**SAMPLE OF MENTOR/SUPERVISOR INFORMATION FOR INTERNSHIP CONTRACT**

**Please note: Your mentor/supervisor must have 7-10 years experience.**

Your mentor/supervisor information must be in the format below:

**EXAMPLE**

**Required Supervisor/Mentor Information**

**Education**

List (1) degree earned, (2) major in college, (3) school attended, and (4) year the degree was received. For example:

M.A., Marketing, Syracuse University, 2004

B.A.,  Public Relations, San Diego State University, 1997

**Employment History**

List (1) the time period the job was held, (2) the job title, and (3) the company name. For example:

2009-present: Manager of Special Events, Los Angeles Lakers.

2005-2009:     Special Events Coordinator, City of Ontario

1999-2004:     Public Relations Account Executive, Smith and Jones PR & Marketing

1996-1999:     Assistant to the Marketing Director, Smith and Jones PR & Marketing