

INTERNSHIP CONTRACT

Also Please Note: When you print this document it will only print words/numbers/letters that can be viewed inside the box **without scrolling to the right.**

I. CONTRACT PARTNERS

A. Student Intern: **Last:** , **First:** **Middle**

Local Address:

Street , City State Zip Code

Telephone: -- Social Security #: --

Year in School: Major:

Internship credit semester (check one): Fall , Spring , Summer I , Summer II

Dates of internship: From - To

B. Internship Agency:

Local address: Street , City State Zip Code

Telephone: -- Agency Supervisor:

Description of Agency:

C. Faculty Supervisor:

Address: Department of Anthropology University of North Carolina at Chapel Hill
Alumni Building, CB #3115 Chapel Hill, NC 27599-3115

Telephone: - Office Hours:

II. TERMS

This agreement describes and establishes the learning and service objectives and activities of the internship, and sets out the responsibilities of the student intern, the agency and the faculty supervisor.

The student intern is required to work at least eight hours per week at the sponsoring agency over the course of approximately 12 weeks, for a minimum total of 100 hours of work. He or she is expected to do substantive work that is related to the mission of the agency, and that has a significant anthropological component to it. In addition to specifying the nature of these activities in advance, the agency is required to designate a person who will supervise the student intern for the duration of the internship.

In order to fulfill the requirements for academic credit in the Department of Anthropology, the student must write, under the supervision of the faculty supervisor, a research paper or equivalent research activity, and must keep a journal of internship activities. The student intern will receive three hours of academic credit for the internship. The faculty supervisor agrees to specify beforehand the criteria upon which the attribution of credit will be determined, as well as his/her availability for meetings for the purpose of supervision over the course of the internship. The faculty supervisor assigns a letter grade to the student at the end of the semester.

This contract must be signed before the first day the student undertakes any activities with the sponsoring agency. No credit will be given for internships that have begun before the contract is signed and distributed to all parties.

III. NATURE OF THE INTERNSHIP AND RESPONSIBILITIES

This section should be completed by the intern and the agency supervisor.

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 as follows:

1. _____

2. _____

3. _____

C. Intern's Activities: The specific activities of the intern at the agency, and the means by which the intern's goals/objectives 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. Weekly work schedule: Number of training hours (if applicable)

2. Total hours per week: Total number of weeks:

F. Supervision by Agency

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

2. The agency supervisor agrees to complete an evaluation sheet for the intern and send it to the faculty supervisor by the following date:

IV. STUDENT INTERN AND FACULTY SUPERVISOR AGREEMENT

A. Research Paper (or other Project Paper)

The student will write a research or other project paper.

1. Readings required (if applicable):

2. Topic of paper:

3. Length of paper: (# of pages) 4. Due date of paper:

5. Other paper-related requirements:

B. Journal Requirement

1. The student is required to keep a journal containing daily entries. These entries should reflect the following:

- a. the intern's activities at the internship that day;
- b. the intern's impressions and perceptions of those activities;
- c. reflections on how that day's work relates to the student's service and learning objectives;
- d. outline action that the student plans to take, based on that day's activities.

2. Other requirements for the journal:

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C. Meetings with Faculty Supervisor: The minimum number of required meetings, and the approximate dates of those meetings are as follows: _____

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D. Other Expectations of Intern by Faculty Supervisor: _____

V. EVALUATION OF INTERNSHIP

The evaluation procedures for the Anthropology 93 Internship are set out separately in the "Requirements for the Anthropology 93 Internship" and "Internship Steps"; these guidelines are available in the Department of Anthropology, 3rd floor, Alumni Building, or from the Director of Undergraduate Studies in Anthropology. The student will complete a self-evaluation, and the agency supervisor will complete an evaluation sheet, or write a letter, evaluating the intern. The faculty supervisor determines the student's grade. If problems arise at the internship, the student and agency supervisor agree to contact the faculty supervisor immediately.

Signature of Student, Date _____

Signature of Agency Supervisor Date _____

Signature of Faculty Supervisor Date _____

Original: Director of Undergraduate Studies in Anthropology
Copies: Intern; Faculty Supervisor; and Agency Supervisor

PROPOSED STATEMENTS OF RELEASE AND AGREEMENT

As consideration for participating in the Anthropology 93 Internship Course, I hereby release, hold harmless and forever discharge The University of North Carolina at Chapel Hill and its employees and agents from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained by me or any property belonging to me while participating in the Internship Program.

I acknowledge that my participation in this activity is elected by me and not required. I voluntarily assume full responsibility for any risk of loss, damage, or personal injury, including death, and for any damage to property that may be sustained by me as a result of participation in the Internship Program.

The student intern understands that, even if circumstances not within the student intern's control make it impossible to complete the internship, no academic credit will be awarded in an internship if not completed.

I acknowledge that I have read and that I understand this document. I understand and agree that this release is binding on myself, my heirs, my assigns, and personal representatives. I acknowledge that I am 18 years old or more.

This the _____ day of _____, 20____.

_____(Seal) _____
Signature of Student Date

_____(Seal) _____
Signature of Witness Date