

Petree College of Arts and Sciences

Internship Learning Contract – Employer Information

**Part 1: Contact Information**

Student Name: Click or tap here to enter text.

Work Supervisor

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Company/Organization: Click or tap here to enter text.

Internship Address: Click or tap here to enter text.

City, State, Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text. Email: Click or tap here to enter text.

Oklahoma City University  may or  may not **[please check one]** use my company’s name and logo in promotional materials for the Petree College of Arts & Sciences internship program.

Signature: Click or tap here to enter text. Date: Click or tap here to enter text.

**Part 2: Employer Expectations (TO BE COMPLETED BY WORK SUPERVISOR)**

List any policies and expectations for this job, including but not limited to expected dress code, student conduct, etc.:

Click or tap here to enter text.

Expected previous training and qualifications or skills required for this job:

Click or tap here to enter text.

Expected student schedule (Students will be available during the regular academic calendar as their regularly scheduled classes allow. Students will not be expected to work during school holidays unless arrangements are made with the employer.):

Click or tap here to enter text.

Student duties:

Click or tap here to enter text.