MENTOR AGREEMENT

Internships are a vital link between college majors and courses and the professional opportunities of the work world. For some students, an internship can be the first actual on-the-job application of classroom knowledge. Internships also provide our organization with an opportunity to tap into a potential talent pool of students that will become future employees (and employers). It must also be remembered that the quality of the internship experience (either good or bad) is a reflection of our organization not only to universities, but to the social networks of the interns. Please remember this during the course of the internship session and know that participation in the program is a COMMMITMENT to the intern, the universities, our organization, and the experience as a whole.

As a mentor/supervisor in our organization's Internship Program:

1. I will provide a challenging & informative learning environment for my intern(s).
2. I will provide the intern(s) with a workstation so that they can complete assigned tasks.
3. I will evaluate the intern(s) twice during their internship session.
4. I will report any issues that may arise with my interns immediately to the Internship Coordinator
5. I will dedicate time to my intern(s) to discuss any questions they might have or problems they experience.
6. I will NOT promise full-time employment at any time during the internship.
7. I understand the following is required of my intern(s):
    - Attend Orientation.
    - Work At least ___ hours per week for 12 weeks.
    - Timesheets must be signed weekly by Mentor and Internship Coordinator.
    - Weekly Entries in Journal.
    - Completion of a Final Project. This includes, but is not always limited to:
        - "Mentor Bio"
        - Short Summary of what the intern learned (300-500 words)
8. I understand the Internship Coordinator:
    - Will recruit according to the details provided on the Intern Request Form.
    - Will facilitate Orientation.
    - Is NOT responsible for providing a computer or workstation.
    - Will schedule meetings with the Interns to assist in creating a positive learning environment.
    - May schedule additional meetings during the 12-week internship and that mentors should encourage attendance.
    - May re-assign my intern if I am unable to uphold my duties and responsibilities as a mentor.

I, _____, have read and understand the above and recognize that failure to meet the above expectations will result in loss of intern privileges.

Mentor Signature _____