

**Prairie View A&M University On-Campus Summer Internship
Departmental Agreement Form**

Department: _____

Department Contact Person: _____

Email Address: _____

Telephone Number: _____

Internship Description: (Attach description if space is not sufficient) _____

Specific duties assigned to intern at worksite (Responsibilities and Deliverables):
(Attach duties if space is not sufficient) _____

Name of Person Assigned as Internship Mentor: _____

Email Address: _____

Dates of employment: _____

Estimate as close to the exact dates as possible

Total number of work hours the intern will work during the internship period: _____

Provide Breakdown of Work Hours:

_____ Number of hours per week x _____ Number of weeks = _____ Total hours.

(Example: 30 hours per week x 8 weeks = 240 hour)

Hourly Salary: _____

Pay Scale for Summer Internship Program:	Junior	\$ 13.00/hour
	Senior	\$ 15.00/hour
	Graduate	\$ 17.00/hour

Personal Learning Goals for the Intern:

1. _____
2. _____
3. _____

What will be the intern's evaluative methods during the internship period? _____

Will there be a final report, presentation, portfolio or other measures for the intern upon completion? If so, please explain: _____

**Additional Departmental Contact Information
during the Internship to support the student intern**

Primary Internship Mentor (include all contact information – Name, Title, Department, Mailing Address, Phone Number, E-mail Address, Fax Number)

Alternate Internship Mentor (include all contact information – Name, Title, Department, Mailing Address, Phone Number, E-mail Address, Fax Number)

Faculty Sponsor (if needed – generally research related) (include name and contact information)
I agree to monitor the progress of the on-campus summer student intern that will be hired in my department. I have approved the assigned Internship Mentor to work with the student intern and abide by the policies and procedures set forth regarding the program.

Signature of Department Head

Department Head – Printed Name

I agree to serve as the Internship Mentor during this summer internship period. As the Internship Mentor, I agree to (1) provide the student intern with training, mentoring, and supervision needed to carry out assigned responsibilities successfully, (2) provide oversight to project assigned which includes reflection meetings to empower continued growth, (3) evaluate student intern's performance and discuss with student at the end of internship areas to future learning and resources to support career endeavors.

Signature of Internship Mentor

Internship Mentor – Printed Name

Deadlines for Summer Internship Program:

- Postings open March 1 - March 7, 2012
- Application is to be submitted to the Student Employment Office in the Harrington Science Bldg., Rm. 111 **NO LATER** than March 9, 2012 at 5 p.m.
- Applications to be reviewed by the Office of Student Employment
March 12 – March 30, 2012
- Department offering internships will be conducting interviews by April 13, 2012
- Notification regarding the award or denial of Summer Internship will be communicated by April 20, 2012.
- Student Employment Office to process Summer Internship employment paperwork April 3 – May 11, 2012
- Orientation of Summer Interns will be conducted on May 15, 2012 or June 1, 2012 **ONLY**

Please submit the original Department Agreement Form to the Student Employment Office.
Keep a copy for your records.