

The University of North Carolina at Chapel Hill

INTERNSHIP SAMPLE CONTRACT

NOTE: DO NOT just fill in the blanks on this SAMPLE contract. You MUST write your own document!

_____, a student in [name of department] _____ who

has a substantive interest in _____, will be assigned as an intern/extern with

[supervisor] _____ at [company/office/agency]

_____, address: _____

phone: _____, fax: _____, email: _____.

The internship will last from (start date) _____ to (end date) _____.

The student will receive one academic credit (Pass/Fail) upon fulfillment of the requirements set forth in this contract.

1. Minimum number of hours for one academic credit is 100, but exact hour requirements, including student's schedule, are set on a case-by-case basis.
2. Learning Contract and specification of duties: For credit, specify responsibilities. Some copying, gophering, etc. may be required, but the purpose of a contract is to provide clear guidelines for a substantive internship experience.
3. A one-page prospectus for a research paper and an annotated list of at least eight sources must be submitted by the student to the faculty advisor for approval with the Learning Contract. The reading load is to be agreed upon by the student and faculty advisor. The research paper is not meant to be a narrative or essay of your experience.
4. Midterm progress reports as required by faculty advisor.
5. A paper of approximately 3,000 words in length on the topic outlined in the prospectus. It must include notations and a bibliography in the manner prescribed by the faculty advisor.
6. Work products to be completed (Add into this section of the contract any final products expected by the office/agency of internship):
 - a) A completed contract signed by the student, the supervisor, and faculty advisor.
 - b) Write a 2-3 page reflection summing up your internship experience based on your learning objectives.
 - c) A paper of approximately 3,000 words in length on the topic outlined in the prospectus. It must include notations and a bibliography in the manner prescribed by the faculty advisor.
 - d) An evaluation that you will have your supervisor write up of your work/performance and sent to the Internship Coordinator or faculty supervisor.

Intern _____

Intern's Supervisor _____

Faculty Member _____