



Ferris State University  
915 Campus Drive, SWN 220  
Big Rapids, MI 49307

## Internship Agreement

### Welding Engineering Technology Program

#### Student Requirements:

1. Complete this agreement and return to the FSU internship coordinator.
2. Arrive on time for all scheduled internship times.
3. Provide a copy of the course syllabus to your internship supervisor so that individual knows the overall expectations.
4. Perform the tasks to the best of your ability at all times.
5. Maintain a log of your learning activities, as specified by the FSU internship coordinator, including time spent at the internship site.
6. Provide a current résumé with all contact information to both the internship supervisor and the FSU internship coordinator.
7. Meet student rules and requirements as stated in Sections III and IV of the Student Internship Guide.

#### Site Supervisor Expectations:

1. Provide ongoing informal evaluations of the intern's work.
2. Meet weekly with the intern to provide direction, feedback, and plans for coming weeks.
3. Complete a written evaluation of the intern, according to guidance provided by the FSU internship coordinator. (See internship guide for form.)
4. Provide coaching and guidance on best practices and processes in the role that the student intern is fulfilling or learning
5. Discuss the intern's progress with the FSU internship coordinator.
6. Confirm the student's attendance.
7. Sign and date this agreement and provide a copy to the student for filing with the university and keep a copy for your files.

Internship Site: \_\_\_\_\_

Internship Supervisor (Name and Title): \_\_\_\_\_

Internship Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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