

JOHN CARROLL UNIVERSITY DEPARTMENT OF HISTORY
INTERNSHIP AGREEMENT FORM

STUDENT INFORMATION

(Name) _____ (Banner ID) _____

(Preferred Mailing Address) _____

(Email) _____ (Mobile) _____

(Job title) _____ (Job Schedule| Hours & Days) _____

NUMBER OF CREDITS_0_1_2_3_6 _____ UNPAID | PAID_\$ _____
(circle one) (circle one) (rate)

(Contact in Case of Emergency/Name and Phone) _____

INTERNSHIP ORGANIZATION INFORMATION

(Name of Organization) _____

(Mailing Address) _____

(Name of Internship Supervisor) _____ (Title) _____

(Email) _____ (Phone) _____

STUDENT

Using the job description provided by the organization, identify 3-5 learning objectives that you will accomplish during this internship. (Students draft the learning objectives and then share them with the supervisor for review, editing and approval). The following are the general expectations the History Department expects students to follow. They may vary depending on the nature of the work you do at the organization.

1. Keep of log of work done (days, hours);
2. Write a reflective essay (4-5 pp.) on your experience, addressing the points in the "History Department internship final project" specs;

3. Develop and present a slide show on your experience, addressing the points in the "internship final project" specs;
4. Report back to your supervisor at the organization and in the History Department at the end of each month, including a short (1-2 pp.) response to the reflective question provided to you;
5. Conduct research in the data using the resources made available to you;
6. Organize the data from (5) on a shared Google document.

SUPERVISOR

What are your expectations of the student for this internship experience?

STUDENT

I have read the evaluation procedures. I fully understand the requirements of the Internship, my responsibilities to my Internship Supervisor and to the History Department's Director of Internships.

(Signature)

(Date)

ORGANIZATION INTERN SUPERVISOR

I understand the responsibilities of my organization in supervising an Intern and agree to them.

(Signature)

(Date)

JCU INTERNSHIP DIRECTOR (Department Chair)

I approve this internship for academic course credit.

(Signature)

(Date)