

VCU World Studies

Virginia Commonwealth University

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:

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