

INTERNSHIP AGENCY SUPPLEMENT TO POLI 193 LEARNING CONTRACT

Section to be completed by Student and Agency Supervisor

INTERNSHIP AGENCY INFORMATION:

Student's Name: _____

Faculty Supervisor: _____

Internship Agency: _____

Address: _____

Agency Supervisor: _____

E-mail: _____ Phone #: _____

Description of Agency: _____

OVERVIEW OF INTERNSHIP REQUIREMENTS:

POLI 193 includes both an internship and an academic component. The student intern is required to work at least 8 hours per week, for a minimum total of 100 hours, at the internship agency, doing substantive work that is related to the mission of the agency. In addition to the hours worked, the student must write, under the supervision of the faculty supervisor, a research paper, or complete a comparable project, and keep a journal of internship activities. To receive three hours of academic credit for the internship, the student is expected to devote at least nine combined hours per week on the internship and the academic component of the course.

NATURE OF THE INTERNSHIP AND RESPONSIBILITIES:

A. **Statement of Purpose:** The student hopes to gain the following from this internship:

B. **Learning Objectives or Other Goals:** The specific goals toward which the intern's efforts are directed are:

1. _____

2. _____

3. _____

C. Intern's Activities: The specific activities of the intern at the agency, and the means by which the intern's objectives/goals will be met, are as follows:

1. _____

2. _____

3. _____

4. _____

D. Other Expectations of the Intern by the Agency Supervisor

1. _____
2. _____

E. Intern's Work Schedule

1. Dates of Internship: _____
2. Weekly work schedule: _____
3. Number of training hours (if applicable) _____
4. Total hours per week: _____
5. Total number of weeks: _____

RESPONSIBILITIES OF THE AGENCY SUPERVISOR

- A. The agency supervisor will meet with the intern to review work, explain projects, etc., according to the following schedule: _____

- B. The agency supervisor agrees to complete an evaluation sheet for the intern and send it to the faculty supervisor at the end of the internship.
- C. If problems arise at the internship, the student and agency supervisor agree to contact the faculty supervisor immediately.

I have read the requirements expected of the agency supervisor and agree to undertake these responsibilities.

Agency Supervisor _____ Date _____