

HISTORY INTERNSHIP AGREEMENT

Student: _____ Supervisor: _____

Site: _____

Semester: _____

Student goals for internship:

Duties and outcomes:

Tentative work schedule:

By signing this agreement,

- Fulfil his/her agreement to report to work on the assigned days and hours
- Perform all assigned tasks to the best of his/her ability
- Be available for consultation with the faculty internship coordinator
- Submit a weekly timesheet for signature of Internship Provider and submit signed sheet to Internship supervisor.

- Provide the intern with the practical work experience of professional relevance.
- Provide a variety of work experiences to the student
- Verify hours worked by intern and sign weekly timesheet.
- Discuss with the faculty internship coordinator any misunderstandings, problems, or termination of the internship before taking action
- Assist the faculty intern coordinator in assessing the student intern's performance by completing an evaluation form

Student: _____

Supervisor: _____

Internship Director: _____