

INTERNSHIP AGREEMENT
Department of Political Science & International Affairs
University of Northern Colorado

The purpose of this agreement is to ensure the intern, site supervisor(s), and Department of Political Science & International Affairs agree with the goals and expectations of the internship.

Student Information

Name_____ Major_____

Expected Graduation Date_____ Telephone_____

Email_____

Title of Internship_____

Organization/Supervisor Information

Organization_____

Supervisor Name_____ Title_____

Telephone_____ Email_____

Schedule of Internship

Start Date_____ End Date_____

Hours to work per week (or total for semester)_____

| | | | | | | |
|--------|---------|-----------|----------|--------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| | | | | | | |

Student Responsibilities

- Work on the days and times agreed upon with site supervisor.
- Conform to the regulations and dress code of the organization at which internship takes place.
- Notify the internship coordinator ~~WDA~~ immediately if any problems arise during the course of the internship.
- Keep a log of hours worked and submit to the internship coordinator at the end of the semester.
- Provide two updates during the semester (dates provided by coordinator).
- Complete a final paper (page length determined by number of credits).

Intern Job Responsibilities: Provide a description of student intern responsibilities and expectations of intern. (Attach a separate sheet, if necessary or easier).

Student Signature

_____ **Date**_____

Supervisor Signature

_____ **Date**_____

Internship Coordinator Signature

_____ **Date**_____