**INTERNSHIP CONTRACT**

**HIS 690**

**Department of History**

**The University of North Carolina Greensboro**

P.O. Box 26170

Greensboro, NC 27402-6170

**CONTACT INFORMATION**:

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor from Host Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UNCG Faculty Sponsor: Dr. Anne Parsons,

Director of Public History, Assistant Professor

 email: aeparson@uncg.edu

 phone: 336/334-5645

 mailing address: Department of History, UNCG

P.O. Box 26170

Greensboro, NC 27402-6170

**GOALS/LEARNING OBJECTIVES**:

What does the **intern** hope to achieve from this experience?

What does the host institution hope to gain from hosting the intern? In addition to punctuality, courtesy, and professional conduct are there particular expectations about which the intern should be especially aware?

**JOB DESCRIPTION**:

On the job: What will be the intern’s primary day-to-day activities and duties?

Will the intern complete a single main project or will s/he be involved in multiple aspects of the institution’s work?

How do the above duties help the intern meet the goals/learning objectives for the internship?

Off the job: Will the intern supplement his/her on-the-job experience with additional duties or experiences—for example, by doing independent background reading, conducting information interviews, going on field trips, observing staff members at work? Please specify.

Note: If agreed upon by the intern supervisor, these activities can count toward the intern’s hours.

**SCHEDULE**: To receive academic credit, the student must complete a **minimum of 160 hours**. On what days and times will the intern work?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURES OF AGREEMENT**

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty sponsor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IF SOMETHING—ANYTHING—BEGINS TO GO WRONG…**

**If for any reason, the supervisor or intern becomes concerned about progress toward meeting these internship goals, *PLEASE* contact UNCG’s Director of Public History, Dr. Anne Parsons, at aeparson@uncg.edu, 336/334-5645.**

**Copies of this agreement should be distributed to all parties**