

Internship Mutual Work Agreement Form

Master of Science in Engineering Management

Name: _____ Hopkins ID#: _____ Estimated Graduation Date: _____
Academic Advisor: _____ Internship Advisor: _____
Internship Company: _____ Internship Supervisor: _____
Internship Start Date: _____ Estimated Semester Completion Date: _____

The final version of the internship report must be submitted, with the cover page signed by the student's advisor, to the MSEM Academic Advising team by the essay completion date.

Internship Description:

Internship work can open-ended, so the direction may change, within reason. Students should consult with their advisor monthly throughout their internship.

Brief explanation of how this internship will further student's academic and post-academic goals:

Description of Mentoring Plan (students, research advisors, and internship supervisors are required to meet together (virtually or in-person) on at least a monthly basis):

The opportunity to work with other researchers and/or industry colleagues is a privilege. I understand that this internship should be my top academic priority, both out of consideration for my supervisor's time and because others may be depending on my results.

I agree to keep my supervisor apprised of my progress.

I will submit a **well-written research report** or accepted/published journal article to my advisor at least 4 weeks before the MSEM submission deadline. Failure to meet this deadline or other agreed upon milestones could delay graduation. I understand that my advisor and supervisor may request changes or additions before approving the report, which could affect my ability to graduate in the anticipated timeline. Consistent communication with my advisor is crucial to my successful completion.

Student's Signature

Date

Internship Supervisor's Signature

Date

Academic Advisor's Signature

Date

CLE Director Signature

Date