

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**_____