

Internship co. phone: _____

Internship co. Website: _____

Supervisor's Information

Internship supervisor: _____

Superior's title _____

Supervisor's email: _____

Supervisor's phone: _____

Student responsibilities:

1. Work number of hours as per the established internship program for a company.
2. Plan and implement the experience as assigned in a manner consistent with the company's policies.
3. Conform to the company's procedures and dress codes.
4. Maintain confidentiality of the company's records.
5. Schedule periodic supervisory contacts with internship supervisor to evaluate progress in learning objectives.
6. Complete bi-weekly reports, assignments, evaluations, and summaries keep accurate record of hours worked, and make a photographic record of the job site (as allowed by the company).
7. All assignments must be completed outside of work time.
8. Provide personal transportation, meals, housing, etc. during the internship.
9. Will represent MSU in a professional manner always.

During the internship, the student will be given several assignments and activity relating to various areas of fashion design or manufacturing. These assignments are designed to help the student learn as much as possible during the internship. We appreciate your cooperation with the student in completing these assignments. The student has been instructed that there may be some questions the employer would prefer not to answer. In that case, the student will mark employer prefers not to answer (by the question).

Students have been instructed that assignments must be completed outside of work time. At midterm and at the conclusion of the semester, the employer will be asked to contribute an evaluation of the student's performance.

Student's Signature

Date

Student's Printed Name

Company Supervisor Signature

Date

University Internship Coordinator Signature

Date