employment by either party will automatically terminate the provisions of this agreement. In addition, failure to obtain UMD Publishing Internship Coordinator’s written approval on this internship will result in no credit being given for the internship.

**Report/Performance Evaluation Due Dates**:

Midterm Evaluation due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Evaluation due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(To be completed by supervisor half way through internship) (To be completed by supervisor at end of internship)

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**Agreed to by:**

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

Employer Date

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

Student Date

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

Internship Coordinator Date

Note to student intern: make three copies and file each appropriately:

Supervisor’s copy \_\_\_\_\_

Student intern’s copy \_\_\_\_\_

Internship coordinator’s copy \_\_\_\_\_

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