## **INTERNSHIP CONTRACT**

## **MISSISSIPPI STATE UNIVERSITY**

## **FASHION DESIGN AND MERCHANDISING**

This contract must be <u>completed</u> and turned into your University Internship Coordinator (Dr. Kobia) by May 1. The contract must be submitted to the internship Coordinator before you start your internship.

- 1 copy to employer
- 1 copy to student
- 1 copy to internship coordinator

#### **Student Information**

Student name:			
	last	first	
Student ID			
Address during Inte	rnship:		
	City	State	zip
Email:			
Phone:			
End Date:			
Student will work ap	proximately	hours per week.	
Internship Compa	ny		
Internship co. name	::		
Internship co. addre	ess:		
	city	state	zin

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).

Student's Signature	Date	
Student's Printed Name		
Company Supervisor Signature	Date	
University Internship Coordinator Signature	Date	

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.