

HCDE Graduate Student Internship Letter of Agreement

This letter constitutes an agreement among the HCDE student intern, the student's internship supervisor, and the HCDE graduate advisor as to the nature of the student's internship activities and responsibilities.

The student intern, _____, will work at
_____ (company name) located at
_____ (employer's work address:
street, city, state, and zip code) under the supervision of
_____ (internship supervisor).

The intern's responsibilities for his or her employer will include (please provide detail of job duties and deliverables):

Because the student has requested a _____ -credit internship, they will be required to work _____ hours (number of credits x 30). The internship will begin _____, and should conclude _____ .

To earn academic credit for the internship, the student will be enrolled in an HCDE 601 Canvas course and will be assigned coursework to reflect and report on his or her educational experience. The assignments must be completed during the quarter the internship is performed to earn academic credit for the internship.

The internship supervisor will endeavor to provide an in-depth educational experience for the intern and will communicate with the HCDE graduate advisor (contact information below) when necessary and appropriate concerning the internship. The internship supervisor also agrees to prepare a letter for the HCDE graduate advisor at the conclusion of the internship confirming the number of hours worked and briefly evaluating the student intern's performance.

Intern signature: _____

Internship supervisor: _____

Date: _____

Once all information above is completed, submit this form via the link at hcde.uw.edu/internships.

Kathleen Rascon, Director of Academic Services, khorenst@uw.edu