

Internship Contract

between

- 1. Organization:** _____
Address: _____
City, State, Zip _____
Supervisor Name: _____
Phone: _____
E-mail: _____

and the

**Department of Aviation and Technology, College of Engineering
 San Jose State University, One Washington Square
 San Jose, CA 95192-0061**

- 2. This organization wishes to accept as a student intern the following student:**
 Name: _____ Date: _____
 Class Standing: (Sr, Jr, So, Fr) _____ Phone: _____
 Email: _____ Student ID #: _____
for the period beginning _____ **and ending** _____

- 3. The intern is specializing in** (circle one)
 Tech 195 BSIT Manufacturing Systems Avia 195 Aviation Operation
 Tech 195 BSIT CENT Avia 195 Aviation Maintenance
 Avia 195 Aviation Maintenance Management

- 4. The internship proposal shall be attached to this form.**

The internship proposal must include the following parts;

- a. A description of the purpose of the course and how it enhances the student's program of study
- b. A description of what will be done under the contract
- c. A timeline for the work under the contract
- d. A listing of what meetings will take place during the time line (usually a normal semester)
- e. A listing of what will be handed in during the semester (such as progress reports)
- f. A description of the final deliverables to be submitted when the course is over

- 5. Approvals:**

 Signature of Host Institution Supervisor Date

 Signature of Aviation and Technology Faculty Supervisor Date

 Signature of Student Intern Date

 Signature of Aviation and Technology Chairperson Date

For Office Use Only	
Course #: _____	Permission Number: _____
Initials: _____	Issued to Student On: _____

Student Internship Monthly Report Form

Mail or email this form to: Your faculty internship advisor, Aviation and Technology Department
San Jose State University, San Jose, CA 95192-0061

Note to internship advisor: The material of this report is strictly confidential and is not to be shown to or shared with anyone without the student's written consent.

Check which month of your internship this report form covers (check one):

1st month 2nd month 3rd month 4th month 5th month 6th month

Name of Intern: _____

Placed at (host institution): _____

Host institution supervisor: _____ Phone: _____

Is your internship proving to be valuable? Explain.

Please list your internship activities for the month and include an evaluation of these activities as a learning experience in the context of your internship proposal (examples of your work may be attached).

Signature _____ Phone _____

Date _____ Email _____

Faculty Advisor Comments: _____

Faculty Advisor Signature: _____

Internship Proposal Guidelines

To the faculty advisor

1. Meet with the student intern during the first week of the semester to review the goals and the proposal for the internship.
2. Ensure that the student has signed up for Tech 195 or Avia 195, Internship in Technology or Aviation
3. See that the Department secretary files the internship proposal for this internship in the student file, and makes a copy of the cover page for the Department internship databank file.
4. The Department internship databank file is to be kept in the Department office, and should include the signed internship form with detailed contact information on the student and the supervisor at the sponsoring organization, for each internship taken by an Aviation or Technology internship student.
3. Review and comment / advise on all monthly reports in writing.
4. Visit student and organizational supervisor at least twice (before & at the end) during the internship, at the work site, to discuss job experiences and student intern progress.
5. Evaluate both the supervisor's final report and the student intern's final report, and determine and submit Credit/Non-Credit grade. The grade must consider and include evaluation of all internship documents and the student's final report.

To the institutional host supervisor

The industrial or business internship is often the most powerful and rewarding learning experience that a student has during his or her college education. Your role as a supervisor and mentor is a critical part of that experience. We thank you for your willingness to contribute to this student's learning process and from experience have learned that you will gain and well as give, from this relationship. To help the internship work properly for your company and for the student, we ask that you observe the guidelines listed below. Feel free to call us at 408 924-3190 if you have any questions or need any assistance with this or other matters.

Sincerely,

Chair, Aviation and Technology Department

1. Meet with the student intern prior to the first week of the semester to establish mutual understanding of the goals and the proposal for the internship. Ensure that the student has signed up for Tech 195, Internship in Technology, or Avia 195: Aviation Industry Internship.
2. Meet regularly with the student to discuss how the internship is progressing, and to review problems and concerns which have arisen. It is recommended that you meet with the intern at least once a week for the first month, twice monthly thereafter.
3. Review and comment / advise on all monthly reports in writing.
4. Visit with faculty advisor at least twice (before & at the end) during the internship, at the work site, to discuss job experiences and student intern progress.
5. Evaluate the student intern's final report, and respond to it in a brief note to the Advisor.