

JMU JUSTICE STUDIES DEPARTMENT

UNDERGRADUATE INTERNSHIP TRAINING AGREEMENT

DIRECTIONS: The student's address, telephone number, and email address should be correct for the semester the student is doing the internship. The work schedule should be completed in consultation with the internship provider. This agreement must be signed by the student, the internship provider, and the faculty internship coordinator. This form should be on file with the faculty internship coordinator by the beginning of the internship. Student may submit the application electronically, indicating he/she agrees to the terms and conditions below. Internship provider will need to print and fax a signed agreement to **540-568-2977**.

Name	ID
Address	Local Phone
City, State, Zip	Email
Permanent Address	Permanent Phone
City, State, Zip	
Address during Internship if Different	

Supervisor		Begin Date
End Date	Anticipated Days	Hours

Conditions or Comments on Work Schedule

THE STUDENT AGREES TO:

- Fulfill his/her agreement to report to work on the assigned days and hours.
- Understand that the internship provider must profit from the student's assignment in order to justify working with him/her and providing him/her with internship training.
- Perform all assigned tasks to the best of his/her ability.
- Be available for consultation with the faculty coordinator.

THE INTERNSHIP PROVIDER AGREES TO:

- Provide the intern with practical work experience of professional relevance.
- Assign work to the intern in accordance with courses studied at James Madison University and to provide a variety of experiences to the student.
- Be willing to provide a mutually agreed time for the faculty coordinator to meet with the student intern and the internship provider.

- Discuss with the faculty coordinator any misunderstandings or termination of the internship before taking action.
- Assist the faculty coordinator in evaluating the student intern's performance.

THE FACULTY INTERNSHIP COORDINATOR AGREES TO:

- Be available for consultation at mutually agreed times, with the other signatories of this agreement.
- Make every effort to visit, by mutually agreed appointment, the student-intern and the internship provider at the work place. In some cases, a telephone conversation will substitute for the visit.
- Meet and/or talk with the internship provider to evaluate the student's performance.

SIGNATURES:

Student: _____ Date _____

Internship
Provider: _____ Date _____

Faculty
Coordinator: _____ Date _____