

# Internship Agreement Form

University of Pittsburgh

Department of Communication

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Student's Name:	PeopleSoft #:	Year:
Major:	Internship Dates:	Term of Internship:
Phone:	Email:	

Company / Organization Name: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Describe the responsibilities of the intern (feel free to attach a separate sheet):

Describe how you will evaluate the intern:

Hours per week\*: \_\_\_\_\_

Compensation: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_

Please see the U.S. Department of Labor guidelines for unpaid internships: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

\*The University of Pittsburgh suggests interns work 40 our total per credit earned, with a max of 3 credits/120 hours

Feel free to contact Dr. Meredith Guthrie ([guthrie@pitt.edu](mailto:guthrie@pitt.edu)) or David Molina ([dmmolina@pitt.edu](mailto:dmmolina@pitt.edu)) with any questions!