

**University of New Hampshire
Political Science Department
Internship Agreement for Polt 602 A/D**

Intern Name: _____ **Semester/Yr:** _____

Home Address: _____

Home Phone: _____ **Work Phone:** _____

Cell Phone: _____ **Email:** _____

Internship Placement Name: _____

Address: _____

Internship Supervisor: _____ **Phone:** _____

Internship Start Date: _____ **Finish Date:** _____

Hours Per Week: _____

**Supervisor's Expectations from Intern
(Duties and Responsibilities)**

**Intern Expectations from Placement
(What are your goals? What skills would like to develop?)**

Supervisors and Intern agree to the following:

1. The interns should meet with or contact the agency supervisor on at least a weekly basis to discuss internship/project progress.
2. The intern must call, email, or meet with the faculty advisor on a bi-weekly basis.
3. Interns should keep a log of time spent on the internship, including the hours spent working and the hours in attendance at meetings. A copy of this log should be presented to the instructor at the completion of the internship.
4. Interns intending to earn a grade for the course must submit the required materials (diaries, papers, etc) agreed to by the sponsoring faculty member in a timely fashion at the end of the internship period. These are confidential materials.

Intern Signature

Supervisor Signature

Version: 15 January 2009