

**CORCORAN COLLEGE OF ART + DESIGN
UNDERGRADUATE INTERNSHIP CONTRACT**

Please complete the following information and the attached Internship Description and Goals form. The student is responsible for obtaining the approval signatures from the department chair or program director, as well as the internship supervisor, prior to submitting these forms to the Office of Student Affairs. **If seeking academic internship credit, the student must also obtain approval from the Chair of the Arts and Humanities department.** A copy of this paperwork will be made for the student and must be submitted along with the appropriate registration form to the Office of the Registrar in order to receive credit.

STUDENT INFORMATION

Student Name: _____ Student Email: _____@corcoran.edu

Alternate Email: _____ Student Phone Number: _____

Please Check One: BFA BA BFA/MAT Major: _____

COMPANY INFORMATION

Company/Employer Name: _____

Company Address: _____

Supervisor Name: _____ Supervisor Title: _____

Supervisor Phone: _____ Supervisor Email: _____

Company Description: _____

INTERNSHIP INFORMATION

Start Date: _____ End Date: _____ Paid Unpaid

Number of hours per week: _____ Hourly wage or stipend: _____

STUDENT SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

DEPARTMENT CHAIR/PROGRAM DIRECTOR SIGNATURE

DATE

CORCORAN COLLEGE OF ART + DESIGN
INTERNSHIP DESCRIPTION AND GOALS

DESCRIBE YOUR ACTIVITIES, DUTIES, AND RESPONSIBILITIES:
(Please be specific. You may attach a position description.)

WHAT SKILLS/QUALIFICATIONS ARE NEEDED FOR THIS INTERNSHIP?

WHAT SKILLS OF EXPERIENCE DO YOU EXPECT TO GAIN FROM YOUR INTERNSHIP?

WHAT DO YOU THINK WILL BE THE MOST VALUABLE ASPECT OF YOUR INTERNSHIP EXPERIENCE IN RELATION TO YOUR COURSEWORK AND/OR CAREER?

DATE RECEIVED BY THE OFFICE OF STUDENT AFFAIRS: _____