



**GOALS/LEARNING OBJECTIVES:**

**(This section to be filled out by the *intern*)**

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:**

**(This section to be filled out by the *host institution*)**

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 staffmembers 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 90 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, Anne Parsons, at [aeparson@uncg.edu](mailto:aeparson@uncg.edu), 336/334-5645.

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