

History Internship Policy Contract Oklahoma State University

Intern: _____

Academic Supervisor: _____

Sponsoring Agency: _____

Site Supervisor: _____

Site Supervisor information (include address, phone number, and email address):

Internship job description. Please specify specific tasks to be completed with deadline dates and estimate the number of hours for each area):

Internship work schedule. All internships require 50 hours per hour of course credit. Specify here the weekly schedule that will insure these hours will be completed during the semester.

Internship Academic Requirements. All internships include the requirement that the intern do the following (intern will initial):

_____ Keep a weekly journal (preferably typed), to be submitted by the last day of the semester (preferably by email to academic supervisor).

_____ Write a final essay (6-7 pages, due during exams by email to academic supervisor. **The essay should** detail what you learned during your internships, drawing on your weekly journal entries, evaluations from your site supervisor, photographs from your semester of work, outside sources about the connections of your site to the study of history, and other reflections on your experience.

_____ Write a one-page summary of the internship for the website, to include 1-2 photos reviewed and approved by the site supervisor.

Site Supervisor:

By signing this contract, I agree to provide appropriate guidance and supervision for this student intern to accomplish the goals of his or her internship. I agree to complete a mid-term and final evaluation of the intern. I will communicate with the intern at least once per week about the student's work responsibilities. If any problems arise, I will discuss them first with the intern. If problems persist, I will contact the student's internship coordinator at Oklahoma State University.

Signature: _____ Date: _____

Intern:

I agree to complete the work assignments specified in the internship contract to the best of my ability and to meet the project schedule. Unless I have prior written approval from the Academic Supervisor, I will communicate with the sponsor at least once per week during the semester. If I have questions or problems, I will discuss them with my agency sponsor. If problems persist, I will contact my academic supervisor. I agree to represent OSU with integrity and dedication.

Signature: _____ Date: _____

Academic Supervisor:

I agree to provide deadlines (including for the midterm evaluations) and explain requirements; contact the site supervisor at least once during the internship; assign a grade after a final review of the portfolio, which will include evaluations by the Site Supervisor; and ensure that the information get posted on the website.

Signature: _____ Date: _____