

JOB DESCRIPTION & TRAINING PLAN

1. Name of Student/Intern _____
Semester & Year _____
Mailing Address _____
Phone Number(s) _____
Email Addresses' _____
2. Intern Supervisor(s) _____
Contact Number(s) _____
E-Mail _____ Fax _____
3. Internship site
Company/Agency _____
Physical Address _____
Mailing Address _____
City _____ State _____ Zip _____
4. Job Responsibilities and Expected Activities During Internship- Refer to
Expectations for Guidelines. More detailed descriptions may be attached.

5. Employment Period
Beginning Date _____
Ending Date (approximate) _____

Employer and/or Intern Supervisor:

Approved _____ Date _____

Rejected _____ Date _____

Modifications _____ Date _____

(Note: Modifications or changes on back)

Program Area Representative: (Tarleton State University)

Approved _____ Date _____

Rejected _____ Date _____

Modifications _____ Date _____

Student Intern:

Approved _____ Date _____

Rejected _____ Date _____

Modifications _____ Date _____

Tarleton State University, Agricultural Services & Development views this internship as an educational learning experience, which the student in return receives 6 hours of college credit. The University expects no type of monetary exchange such as salary, commissions, insurance, worker's compensation, and etc., for this internship. If the student were expected to travel and/or be out over night due to internship responsibilities we would hope the employer would pick up this expense. If the employer wishes to compensate the student in any form, that agreement must be between the employer and the student. Tarleton's concern is that the educational experience the intern receives be beneficial to all parties concerned.