

Wine & Viticulture Department

California Polytechnic State University
College of Agriculture, Food and Environmental Sciences
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INTERNSHIP CONTRACT

Please complete this Contract and the University Liability Statement and secure appropriate signatures. Return the originals to the WVIT Internship Coordinator. If you register during the Add/Drop period, you will be notified of your permission number for registration through your Cal Poly e-mail. All Internships are CR/NC grading.

This agreement entered into this _____ day of _____, 20 ____ by and between _____, (employing firm) and _____, (employee), student in the Wine and Viticulture (WVIT) department at California Polytechnic State University.

Placement Information

Name of Company: _____

Address, City, Zip: _____

Company phone number: _____

Supervisor Name/Title : _____

Supervisor email: _____

The following reports must be submitted by the student to the **WVIT Internship Coordinator**. (See the WVIT 339 Course PolyLearn during the quarter in which you are enrolled for specific due dates.)

1. Two progress reports per quarter (using Progress Report form provided), approximately 1/3 and 2/3 of the way through your total internship hours.
2. The employee is to serve in the capacity of an Intern with general responsibilities consistent with the purpose of the Internship program and otherwise agreed upon by the WVIT Internship Coordinator and employing firm.
3. The employee will work _____ hours per week at a salary of \$ _____. Note: An increase in work hours mid-quarter will not result in increased academic credit. Select and indicate your hours carefully.
4. The Intern will be employed with the above stated employer from _____ until _____ (dates indicated should coincide with the Cal Poly quarter system and may include one, two or three quarters).
5. While the employee is employed by the said employer, the student will be eligible to earn credit(s) at California Polytechnic State University. Said credit will be considered earned upon successful completion of all Internship requirements.

6. In consideration of the mutual promises contained herein, the employee agrees to work for and in the services of the employer under the terms and conditions herein agreed upon.
7. Job title and description (if you need more space, please attach a description):

The WVIT Internship Coordinator will not approve your internship unless ALL of the following signatures have been obtained. The student's signature implies they understand and will adhere to the contract requirements. ANY changes to this contract must be approved on this contract by the WVIT Internship Coordinator.

Student Signature: _____ Date: _____

Employer Signature: _____ Date: _____

Internship Coordinator Signature: _____ Date: _____