

## **INTERNSHIP CONTRACT – NON-CREDIT**

Felician College • Career Development Center • Rutherford Campus • One Felician Way, Rutherford, NJ 07070  
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***It is the student's responsibility to complete this form, obtain necessary signatures, and return to our office.***

Name: \_\_\_\_\_ Major: \_\_\_\_\_

GPA: \_\_\_\_\_ Anticipated Graduation (Month/Year): \_\_\_\_\_ / \_\_\_\_\_

Phone : \_\_\_\_\_ E-mail : \_\_\_\_\_

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**Please Circle One:**

**Semester:**      Fall                  Spring                  Summer                  Year \_\_\_\_\_

**Course:**              Non-paid                  Paid                  If yes, rate (dollars per hour) \_\_\_\_\_

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Internship Site: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Intern Job Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Total hours per week: \_\_\_\_\_

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**Description of Internship:**

- Please attach a description of the internship to this contract on a separate piece of paper.

**Student Responsibilities:**

- Obtain or prepare description of internship with site supervisor.
- Agree to abide by the terms stated in the Internship Guidelines set forth by the Career Development Center.
- Complete hours as deemed appropriate by the site supervisor.

**Internship Coordinator Responsibilities:**

- Assist students in the internship application process.
- Coordinate the internship experience and manage any correspondences.
- Conduct a site visit (if necessary).

**Signatures:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**Original to:** Internship Coordinator  
**Copies to:** Faculty Advisor and Student