

Sample Contract Letter Between Employer, Student and FCCJ

(SAMPLE CONTRACT)

Should be completed on company letterhead

September 4, 2003

Ms. Stephanie Mervin
Florida Community College at Jacksonville
North Campus – Business & Information Technology
4501 Capper Road
Jacksonville, FL 32218

Dear Ms. Mervin:

Thank you for approving my enrollment in (course name) for the upcoming _____ Term. As first part of the requirements for this course, I am submitting this letter of introduction and acknowledgement which, along with the course syllabus will serve as my contract for the course.

I started working in the _____ field in _____ (if applicable). Arrangements have been made whereby I can work in the field for 12 to 15 hours per week at (company name). I am aware that I must complete 180 hours of job-related tasks, maintained by a Weekly Internship Activity Log, submitted weekly to the Internship Coordinator and submit a two-page typewritten internship summary at the end of my internship.

In this internship I will be performing the following _____ related tasks over the next 12 to 15 weeks.

A list of my responsibilities are as following: (List at least **six tasks)**

- **Task 1**
- **Task 2**
- **Task 3**
- **Task 4**
- **Task 5**
- **Task 6**

My supervisor during this period will be _____ and she/he can be reached at (904)777-7777 between the hours of 10:00am and 5:00pm Monday through Friday. She/he has agreed to the job responsibilities outlined above and further agrees to monitor and report my progress. This agreement is signified by her/his signature.

Sincerely,

Student full name
Address
Home/work Phone
Email address

Internship Supervisor

Internship Coordinator