

Academic Internship Contract

This is a three party agreement between:

1. _____ (the "Student")
Name of intern

2. _____ (the "Agency")
Name of institution or agency hosting the internship

Represented by _____ (the "Supervisor")
Name of intern's supervisor at the Agency

3. Department of _____, East Carolina University ("_____ Department")

Represented by _____ (the "Faculty Member")
Name of faculty member directing the internship

The purpose of this agreement (the "Agreement") is to define the responsibilities of the parties in connection with the Student's internship at the Agency (the "Internship"), in order to provide an appropriate educational experience for the Student.

The Student agrees:

1. To report to the Supervisor for a total of _____ clock hours between the starting date of the Internship: _____ and the ending date of the Internship: _____.
date date

2. To enroll in ECU course _____ (the "Internship Course") in the _____ semester of _____, for _____ hours of academic credit.
circle as appropriate year

3. To perform the tasks designated by the Supervisor, as described in Appendix A.

4. To perform the academic work described in Appendix A, and any other academic work assigned by the Faculty Member.

5. To provide to ECU a written evaluation of the Internship experience.

6. That he/she is not made an employee or agent of ECU by this Agreement.

The Agency agrees:

1. To assign educationally meaningful tasks to the Student, as described in Appendix A, and to oversee and instruct the Student as necessary in the completion of these tasks.
2. To have the Supervisor confer with the Faculty Member during and after the Internship in connection with the Student's progress.
3. At the end of the Internship, to submit to the Faculty Member a written evaluation of the Student's performance.

_____ Department agrees:

1. To assess the Student's work based on conferences between the Supervisor and the Faculty member, and all written and other work to be submitted by the Student as described in Appendix A.
2. To submit a grade for the Student in the Internship Course that reflects the Student's performance of the Internship and any other requirements of the Internship Course.
3. To assess the academic quality of the Internship, and to provide the Agency upon request with a written evaluation of the assessment.

Signatures:

_____ Date: _____
Student

For the Agency:

_____ Date: _____
Supervisor

For the _____ Department:

_____ Date: _____
Faculty Member

_____ Date: _____
Chair

Appendix A.

1. (To be completed by Supervisor). Tasks to be performed by the Student in connection with the Internship include, but are not limited to:

2. (To be completed by the Faculty Member) Other work to be submitted to the Faculty Member by the Student:

Accepted and approved by:

Student: _____

Supervisor: _____

Faculty Member: _____

Chair: _____