

**University of New Mexico
Department of Geography and Environmental Studies
Internship Agreement Form**

Internships may involve any type of experience that meets the following criteria:

- Work for internships should allow the student to apply the knowledge and skills acquired through courses work for the major;
- Work for internships should be challenging and educational.

Internships maybe paid or unpaid. Each credit of internship course load requires at a minimum 40 hours of work. ***Upon completion of an internship, a report that describes the work and learning that was involved, and provides an evaluation of the internship experience (i.e., what would the student do differently? would the student recommend that others do this internship?) is submitted to the supervising faculty member.***

Please fill in the following (PRINT):

Intern name: _____ Email: _____

Semester/Year of internship: _____ Number of Credits/Hours: _____

Firm/Agency of internship: _____

Name of Site Supervisor: _____

Supervisor's Email: _____

Supervisor's address: _____

Supervisor's telephone: _____ Fax: _____

Signatures:

Site supervisor at Firm/Agency*: _____ Date: _____

Student intern: _____ Date: _____

Supervising faculty: _____ Date: _____

*By signing this form, the site supervisor agrees to oversee the agreed upon hours of internship experience as described in the attached one-page description of the proposed internship. This commitment involves teaching the student intern skills necessary to complete the internship, as well as relating the skills and knowledge to the real-world work environment.

Note: An internship cannot begin until this agreement form is completed and signed by the internship director. A one-page description of the proposed internship must be attached to this agreement form.