

Hunter College

History Department Internship Work Agreement

Date _____

Intern's Name _____ Emp ID _____ Email _____

Supervisor's Name _____ Phone Number _____ Email _____

Institution _____ Position _____

Work Objectives. What kind of work will the intern be doing? What specific tasks should be completed by the end of the semester?

Educational Objectives. What should the intern learn from this experience, e.g., skills, competencies, insights, knowledge?

Work Schedule. The intern should work at the host institution for a total of [] hours over the fifteen-week semester. The intern and supervisor should agree on a regular work schedule. Indicate the schedule here:

Evaluation. The supervisor agrees to provide a brief update (via email) on the intern's performance by 7th or 8th week and to submit a 250-word evaluation report of the intern's overall performance, by the end of the 15th week.

Intern's Signature _____

Supervisor's Signature _____