

**[Bank Name] Internship Goal Setting & Agreement**

The intern and supervisor should discuss the following topics. This will help them agree to and define expectations, actions and roles during the internship. Additional pages may be added if needed.

1. How will performance be evaluated?

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2. What do you hope to experience or learn during this internship?

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3. What type of projects will the intern be assigned to gain the experience outlined in the aforementioned goals?

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4. What is expected from the school to ensure the intern receives credit (if applicable)?

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Other Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**The student intern agrees to:**

* comply with the organization’s policies and procedures;
* follow protocols for dress, appropriate behavior, correspondence and work space maintenance;
* complete any necessary training prior to the internship;
* attend the internship site during scheduled work dates/times, notifying supervisor of absence or late arrival with sufficient notice prior to start time;
* meet school requirements to receive academic credit (if applicable);
* perform responsibilities timely and satisfactorily; and
* inform intern supervisor of any problems or concerns.

**The supervisor and organization agree to:**

* comply with the U.S. Department of Labor policies on paid/unpaid internships;
* adhere to all state and federal child labor laws;
* provide a safe work zone;
* conduct appropriate training for the student prior to the internship;
* assign an intern mentor for the student;
* establish a set work schedule and lesson plan for the student;
* provide the student with periodic feedback and constructive criticism;
* ensure the student’s learning goals are addressed;
* meet school requirements for student to receive academic credit (if applicable); and
* compensate the student according to agreed-upon rate.

We have discussed the topics listed above, and understand our roles, expectations and requirements during the term of this internship.

Student Intern signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**[Bank Name] Intern Goals & Objectives**

Please take a moment to summarize below the top 5 objectives, outcomes, and/or areas of responsibility established for your intern as part of their internship experience.

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| **Objective #1:** |
| Measures of Success:  1.  2.  3.  4.  5. |
| **Objective #2:** |
| Measures of Success:  1.  2.  3.  4.  5. |
| **Objective #3:** |
| Measures of Success:  1.  2.  3.  4.  5. |
| **Objective #4:** |
| Measures of Success:  1.  2.  3.  4.  5. |
| **Objective #5:** |
| Measures of Success:  1.  2.  3.  4.  5. |