

**University of Richmond**  
**INTERN CONTACT FORM**

**Background Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

School Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Year in School: \_\_\_\_\_ Major Field \_\_\_\_\_ Minor \_\_\_\_\_

**Contract**

Agency or Organization \_\_\_\_\_

Work Supervisor \_\_\_\_\_

Academic Supervisor \_\_\_\_\_ Telephone \_\_\_\_\_

**1. Work Component**

A. Nature of Tasks performed by the intern:

B. Learning expectations from these tasks:

C. Number of hours per week on site:

The above agreement has been mutually agreed upon by the intern and work supervisor. The work supervisor agrees to provide the intern with an orientation concerning relevant organizational arrangements, procedures, and functions. He/she will meet with the intern regularly and will be available for counsel and advice during the internship. He intern agrees to complete all work assignments promptly and to the best of his/her abilities. The intern accepts the obligation of confidentiality in his work and relationship with the work supervisor and agrees to familiarize himself/herself with and adhere to the appropriate standards of ethical conduct.

2. **Academic Component:** Semester \_\_\_\_\_

A. Number of Course Credits for Internship \_\_\_\_\_

B. List academic objectives of the internship, mutually agreed upon by academic supervisor and the intern.

C. Indicate academic activities intern will be engaged in concurrently with the work experience.

The above agreement has been mutually agreed upon by the intern and the academic supervisor. They will meet periodically during the semester to discuss the internship experience and to assess the achievement of academic objectives.

When all parties are in agreement with this contract, they should affix their signatures below.

Intern \_\_\_\_\_ Date \_\_\_\_\_

Work Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Academic Supervisor \_\_\_\_\_ Date \_\_\_\_\_