



Undergraduate Internship Agreement Form

This agreement establishes a relationship between Eastern Illinois University (referred to as the University) and the cooperating entity _____ (referred to as the Entity).

Student Name: _____ E#: _____

Student Phone: _____ Student Email: _____

of Credits: _____ # of clock hours: _____

EIU Department Name: _____ EIU Major: _____

Entity Supervisor: _____ Entity Phone: _____

Entity Email: _____

Entity Address: _____
(street) (city) (state) (zip)

Start date: _____ End date: _____

I. Responsibilities of the University

- a. Approve student selection of the Entity and for registration in the internship course.
- b. Provide liability coverage for students enrolled in the internship course.
- c. Provide an internship coordinator to act as liaison between the academic department and the Entity who will:
 - i. Maintain communication with the Entity and the intern.
 - ii. Assign the appropriate grade/credit for the internship course.
 - iii. Instruct students on the importance of confidentiality with respect to any services the Entity may provide its clientele.

II. Responsibilities of the Entity

- a. Designate a staff member responsible for coordinating, directing and supervising the intern's experience. Such expectations include, but are not limited to, the following:

