

CONTRACT FOR CO-OPS AND INTERNSHIPS

SECTION I: PERSONAL INFORMATION

Student Last Name _____ Student First Name _____
 Person Number _____ Email Address _____@buffalo.edu
 Cell Phone _____ Class Year (FR/SO/JR/SR/5) _____
 Cumulative GPA _____ / 4.00 Expected Graduation (MM/YYYY) _____
 Major(s) _____ Accepted _____ Intended _____
 Minor(s) _____
 Local Street Address _____ City _____ State _____ Zip _____

SECTION II: CO OP/INTERNSHIP SITE INFORMATION

Name of Organization _____
 Organization Address _____ City _____ State _____ Zip _____
 Organization Telephone _____ Website _____
 Total Hours Expected _____ Number of Credits _____ Dates of Service _____
 Will this be a paid internship experience? Choose one. Yes No

Explain how this internship fits into your career or academic plans.

SECTION III: AGREED UPON WORK SCHEDULE AND RESPONSIBILITIES

Days	Hours
_____	From _____ to _____
_____	From _____ to _____
_____	From _____ to _____
_____	From _____ to _____
_____	From _____ to _____

List in the box below the specific tasks assigned to you by your supervisor and to which you agreed.

SECTION IV: CO OP/INTERNSHIP AGREEMENT

The Honors College can offer you one credit hour for every 45 hours that you work. The ratio of 45 hours worked for each credit hour is consistent with the requirements for academic credit across all academic departments at the University at Buffalo.

To the Supervisor: This student has chosen to complete a 45 hour minimum co-op or internship experience with your organization. This co-op/internship will meet one of the student's Honors College Experience requirements. Please complete and sign this form and return it directly to the student. It will be placed into the student's file.

Supervisor's Name _____

Supervisor's Title _____

Supervisor's Phone Number _____

Supervisor's Email Address _____

Supervisor's Signature _____ **Date** _____

SECTION V: SUBMISSION

Contracts for Co-Ops/Internships may be submitted electronically to honors@buffalo.edu to the attention of Jessica Gorski using this writable PDF or in person to 106 Capen Hall during regular business hours.