

# County of Riverside Student Internship Program

## INTERNSHIP PERFORMANCE AGREEMENT

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I, \_\_\_\_\_, agree to abide by the following conditions:  
(Student Name)

1. To be in regular attendance and on time for the duration of my internship.
2. To conform to the regulations of the organization in which I am working with regards to dress and conduct.
3. To notify my supervisor in advance if I must be absent.
4. To notify the College Relations Specialist should any problems or concerns arise regarding my internship.
5. To complete the required timesheets and turn them in to the Temporary Assignment Program (TAP) in a timely manner each pay period.
6. Submit necessary school documentation in accordance with the guidelines.

Student Initials: \_\_\_\_\_

Student Phone: \_\_\_\_\_

Date: \_\_\_\_\_

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*(For Supervisor to Complete)*

Supervisor Name: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Internship Site: \_\_\_\_\_

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### INTERNSHIP HOURS:

<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
_____	_____	_____	_____	_____	_____	_____

### INTERNSHIP DATES:

Begins: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ends: \_\_\_\_/\_\_\_\_/\_\_\_\_

Final Evaluation Conference Scheduled for: \_\_\_\_/\_\_\_\_/\_\_\_\_

Planned absences: \_\_\_\_\_

General intern responsibilities:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Specific projects and products:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Specific resources and strategies to be used:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

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**AGREED TO BY:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_