1. *The Sponsoring Organization agrees to:*
   a. Provide responsible work for the intern, so that s/he has an opportunity to develop his/her skills relative to the objectives of the internship.
   b. Provide suitable workspace for the intern.
   c. Provide the amount of supervision necessary to make the experience truly beneficial.
   d. Complete and submit mid-term and final evaluations of the student’s work to the Career Services Center.

2. *The Student agrees to:*
   a. Work a minimum of 40 hours for each credit-hour earned.
   b. Conform to the standards of dress and deportment determined by the Sponsoring Organization, and represent the College and Duquesne University in a professional manner.
   c. Report in detail the work done, the progress made, and any problems encountered, as well as insights on the value of the internship assignment.
   d. Meet with the faculty sponsor as agreed.
   e. Complete and submit mid-term and final evaluations to the Career Services Center.
   f. Earn between 1-3 academic credits as a result of successful completion of the internship.

3. *The Faculty Sponsor agrees to:*
   a. Assist the student in establishing appropriate academic learning and vocational objectives.
   b. Establish and maintain communication with the immediate worksite supervisor.
   c. Meet with the intern as agreed to discuss the progress of the internship.
   d. Review and provide feedback on the student’s written work.
   e. Determine the intern's final grade (pass/not passing), taking into account the worksite supervisor’s written evaluations provided by Career Services.