



Scope of Work: [student name] [Date]

This scope of work describes the internship and terms between [student name] and [company name]. The general agreement is that [student name] will work on tasks related to [departments, project, and tasks] at [hours per week] for the period of [start date – end date].

Scope of work:

- Goal of project(s) assigned to intern
- High-level percentage break down of project responsibilities
- Deliverable(s) to be expected by [date],
- Final presentation to [audience] during final weeks of internship
- Performance goals/student learning objectives will be discussed with supervisor within [week 1 of internship start date]
- Final evaluation debrief and Exit interview with HR will be conducted [final week of internship]

Workplace expectations:

- Days and hours of work
- Holidays observed
- Expectations around communication
- Travel requirements
- Supervisor of record

Payment terms:

- Rate of [ \$X] to be paid [every X weeks] ☐ Paydays:

Organization

Intern Printed

name:

Printed name:

Signature:

Signature:



## Sample Scope of Work

Scope of Work: Puddles Duck

May 1, 20XX

This scope of work and contract describes the internship and terms between Puddles Duck and Football Alliance. The general agreement is that Puddles Duck will work on tasks related to evaluating new product potential, including: market research, competitive analysis, go to market plan and a pitch deck for 40 hours per week for the period of June 1 – September 29, 20XX.

Scope of work:

- Football Alliance is working to understand the market potential of a new football product. This will be done through market research, competitive analysis, and working with team to build a go-to-market plan.
- It is anticipated that Puddles' time will be allocated roughly according the following percentages: 30% market research, 25% competitive analysis, 20% building a go-to-market plan, 10% final pitch deck and presentation, 5% administrative and additional work as needed
- Market research report is expected within the first 60 days of internship start date
- Go- to- market plan is expected by the end of the internship
- Final presentation on project findings and conclusions to department is expected during final week of internship. 15 minute presentation, using PowerPoint, with 15 minutes Q&A.
- Performance goals will be discussed with supervisor within week 1 of internship start date
- Evaluation and feedback will be conducted final week of internship

Workplace expectations:

- Days and hours of work: Monday – Friday, 8am – 5pm, with remote work one day per week ☐  
Holidays observed: July 4
- Email is primary mode of communication, must also be accessible by phone every Monday from 6 am – 6pm.
- Attend conference July 10 - 12 in Boston, MA.
- Supervisor of record is Marcus Mariota

Payment terms:

- Monthly rate of \$4,000
- Paydays: July 1, August 1, September 1 and September 29, 2017

Puddles Duck Signature \_\_\_\_\_ Football Alliance Signature \_\_\_\_\_