



INTERNSHIP AGREEMENT

MATE CENTER TECHNICAL INTERNSHIP PROGRAM

The purpose of this agreement is to ensure that the internship experience is productive and beneficial to both parties. This agreement outlines the obligations of the intern and the organization hosting the intern.

This internship agreement is between _____ a student at _____, and _____ which has agreed to serve as a partner organization in the MATE Center Technical Internship Program. This internship will begin on _____ and will be completed on _____. The internship will be paid at a rate of \$350/week by the MATE Center at the completion of the work plan. Either party may terminate the internship at any time.

Intern Agreement

I, _____, acknowledge that I have been given a unique opportunity to gain valuable professional experience. I have reviewed the attached internship work plan and feel confident that I will be able to fulfill the job duties described in a timely and professional manner. If I am unable to complete my work plan, I may lose my rights to any monetary compensation for this experience. I also acknowledge that this internship is to be considered an academic experience and that my performance will be evaluated based upon the following criteria:

- my ability to perform in a professional manner, as indicated by my ability to arrive on time, my ability to meet deadlines, my ability to take initiative in learning, and my ability to interact with my supervisors and colleagues;
- my learning during the internship, as indicated by my ability to fulfill the work plan and my development of the skills identified in the work plan;
- the evaluation of my supervisor;
- a report to be completed within two weeks of the end of the internship describing my learning experience.

Mentor Agreement

I, _____ agree to mentor _____ as an intern at _____. I acknowledge that this will be an academic experience as well as a professional experience for the intern, and agree to provide learning assistance and supervision throughout the internship. I certify that during the internship _____ will gain experience with the skills outlined in the attached work plan. I agree to consult with both the intern and the internship coordinator before making any major changes to the work plan.

Internship Coordinator Agreement

I, Tami Lunsford , the MATE internship coordinator, will support the student before, during and after their internship with logistics, conflict resolution and any other concerns that may arise for the student or the host. Based upon my interactions with the student, I feel confident that they will be able to successfully participate in the internship.

_____	_____
Intern's Signature	Date
_____	_____
Mentor's Signature	Date
_____	_____
MATE Internship Coordinator Signature	Date