

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 of **SPCL392** (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. Midterm progress reports as required by faculty advisor.

4. 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) An evaluation by your internship supervisor of your work/performance and sent to the Internship Coordinator or faculty supervisor; there is no evaluation form, and the student is expected to arrange this.

Intern: _____

Intern's Supervisor: _____

Faculty Member: _____