

Semester/Year _____
(Example: Fall 2009)

Global Studies Departmental Internship Contract

Student's Name: _____ Warrior ID #: _____

Internship Location: _____

Internship Site Supervisor's Name: _____

Telephone Number: _____

Internship Advisor's (Instructor's) Name: _____

Telephone Number: _____

Internship Responsibilities

1. The student will work an average of _____ hours per week during the _____ semester, 20____, in the location and under the supervision as listed above. The student will perform responsibilities as assigned by the supervisor and as mutually agreed to by the site supervisor, the instructor, and the student in keeping with the student's career goals and objectives.
2. The student will do assigned readings as indicated by the supervisor and the instructor, such readings that will enhance the performance of the job responsibilities.
3. The student will keep a journal of daily work done and submit the same to the instructor at the end of the internship for review.
4. The student will submit a final report to the instructor with a copy to the supervisor. This report will analyze and critique the internship experience, and will relate the theoretical and work experience aspects of the internship.
5. The student will hold bi-weekly conferences with the instructor relating the experience and receiving additional assignments and instructions.
6. The instructor will confer with the supervisor on a periodic basis to check on progress made and to offer directions.
7. The supervisor will assign tasks to the student that will meet the student's educational and career objectives, and will offer constructive evaluations to the student as needed.
8. At the end of the internship, the supervisor will send an evaluation report to the instructor. Such report will be used to aid in assigning a grade to the student.
9. The supervisor will give a written evaluation of the student's work which may be placed in the student's reference file.

Student's Signature: _____ Date: _____

Intern Advisor's Signature: _____ Date: _____

Site Supervisor's Signature: _____ Date: _____