

College of Humanities Internship Agreement

The College of Humanities Internship has three main learning objectives:

1. **learn** about the ways in which training in the humanities can be put to use
2. **integrate** information learned in humanities classes with practical experience gained in the field
3. **develop** useful skills in relation to your humanities degree

This agreement is a statement of common expectations based on mutual respect between all parties involved: student, the College of Humanities, and community partner. Specific learning objectives for each student should be created between the community partner, the student, and the Internship Coordinator (*see next page*).

Student Name: _____
Contact Info: Phone: _____ Email: _____
Mailing Address: _____
City : _____ ZIP : _____

Internship Coordinator: _____
Contact Info: Phone: _____ Email: _____
Mailing Address: _____
City : _____ ZIP : _____

Partner Organization: _____
Primary Site Supervisor: _____
Phone: _____
Email: _____
Mailing Address: _____
City : _____ ZIP : _____

Hours per Week Agreed: _____ hours/wk for _____ total weeks
Dates: Beginning: _____ Ending: _____

Agreement and Commitment

- University of Utah **students** agree to the following:
 - Maintain professional behavior and demeanor at all times.
 - Abide by the University of Utah Ethical Standards and Code of Conduct (found here: <https://www.hr.utah.edu/ethicalstandards/>) and the Code of Student Rights and Responsibilities ("Student Code," found here: <http://regulations.utah.edu/academics/6-400.php>).
 - Maintain regular contact with agency supervisors (for training, guidance, signing off of hours' logs, and other support or feedback).
 - Arrange alternatives with supervisor in case of schedule conflicts prior to scheduled service time (at least one week in advance).
 - Immediately notify supervisor and/or internship coordinator of any concern, problem, or incident that transpires during the field experience activity.
 - Complete and submit the post-internship evaluation form.
- The **Site Supervisor** agrees to facilitate student involvement and learning in the following ways:
 - Be familiar with the broad course learning objectives and semester timeline.
 - Provide academically relevant opportunities for university students.
 - Provide an orientation to the mission and goals of the organization.
 - Train and supervise the student, and meet regularly to provide guidance and feedback.
 - Evaluate student performance and internship partnership at the end of the semester.

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Terms of Contract

During this internship, the student intends to work toward the following learning objectives, and participate in the following activities:

Learning objective 1: _____

Specific activities: _____

Learning outcomes: _____

Learning objective 2: _____

Specific activities: _____

Learning outcomes: _____

Learning objective 3: _____

Specific activities: _____

Learning outcomes: _____

In completing these learning objectives, the student intends to commit to _____ hours per week for _____ weeks, for a total of _____ hours. This time commitment entitles the student to _____ credit hours when all course requirements are fulfilled.

Student: I take responsibility for the terms of this contract

Student's signature

Supervisor 1: I agree to supervise the above student in day-to-day work and to provide an evaluation of the student's performance based upon the terms of this contract.

Primary Supervisor's signature

Internship Coordinator: I approve of the terms of this contract and agree to grant University credit upon its completion.

Internship Coordinator's signature