



Public History Internship Contract

Intern: _____

Sponsoring Institution: _____

Intern Supervisor: _____

Contact information for intern supervisor:

Job title:

Mailing address:

Email address:

Work phone:

Cell phone (to be used only in case of emergency):

Educational objectives of the internship

Internship position description

Please describe *specific project(s)* to be completed by the intern and the deadlines by which the project must be included. Estimate the number of work hours expected to be completed for each project.

Please list **additional work responsibilities or tasks** that the intern will undertake, including the approximate number of hours involved in each area.

Internship work schedule. Specify here the student's weekly schedule. Undergraduate students must complete 125 hours and graduate students 150 hours.

Please record here the last day of classes for the semester in which the internship will be completed:

_____.

Agency sponsor:

By signing this contract, I agree to provide appropriate guidance and supervision for this student intern to accomplish the goals of his or her internship. I agree to complete a mid-term and final evaluation of the intern. I will communicate with the intern at least once per week about the student's work responsibilities and provide feedback. If any problems arise, I will discuss them first with the intern. If problems persist, I will contact the student's faculty advisor at the University of West Georgia.

Signature: _____ Date: _____

Intern:

I agree to complete the work assignments specified in the internship contract to the best of my ability and to meet the project schedule. I will communicate with the sponsor at least once per week during the semester. If I have questions or problems, I will discuss them first with my agency sponsor. If problems persist, I will contact my faculty advisor. If the hours are not completed by the last day of class, I understand that I will not pass the internship class.

Signature: _____ Date: _____

Date submitted to faculty advisor: _____

Faculty sponsor advisor: _____