

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
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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—Stan Luger—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).

Internship Site Supervisor Responsibilities

- Provide a working environment that allows the student to gain experience relevant to the field of political science or international affairs.
- Supply a safe environment for the student and inform the student and internship supervisor of any possible unsafe conditions.
- Present the student with policies and procedures that the student is expected to follow during the internship.
- Notify the internship supervisor of any poor work performance or problems with the student intern.
- Evaluate student's performance at the end of the internship and submit via email to the internship coordinator: brook.blair@unco.edu.
The evaluation should be an email attachment on official letterhead (if possible) addressing the following issues: Verification of hours worked; summary of duties performed; and an evaluation of the student's work performance.

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**_____