Chancellor's Undergraduate Internship Program

CONTRACT

Interns will:
• Negotiate an internship agreement with the mentor
• Work an average of 150 hours per quarter and a total of 450 for the year
  At the direction of the mentor/supervisor,
  On a schedule negotiated with the supervisor,
  In support of the supervisor’s project.
• Complete a monthly time sheet, and
  Submit it with the supervisor’s signature,
  No later than the 10th of the following month,
  To the CUIP office in the Career Center, Bay Tree Building
• Register for, attend and participate in the CUIP Seminar on Leadership and Institution Building (Cowell 184 Fall, Winter and Spring) on Monday evenings 5-7 pm for the three quarters it is offered.
• Check e-mail regularly for class communications.

Mentors/Supervisors will:
• Negotiate an internship agreement with the intern,
• Provide work and monitor intern hours to ensure 450 hours for the year
• Provide work that builds the skills of the intern while advancing the project
• Meet with the intern no less than twice a month (preferably once a week) to review and counsel the intern
• Be available to review and sign time sheets in a timely manner
• Support the intern’s presentation preparation and attend if possible
• Evaluate the intern’s work quarterly
  Brief reviews at the end of fall and winter quarters
  A narrative evaluation of the intern’s growth and effectiveness after spring quarter (to be included in the spring quarter narrative evaluation for the CUIP course).

Failure by a student intern to meet the terms of this contract can result in termination of that student’s participation and withdrawal of CUIP stipend payment. In such a case, a student may be asked to pay back all or a portion of the fees paid by the CUIP.

I understand and agree to the terms set out in this CUIP internship contract.

Intern       Mentor
______________________________  ______________________________
email       email

Return to Sheila Rodriguez, CUIP Program, Career Center, Bay Tree Building