

# Student Intern Memorandum of Agreement Form



Agricultural Sciences  
Education and Communication

Return all documents to (in person, via email, or via U.S. mail):

**Kevin Leigh Smith**

[smith79@purdue.edu](mailto:smith79@purdue.edu)

915 West State Street

Lilly Room 3-236

West Lafayette, IN 47907

**Student interns:** You and your supervisor must complete and sign this form (or a similar one) before you can earn credit for ASEC 49100 (AgCom Internship).

<b>Student's Name</b>	
<b>Student PUID</b>	
<b>Student Email</b>	
<b>Intern Company Name</b>	
<b>Internship Location</b>	
<b>Internship Job Title</b>	
<b>Internship Start Date</b>	
<b>Internship End Date</b>	
<b>Work Hours</b> (include approximate hours per week)	
<b>Immediate Supervisor's Name</b>	
<b>Supervisor's Title</b>	
<b>Supervisor's Phone</b>	
<b>Supervisor's Email</b>	

**Define work activities and learning objectives to be achieved during internship**

*(Attach an additional sheet if more space is needed):*

I agree to fulfill my duties and obligations as an intern as described on the previous page. To earn credit for this internship, I agree to submit weekly reports and a final internship report to the Purdue Internship Advisor.

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Student's Printed Name

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Student's Signature

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Date

The employer of the student named above agrees to provide the student an opportunity to obtain experience in communication. The supervisor named on the previous page will be responsible for overseeing the student's work. A copy of the intern's job description is attached.

Furthermore, near the conclusion of the internship, the supervisor agrees to evaluate the efforts of the student and forward that evaluation to the Purdue Internship Advisor. The internship supervisor agrees to ensure that the student clearly understands what information about the internship experience can be shared with the intern's peers and instructors and what must remain confidential. If the nature of the work experience prevents the intern from discussing particular information due to confidentiality rules, the student may not be able to earn internship credit. This does not diminish the value of the work experience, but suggests that the experience should not earn internship credit.

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Printed Name of Internship Supervisor (or organization designee)

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Signature of Internship Supervisor (or organization designee)

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Date

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Street Address

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City

State

Zip Code

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Business Phone Number

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Email Address

I have reviewed this memorandum of agreement and find it consistent with the student's educational objectives and the goal of the Agricultural Communication internship program.

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Purdue Internship Advisor's Printed Name

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Purdue Internship Advisor's Signature

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Date



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