

Internship Contract
College of Business and Economics
University of Hawai'i at Hilo

Contact information:

Student Intern:
Intern's phone:
Intern's email:
Intern's address:

Field Placement Site:
Supervisor's Name:
Supervisor's phone:
Supervisor's email:
Supervisor's address:

Instructor: Dr. Andrey Simonov
Instructor's phone: 808-932-7248
Instructor's email: (will be provided in August)
Instructor's address: CoBE, UH Hilo
200 W. Kawili St.
Hilo, HI 96720.

Internship Goals

State broad goals and the specific skills (bullet points are acceptable).

Examples:

1. Understand business networking system
2. Develop the operational skills

Services to be Provided by the Student Intern

State your expected work activities (bullet points are acceptable). Examples:

1. Making phone calls
2. Assist in business operation

Work-hours Commitment

Provide a statement of commitment of hours to the organization/agency that includes the following:

1. A list the total hours of commitment.
2. A start and end date (generally, this will be from the start of Week 2 through then end of Week 15).
3. Weekly work schedule.
4. If applicable, make note of any breaks (such as holidays) in the work schedule.
5. If the internship necessarily ends early (such as a political campaign), this section should discuss how the total hour requirement will be accommodated.
6. Discuss how missed hours (due to illness or otherwise) are to be made-up.
7. Make sure that time is allotted for class meetings.

Signatures

The student intern agrees to abide by ethical and professional guidelines set down by agency, especially respecting confidential agency and clientele information.

We agree to abide by the terms of this contract. Any major modifications will be in writing and agreed to by all parties.

Student

Date

Supervisor/Representative

Date

Instructor

Date