

**Internship Agreement
Department of Political Science
University of Hawai'i at Hilo**

Contact information:

Student Intern: Student's name
Intern's phone: Phone number
Intern's email: Email address
Intern's address: Address

Field Placement Site: Name of Organization/Agency
Supervisor's Name: Supervisor's name
Supervisor's phone: Office phone number and extension (if applicable)
Supervisor's email: Email address
Supervisor's address: Office address (not home address)

Instructor: Dr. Todd Belt
Instructor's phone: 974-7375
Instructor's email: tbelt@hawaii.edu
Instructor's address: Dept. of Political Science, UH Hilo
200 W. Kawili St.
Hilo, HI 96720

Summary of the Services/Goals of the Organization/Agency

2-3 sentences about the overall mission of the organization/agency.

Internship Goals

Enumerate both broad goals and the development of specific skills. Bullet points are acceptable.

Examples:

1. Acquire familiarity with funding streams of government agencies.
2. Develop an understanding of the internal structure of nonprofit organizations.
3. Develop professional skills relevant to working in government (be specific).

Role of the Supervisor

Discuss the role you expect the supervisor to play in your internship. Bullet points are acceptable. Examples:

1. Provide feedback to the student intern regarding work quality.

2. Assist the student intern by answering questions regarding the operations of the agency/organization.

Services to be Provided by the Student Intern

Enumerate your expected work activities. Bullet points are acceptable. Examples:

1. Making phone calls to prospective voters on behalf of the political candidate.
2. Assist supervisor in organizing meetings.
3. Assist with public relations by fielding calls and solving problems.

Work-hours Commitment

Provide a statement of commitment of hours to the organization/agency that includes the following:

1. A list the total hours of commitment.
2. A start and end date (generally, this will be from the start of Week 2 through then end of Week 15).
3. Provide a weekly work schedule.
4. If applicable, make note of any breaks (such as holidays) in the work schedule.
5. If the internship necessarily ends early (such as a political campaign), this section should discuss how the total hour requirement will be accommodated.
6. Discuss how missed hours (due to illness or otherwise) are to be made-up.

Signatures

The student intern agrees to abide by ethical and professional guidelines set down by agency, especially respecting confidential agency and clientele information.

We agree to abide by the terms of this contract. Any major modifications will be in writing and agreed to by all parties.

Student

Date

Supervisor

Date

Instructor

Date