

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: _____

Advisor's Signature: _____

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

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

Feel free to contact Dr. Jerry Shuster (ges3@pitt.edu) with any questions!