

**EAST STROUDSBURG UNIVERSITY**  
**HOSPITALITY, RECREATION & TOURISM MANAGEMENT DEPARTMENT**  
**INTERNSHIP LEARNING CONTRACT**

**PART B - EMPLOYER/WORK SUPERVISOR OF** \_\_\_\_\_  
Student Intern

This form is to be completed and signed by the WORK SUPERVISOR to whom the intern employee reports. PART B of the Intern Employee's LEARNING CONTRACT should outline the work duties, hours, rate of pay and other pertinent information as can reasonably be projected at the beginning of the assignment. This form is not a legal document but rather an outline of the internship assignment, documenting the type of work responsibilities which the Intern Employee is undertaking. **Please type or print clearly when completing this form.**

1. Work Supervisor to whom Intern Employee reports: \_\_\_\_\_
2. (a) Full name of employer organization: \_\_\_\_\_  
(b) Supervisor's title and department: \_\_\_\_\_  
(c) Mailing address: \_\_\_\_\_  
(d) Telephone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(e) Email: \_\_\_\_\_
3. Duration of internship position: Starting date \_\_\_\_\_ Ending date \_\_\_\_\_
4. Position or title of Intern Employee: \_\_\_\_\_
5. Position description (Nature of work, work environment, title of other employee(s) intern works with, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Number of hours per week intern is to work (Minimum 30 hours/week): \_\_\_\_\_
7. Rate of pay: \_\_\_\_\_ per \_\_\_\_\_
8. Will intern employee be considered for career employment upon graduation?  
\_\_\_\_\_
9. Non-Discrimination statement: This Employer Does Not Discriminate Based on Age, Gender, Race, Religion, National Origin, Marital Status or Handicap.

Signed \_\_\_\_\_  
Work Supervisor Date

Please upload Part B to D2L Hospitality and Tourism Internship Portal