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UNIV099 - INTERNSHIP SEMINAR - LEARNING CONTRACT

Work Term

Fall 20xx

STUDENT INFORMATION FORM

University ID#

XXXXXXXXXX

Student Name

Tully Terrapin

Preferred Email Address

tullyterrapin@umd.edu

Phone Number

XXX-XXX-XXXX

Current Mailing Address

123 Terrapin Row
College Park, MD 12345

Citizenship Status

Other

If other, please list country of residency

Bermuda

Class Standing

Junior

Main

major

Arts and Humanities, Arts and Humanities/Communication

INTERNSHIP INFORMATION

New Employer

Speedy Shell

If you found your internship outside of Careers4Terps, please enter the name/title here

Sales and Marketing Internship

Internship Site Address

3100 Hornbake Library, South Wing College Park, MD

Supervisor Name

Rep Tile

Supervisor Title

Director of Sales and Marketing

Supervisor Email

reptile@speedyshell.com

Supervisor's Phone

XXX-XXX-XXXX

Start Date

September 16, 20XX

End Date

December 16, 20XX

Compensation Type

Paid

Wages/Salary

15/hr

Did you receive other benefits (parking, housing, etc.)?

No

LEARNING CONTRACT

Total # Weeks

12.00

Hours Per Week

10

Total Hours Interned

120

List your specific job responsibilities

- Contribute to the Sales and Marketing team.
- Design and evaluate a social media campaign for new Speedy Shell latest product.
- Support the team with aggregation and analysis of sales data from the past quarter.
- Recommend tech marketing strategies for the upcoming quarter.
- Participate in weekly Sales and Marketing meetings.

What are three things you expect to learn from the internship?

1. I expect to learn how to put what I've learned in my communications courses into practice in the corporate office setting. I will also learn how to trouble shoot when things go wrong.
2. I expect to learn how to design a social marketing campaign from start to finish and then evaluate it for effectiveness.
3. I expect to learn how to contribute to team meetings and team projects in a meaningful and efficient manner.

How does this apply to your career goals?

I hope to use my communications major to support nonprofit organizations in the future. I think learning about sales and marketing from a successful company will help me understand how companies use communications and marketing to sell their products. I want to take this knowledge with me on to my next steps in my career path.

Supervisor's Signature Here: _____

Rep Tile

Student Learning Contract Signature

TT



SPEEDY

3100 Hornbake Library, South Wing College Park, MD 20742-42335

SHELL

Phone: 301-314-9114 www.speedyshell.com

On company letterhead

August 16, 20XX
To: Tully Terrapin
Internship Offer Letter

Dear Tully Terrapin,

Student name listed

On behalf of Speedy Shell, I am pleased to offer you an Internship position with our organization. This position will provide you an opportunity to apply knowledge and skills gained through your communications major. The details of your internship offer are below:

- **Title:** Sales and Marketing Intern
- **Start Date:** September 16, 20XX
- **End Date:** December 16, 20XX
- **Address:** You will report to 3100 Hornbake Library, South Wing, College Park, MD
- **Supervisor:** Rep Tile, Director of Sales and Marketing, reptile@speedyshell.com
- **Hours:** 10 hours per week for a total of 120 hours
- **Position Description:** In this position, you will be a part of our Sales and Marketing team. Your responsibilities will include designing a social media campaign for our latest product, supporting the team with aggregation and analysis of sales data from the past quarter, recommending tech marketing strategies for the upcoming quarter, and participating in weekly Sales and Marketing meetings.

Dates start and end within UMD semester (required only for international students)

Welcome! We believe you will find Speedy Shell a wonderful place to learn, meet great people, and start your career.

Sincerely,

Rep Tile
Director of Sales and Marketing
Speedy Shell
reptile@speedyshell.com

Required details are highlighted, internship address listed in body of the offer, and detailed position description is included. NOTE: Position description can be sent separately from offer (must be from company website, on letterhead, or emailed from supervisor).