

Appendix A
MSRE – University of Washington
Internship form

The Master’s in Science and Real Estate (MSRE) students of the Runstad Department of Real Estate at the University of Washington are required to complete a summer internship as part of their graduation requirement even though course credit is not obtained. We believe that this is a wonderful opportunity for students to apply the knowledge they obtained during their first year of studies and gain from the hands-on industry exposure on actual projects.

Overall goals:

1. Help students identify the area of real estate their skillset and interests are more applicable
2. Involve them in a project actively
3. Help students expand their professional network and interview for available positions

Student Name	
Preferred Email	
Expected Graduation	
How did you find this internship?	
Employer Name	
Sector	
Street Address	
City	
State, Zip code	
Country	
Supervisor Name	
Supervisor Title	
Supervisor Phone	
Supervisor Email	
Intern position title	

Start date _____ End date _____
 Paid (include \$/hour) _____ Unpaid _____
 Internship expectations (Number of hours per week/total estimated hours): _____

Internship job description and learning objectives (responsibilities, tasks, expectations etc.):

Student Agreement

1. Students should conduct themselves professionally/respectfully and adhere to all personnel rules of the company.
2. Students should perform tasks at a high level and to the satisfaction of their supervisor, who they will meet on a regular basis.
3. Students are required to provide a progress report to the Director of Community Engagement and the Department Chair half-way through their internship and upon the completion, outlining the tasks performed and their experiences.
4. Students should make aware their supervisor of any absence due to illness or other reasons as soon as possible and coordinate the delivery of the tasks assigned.
5. The student reserves the right to alert the Director of Community Engagement and the Department Chair if they feel uncomfortable either professionally or personally during their internship.
6. Students reserves the right to end the internship.

Internship company/organization Agreement

1. The internship company/organization is required to appoint an internship supervisor who will be the point of contact for the student and the University
2. Tasks assigned to the students should be relevant to the experience gained in the program while furthering their hands-on knowledge on different real estate subjects.
3. Students should be made aware of any confidentiality agreements between the company/organizations and their clients and should strictly adhere to them
4. Accidents in the workplace will be covered by the internship company/organization and the student's insurance. The department or the university will not be liable.
5. The internship company/organization is entitled to contact the department chair and terminate the internship if a student does not adhere to company policies or fails to perform the tasks assigned.

Student Signature	Company Representative	Department Chair
Print Name:	Print Name:	Print Name:
Date:	Date:	Date: