CSU, Chico
College of Agriculture
Internship Agreement

This agreement is entered into on _____________, between _________________________
(date)      (student name)
and _________________________________, under the supervision of ________________________________.
(internship sponsor name)                       (faculty supervisor name)

This internship will be completed during: (check the appropriate time frame below)

____ Summer (1 unit), finishing coursework in fall (2 units), for 3 total combined units.
____ Fall semester only for ______ units. (fill in # of units)
____ Spring semester only for ______ units. (fill in # of units)

AND

____ (ck if applicable) the student will receive

_____ A stipend
_____ An hourly wage
_____ A weekly wage
_____ Other (specify) ______________________________

Student responsibilities:

1. Complete this contract/agreement and return signed agreement to faculty supervisor prior to starting internship.
2. Maintain a weekly log of all activities performed, have it verified by the immediate supervisor and submit it to the faculty advisor at the conclusion of the internship.
3. Prepare a written report to be submitted upon completion of internship to the faculty advisor, which can include the following that apply:

   - The name and address of the company
   - The name, title, phone number and e-mail address of your supervisor
   - The organizational structure of the company
   - The duties you performed
   - The skills required
   - The skills learned
   - The management techniques you used and/or were exposed to
   - The responsibilities you were given
   - The degree of increase in responsibilities during your internship
   - The level of supervision you performed
   - The exposure to personnel management
   - The exposure to experimental design
   - The exposure to data collection
   - The analysis of data
   - The types and numbers of reports you were required to make
   - The short-courses, workshops, symposia, etc. you attended
   - Pictures, proceedings, pertinent handouts, etc.
   - The interaction with other companies/entities
   - Your assessment of the internship as a learning experience
4. Produce a poster display (template provided by faculty advisor) to be exhibited during the semester following your internship.
5. Send a professional Thank You letter to your sponsor.

**Responsibilities of Sponsor:**

- Provide the student with a learning experience, which is representative of the position/business the intern is involved in.
- Provide guidance to the student intern as is needed.
- Meet with the student on a prescribed basis to evaluate their performance.
- Record the performance of the student intern under various job situations.
- Complete a student intern evaluation form and return it to the faculty supervisor within 3 weeks of the end of the internship.
- Make recommendations for improvement of the internship structure in the future.

**Faculty responsibilities:**

- Assist the student in setting up the internship.
- Compile the student and sponsor reports into a useable document.
- File the document in the College Office for future reference purposes.

**Signatures:**

Student: ____________________________  Date:_______

Sponsor: ____________________________  Date:_______

Faculty: ____________________________  Date:_______

Sponsor contact:  ___________________________________________________________________

Address: _________________________________________________________________________

Phone: ___________________________     Email: _______________________________

**Mailing address:**

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