Internship Agreement
To be completed and signed by both the Intern and Internship Supervisor

To be completed by the Intern:

Student’s Name: ___________________________________________ V#: _____________________
Semester for this Internship:  Fall  Spring  Summer  Year____________
Number of credits desired (1-3): __________________  40 hours = 1 credit.

Internship Information:

Note: If this location is not a pre-approved site for your major (from the World Studies Website), please attach a brochure or pamphlet from the organization for location approval.

Name of the Organization: ____________________________________________________________
Organization’s Website: _______________________________________________________________
Organization’s Address: _______________________________________________________________
Supervisor’s Name: __________________________________________________________________
Supervisor’s Email: ____________________________________ Phone: _______________________
Intern’s Position and Responsibilities: __________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
Date Internship is to begin: _________________________ End: ______________________________
Total weeks intern will be working: ___________________ Hours per week: ____________________
Proposed weekly schedule for intern: __________________________________________________

Supervisors: Please see reverse for a summary of the requirements for interns and the responsibilities for supervisors. By signing below, you are agreeing to work with this intern for the semester indicated. Please keep a copy of this agreement for your records.

____________________________________________________________________________
Student Intern        Date
____________________________________________________________________________
Internship Supervisor       Date
Outline of *Intern’s Responsibilities* (for complete details, please see the Course Requirements):

- Keep a **Log of hours**, signed weekly by the supervisor.

- Keep a weekly **Journal of activities**.

- Maintain a good working relationship and communication with field supervisor and internship coordinator.

- Schedule a site visit with the internship coordinator, if requested.

- Write the **Organization Report** and submit the **Midterm Portfolio** with a copy of the log of hours and journal by the due date.

- Write the **Reflective Essay** documenting the learning experience within a broader context and submit the **Final Portfolio** with the original log of hours and journal by the due date.

- Ask the supervisor to complete the **Intern Evaluation** by the final due date.

**Responsibilities of the Internship Supervisor:**

- **Sign** this Internship Contract, indicating you have read and understand the responsibilities expected of you and the student.

- Set clear job responsibilities and expectations for the intern, and coordinate scheduling with him or her.

- With the intern, keep track of the intern’s hours logged and **sign** the log sheet weekly.

- Guide the intern in researching a brief history of the agency for the Organization Report, selecting appropriate sources.

- Complete an **Intern Evaluation** of the intern’s performance by the final due date. This evaluation will be considered in determining the student’s final grade for the course.

- Write a **letter of recommendation** for the intern. (optional).

If you have any questions or concerns, please contact the Internship Coordinator.

**World Studies Internship Coordinator:**

Jonathan W. B. Waybright  
Instructor, Religious Studies Program  
School of World Studies  
312 N. Shafer St.  
P.O. Box 842021  
Richmond, VA, 23284

Office: 804-827-1111  
Fax: 804-827-3479  
jlwaybri@vcu.edu