**Student Name**:

Major: Year:

Phone: Email:

**Mentor/Agency/Organization**:

Address:

Phone: Email:

**Internship Project Description**

**Schedule:**Start Date: End Date:

Weekly Schedule (days/ times):

Total Wages (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_

**Project Topic:**

**Student Learning Objectives/Internship Goals:**

**Internship Duties and Responsibilities:**

**Work Products and Timeline:** Detail a projected work plan based upon the defined duties, responsibilities, and objectives listed above. Include dates, a description of projects, and strategies for accomplishing the work plan.

**Evaluation Criteria:** How will the intern’s performance be assessed?

**EcoStudio Expectations:**

EcoStudio meetings are designed to help you succeed in your internship and help you prepare for your career after graduation. We have check-ins about your internship, professional development workshops, e.g. resume reviews, mock interviews, etc., and guest speakers talking about their environmental careers and the paths they took to get there.

* I agree to come to weekly EcoStudio meetings as often as my schedule allows and participate fully in EcoStudio weekly tasks **OR**
* I agree to submit a weekly summary of my week’s progress on my internship or independent study on the EcoStudio web site
* I understand that I am welcome and encouraged to participate in EcoStudio meetings

**I have read the agreement and will fulfill the duties and responsibilities outlined above for the internship. I understand that this internship experience is not employment and that I am not entitled to a promise of employment at the completion of the internship. If this internship is paid, I understand that this is for the fixed term as agreed in this contract, that wages will be paid by the mentor agency, and that applicable taxes may affect the total amount earned by the student.**

Student: Date:

**I approve of and agree to this Internship Agreement. I agree that I will instruct/orient the student on policies/procedures, provide a safe working environment, and, if this is a paid internship, provide the agreed upon amount of total wages no later than the end of the month of the student’s last day at the internship.**

Mentor: Date:

**NOTE:**   
While students participating in a Not-for-Credit Internship do not have official faculty advisers, students and mentors should reach out to EcoStudio staff with any issues or complications arising from the internship. EcoStudio staff will do their best to mediate any disputes and offer suggestions for improving the internship experience. EcoStudio staff will also check in periodically with mentors and check in with students weekly. Please contact Megan Lane or Brian Naess at [ecostudio@unc.edu](mailto:ecostudio@unc.edu) for assistance.