

Lincoln University



AGREEMENT FOR INTERNSHIP/EXTERNSHIP

Ref: AO/AIE

STUDENT NAME: _____ STUDENT ID: _____

COURSE: _____ SEMESTER: _____ START DAY: _____ END DAY: _____

DEGREE: _____ MAJOR / CONCENTRATION: _____

HOST ORGANIZATION: _____ INDUSTRY TYPE: _____

SUPERVISOR: _____ LU ADVISOR: _____

The host organization agrees to provide a specific work experience for the student and evaluate his/her job performance and the adequacy of his/her preparation for undertaking the work assignment. The company agrees to assign a member of its staff to supervise the intern and to provide a written evaluation of his/her performance for Lincoln University at the completion of the internship period.

Lincoln University agrees to assign a faculty advisor to the internship student to provide institutional support for the academic side of this practical learning opportunity. The University administration creates and monitors the documents required for the internship evaluation and the intern's performance. Faculty advisor will supervise the writing of the internship report submitted at the completion of the student assignment and grade it based on the student's results and the evaluation document submitted by the host organization.

Internship/Externship Requirements (by work supervisor): _____

Internship/Externship Objectives (by LU advisor): _____

Weekly Work Schedule: _____

Schedule of Meetings with Advisor: _____

Evaluation of Course Completion: Form is attached.

STUDENT'S SIGNATURE: / PRINT NAME _____ DATE: _____

WORK SUPERVISOR'S SIGNATURE: (PRINT NAME) _____ DATE: _____

LU ADVISOR'S SIGNATURE: / PRINT NAME _____ DATE: _____

FOR UNIVERSITY USE ONLY

Approved: Director of Records _____ DATE: _____

Comments / Remarks: _____
