VCU World StudiesVirginia Commonwealth University

**Internship Agreement**

Please print this form out, complete, sign, and obtain a signature (electronic excepted) from your internship supervisor to be. It should be uploaded as part of the Internship Application.

**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. To be completed by the Supervisor:**

Name of the Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization’s Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Internship is to begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total weeks intern will be working: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours per week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed weekly schedule for intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Intern’s Position and Responsibilities (Please be explicit): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**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.**

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**Outline of *Intern’s Responsibilities*** (for complete details, please see the Course Syllabus): ● Students must at all times conduct themselves in a professional manner (Dress, speech, etc.). ● 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 and/or office 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 your respective program Internship Liaison.

**World Studies Internship Liaisons:**

**ANTH** - Bernard Means

**INTL** - Mayda Topoushian

**FRLG** -

**RELS** - Jon Waybright

**SETI** - Patricia Michelsen-King