



# HUM/AMS 4940: Internship Program

## INTERNSHIP CONTRACT

Semester:  Year:

### Organization/Supervisor Information

Agency:   
Supervisor:   
Phone:   
Email:

### Student/Intern Information

Name:   
U#:   
Phone:   
Email:

#### STUDENT RESPONSIBILITIES:

- Fulfill the tasks and responsibilities assigned by my site supervisor and outlined in this contract.
- Exhibit professional and ethical conduct at all times, including regular and prompt attendance.
- Maintain confidentiality with regard to sensitive information gained in the work environment.
- Participate openly and honestly in the evaluation process.
- Complete all written assignments and submit them to the internship coordinator within the time-specified guidelines.
- Maintain appropriate contact with the site supervisor and internship coordinator.
- Obtain adequate health/medical insurance, as well as automobile insurance for the duration of the internship. (if applicable)

#### ORGANIZATION/SUPERVISOR RESPONSIBILITIES:

- Provide the student with an orientation to the work-site duties, hours, and expectations.
- Schedule regular meetings with the student and provide appropriate feedback regarding the student's performance.
- Provide a safe, secure, and non-discriminatory workplace.
- Maintain appropriate contact with the internship coordinator and submit evaluations within the time-specified guidelines.
- Provide the student with resources and training necessary to perform the assigned tasks.
- Serve as a mentor to the student and assist in achieving student goals
- Ensure compliance with the Department of Labor's "Fair Labor Standards Act" as it applies to unpaid internships

#### UNIVERSITY/INTERNSHIP COORDINATOR RESPONSIBILITIES:

- Provide placement assistance, guidance, and structure in securing an appropriate internship.
- Maintain all appropriate internship records, forms, and evaluations
- Maintain appropriate communication with student, organization, and supervisor through the internship.
- Submit student's grade based upon successful completion of academic assignments, required work hours, and performance evaluations.
- Provide the organization with appropriate instruments and guidance to evaluate student's performance.
- Assist the student in developing topics for research projects, readings, publications, written assignments relating to the internship experience.

Briefly describe intern tasks for this term/project: *(maximum of 20% of intern's time can be spent performing clerical duties)*

Agreed upon work hours: *(minimum of 135 work hours for the term; flexibility in scheduling is required to meet agency and student needs)*

Outline procedure for student to use to contact supervisor in case of emergency: *(student will also need to email internship coordinator if any work time needs to be changed or if assigned tasks change)*

Detail any additional requirements or certifications:

Additional comments: (locations, dress code, etc.)

**TERMS:**

This agreement describes and establishes the assigned tasks/objectives/activities of the internship, and outlines the responsibilities of the student, the organization/supervisor, and the internship coordinator. The student intern is required to work at least 135 hours (for 3 credits). The intern is expected to do substantive work (clerical work is limited to 20% of time) that is related to the mission of the organization and that has significant humanities and cultural studies components. The intern will also have written assignments that must be submitted to the internship coordinator, as outlined in the syllabus. This contract must be signed by all parties prior the first day the intern undertakes any activities with the organization and prior to enrolling in the course. Every effort is made by both the Internship Program Coordinator and the Agency Supervisor to support the internship learning process, but on occasion, it may be necessary to either a) terminate a student intern; or b) remove an intern from an Agency for reassignment elsewhere. Such dismissal may be initiated by the Internship Coordinator, the Agency Supervisor, or the Intern. Review the "Termination of Internship" section of the WGS Internship Guide for more information.

**RELEASE:**

As consideration for participating in HUM/AMS 4940, Humanities & Cultural Studies Internship Program, I hereby release, hold harmless and forever discharge the University of South Florida—Tampa and its employees and agents from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, property damage, or personal injury, including death, that may be sustained by me or any property belonging to me or the organization while participating in the Internship Program.

*By signing your name below, you are indicating that you agree to all information contained in this contract and that you will follow all of the standards and responsibilities outlined in the HCS Internship Guide.*

Student Signature:  Date:

Supervisor Signature:  Date:

Internship Coordinator Signature:  Date: