



Energy and Sustainability Policy Internship Agreement

No printing or faxing necessary! Enter all information directly into the form. "Sign" digitally (easy instructions below). Be sure form is complete before Supervisor signs, after which all fields will be locked except Intern's information. (Mac users: This form is designed for Adobe Reader.)

To be completed by Student Intern:

Intern Name: _____ PSU Access Account User ID: _____

E-mail: _____ Telephone: _____

Sponsor Organization Name: _____

Organization Address: _____

Organization Website: _____

To be completed by Supervisor:

Supervisor Name: _____ Title: _____

E-mail: _____ Telephone: _____

Internship Start Date: _____ Internship End Date: _____

Location where work will be performed: _____

Job Description *(specific projects, tasks, and activities to be completed by the student during internship):*

Relevance of work to Energy and Sustainability Policy:

Additional Comments:

Expectations

- ◆ Student will complete 120 hours, or more, of supervised internship activities during a single academic term.
- ◆ Student will post weekly electronic journal entries of 250 words or more describing activities, learning experience, resources used, contacts and questions,
- ◆ Student will prepare Internship Portfolio, including content as described below.
 - Introductory essay—student academic and work background, interests and basis for this internship
 - Sponsoring Entity description—description of sponsoring entity and its organization, products/services offered, markets served, locations, size of company (employees and revenue), company history. Place sponsor (supervisor) and intern in context of sponsoring entity's overall organization.
 - Internship Job Description—student tasks and responsibilities, professional interactions within and external to the host organization
 - Samples of internship work—artifacts demonstrating learning and accomplishments. Each artifact fully annotated with date, description, purpose, audience and intern's role in creating or using the artifact.
 - Glossary of terms related to internship experience. Include terms related both to your work and your place of employment.
- ◆ Sponsor will complete one Mid-Term Evaluation and one Final Evaluation, using provided form.
- ◆ Student is responsible for taking all necessary steps to comply fully with Non-Disclosure Agreement (NDA) requests from Sponsor.

Sponsor understands and agrees to support Student in pursuit of a successful and rewarding internship experience, including details described above. The Energy and Sustainability Policy Program appreciates the time and commitment of internship sponsors to make these important learning opportunities possible. Thank you. Questions and suggestions are welcome and may be directed to J crg{ 'Ucpng{, [j lu364B r uw@f w0](#)

Please “sign” digitally. If it’s your first time, follow these [easy instructions](#). Be sure form is complete before Supervisor signs, after which all fields will be locked except Intern’s information.

Supervisor Signature

Date

Student Intern Signature

Date