**Internship Agreement Template**

Start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ approximate end date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site-based work expectations (Number of hours per week, number of weeks, total estimated hours): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Quarter/Year seeking credit \_\_\_\_\_\_\_\_\_\_\_\_\_ # of credits \_\_\_\_\_\_\_\_\_\_\_\_\_

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Please describe your learning goals as they relate to the functions of your internship position.

1. What are your educational and professional goals for this internship experience? How do they relate to your learning objectives for the Certificate in Public Scholarship?
2. What will the academic component of your project entail and what products will you submit to your faculty advisor?
3. Please describe your responsibilities and commitments to your internship site (*job description may be attached*).

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**Faculty Advisor**

As Faculty Advisor, I agree with the learning goals and academic project outlined in this form. I also agree to support the student’s internship experience by:

* Making myself available to the interning fellow and site supervisor during regular office hours or by appointment
* Meeting with the fellow to discuss his/her internship experience and to evaluate the academic portion of the internship
* Assigning a final grade
* Faculty Advisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

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**Interning Fellow**

I agree with the learning goals and academic project I outline in this form. I also agree to maintain regular contact with my Faculty Advisor to ensure any issues are addressed.

I also agree to maintain regular communication with my site supervisor and to notify him/her when issues arise. I will initiate discussion around confidentiality issues associated with my academic project before completing and presenting my work.

* Fellow signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

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**Site Supervisor**

As the site supervisor, I have reviewed and approved the site-specific responsibilities/expectations here outlined and agree to work with this student and his/her faculty advisor in providing an educational internship. This entails the following:

* Orienting the student intern to my organization, its policies, and our employees
* Considering the feasibility of projects based on the intern’s skills, talents, and time
* Maintaining communication with the student during the internship and providing a review at its completion.
* Understanding the student’s intended learning goals as they relate to his/her academic project and course of study.
* Site supervisor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

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**Please initial the following statements to indicate agreement.**

\_\_\_\_\_ upon my review and approval, the student has my permission to make the results of his/her internship publically available.

\_\_\_\_\_ upon my review and approval, the student has my permission to publish portions of his/her academic project at a later date (please attach an addendum, if needed).