

# AMST 4990 Internship Agreement in American Studies

The purpose of this agreement is to ensure that the intern, site supervisor(s), and American Studies Program Head agree with the goals and expectations of the internship.

## Student Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_ Department: \_\_\_\_\_

Title of Internship: \_\_\_\_\_

## Internship Site Information

Institution/Company: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

## Schedule of Internship

Begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Hours the student will work per week: \_\_\_\_\_

## General Responsibilities of the Parties

The student will have the following responsibilities:

- Work on the days and times agreed upon with supervisor.
- Conform to the regulations and dress code of the organization in which internship takes place.
- Maintain confidentiality of organization in which internship takes place.
- Notify supervisor of planned absences before internship takes place.
- Notify the AMST Program Head should any problems arise during the course of the internship.
- Keep a weekly accounting of hours worked and tasks performed in anticipation of the written performance report to be submitted at the end of the internship term.
- Complete assignments, tasks, and final project associated with internship experience on time and with thoroughness.

The Intern Supervisor will have the following responsibilities:

- Provide a working environment that allows the student to gain experience relevant to the major field and the objectives outlined in the Intern Instruction Sheet.
- Supply a safe environment for the student and inform the student and the University of any possible unsafe conditions.
- Clearly outline the student's roles and responsibilities below.
- Notify the AMST Program Head ([john.kinder@okstate.edu](mailto:john.kinder@okstate.edu)) of any problems with the student's demeanor or performance.
- Work in good faith with the student and the Program Head to remedy any problems that arise.
- Evaluate the student's performance at the end of the internship and submit the evaluation form to the AMST Program Head.

## Intern Responsibilities

Provide a description of the tasks or responsibilities the student will undertake during the internship. Include both daily responsibilities and broader assignments to be completed during the course of the internship experience.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AMST Program Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_