

ASU Herberger Institute for
Design and the Arts
Arizona State University

Internship Contract This is to indicate our agreement to participate in the ASU The Design School Professional Internship Program.

We understand the internship requirement is a minimum of _____ hours, with 80% of that time commitment as 40-hour work weeks.

We agree to abide by the policies described in the "Internship Policy for Firms" and to submit an evaluation of the intern's work as described in the stated policy.

Approximate dates of internship period: _____(mm/dd/yy-mm/dd/yy)

Student Name _____ ASU Affiliate ID # _____

Student Email Address _____

Program of Study Architecture _____ Built Environment _____ Industrial Design _____ Interior Architecture _____

Landscape Architecture _____ Urban Design _____ Visual Communication Design _____

Academic Level Undergraduate _____ Graduate _____ Year in Program (as of the spring prior to the internship) _____

Firm Name _____

Type of Firm _____

Firm Address _____

Firm Phone Number _____

Supervisor Information Name _____ Title _____

License/Registration # _____ (Required for Architecture, Interior Design, and Landscape Architecture ONLY)

Firm Email Address _____

Firm Web Site _____

Supervisor Signature _____ Date _____

Student Signature _____ Date _____

ASU Internship Coordinator Signature _____ Date _____

Please return to the Internship Coordinator by either emailing designgrad@asu.edu, faxing it to (480) 965-0968, or by mailing the completed form to the address below prior to the beginning of the internship.