Internship in Mathematics Education – Employer Internship Agreement

The employer needs to complete all sections. Please make sure to turn in this form along with the TCNJ Internship Enrollment Form prior to the time of enrollment and beginning the internship experience.

**Sections I: Demographic Information**

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|  | Enter Information in this Column |
| Name of Student (Last, First, Middle Initial) |  |
| Organization: |  |
| Department/Division: |  |
| Unit (if any): |  |
| Program/Project: |  |
| Internship Position Title: |  |
| World Wide Web Address (if any): |  |
|  | |
| Name of Supervisor/Sponsor: |  |
| Title of Supervisor/Sponsor: |  |
| Address: |  |
| City, State, Zip Code |  |
| Phone: |  |
| Fax: |  |
| E-mail Address: |  |
| Do you have access to the World Wide Web? (check one): | \_\_\_yes \_\_\_no |

**Sections II: Internship Information**

|  |  |
| --- | --- |
|  | Enter Information in this Column |
| Format of Internship (check one) | \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer |
| Recommended Reward Mechanism for student (check one): | \_\_\_ no credit and no stipend  \_\_\_ college credit but no stipend  \_\_\_ stipend but no college credit  \_\_\_ stipend and college credit |
| Please provide details regarding credit and/or stipend for interns: |  |
| Transportation to/from internship site: | \_\_\_ on TCNJ Campus  \_\_\_ within walking distance of TCNJ  \_\_\_ on the city bus line  \_\_\_ must have own car |

List key words that describe the major functions of this internship.

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Briefly describe the Organization/Program

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Describe how an intern fits into your organization. Provide historical context as appropriate. Indicate whether this is a new or ongoing internship placement.

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Describe not only what the intern will do, but also what the intern will learn.

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Describe the office environment, including dress expectations.

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Describe the characteristics that you feel are important for an intern in your organization; include character traits as well as skills, knowledge, and academic preparation.

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Describe the orientation, training and supervision that you will provide the intern.

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