

Internship Agreement

MPA Program
Department of Political Science
East Carolina University

This is a three-party agreement between:

1. _____ (the "Student") Name of intern
2. _____ (the "Agency") Name of institution or agency hosting the internship

Represented by _____ (the "Supervisor")
Name of intern's supervisor at the Agency

3. MPA Program, Department of Political Science, East Carolina University ("Department")

Represented by _____ (the "Faculty Member")
Name of faculty member directing the internship

The purpose of this agreement (the "Agreement") is to define the responsibilities of the parties in connection with the Student's internship at the Agency (the "Internship"), in order to provide an appropriate educational experience for the Student.

1. The Student agrees to report to the Supervisor for a total of _____ clock hours between: Starting date of the Internship _____
Ending date of the Internship _____
2. To enroll in ECU course _____ (the "Internship Course") in the
Fall Spring Summer I Summer II semester of ____,
for _____ hours of academic credit.
3. To perform the tasks designated by the Supervisor, as described in Appendix A for this agreement.
4. To perform the academic work described in Appendix A, and any other academic work assigned by the Faculty Member.
5. To provide to ECU a written evaluation of the Internship experience.
6. That the student is not made an employee or agent of the Agency or of ECU by this Agreement.

MPA STUDENT HANDBOOK

The Agency agrees:

1. To assign educationally meaningful tasks to the Student, as described in Appendix A, and to oversee and instruct the Student as necessary in the completion of these tasks.
2. To have the Supervisor confer with the Faculty Member during and after the Internship in connection with the Student's progress.
3. At the end of the Internship, to submit to the Faculty Member a written evaluation of the Student's performance.

Department agrees:

1. To assess the Student's work based on conferences between the Supervisor and the Faculty member, and all written and other work to be submitted by the Student as described in Appendix A of this agreement.
2. To submit a grade for the Student in the Internship Course that reflects the Student's performance of the Internship and any other requirements of the Internship Course.
3. To assess the academic quality of the Internship, and to provide the Agency upon request with a written evaluation of the assessment.

Signatures:

Student: _____

Date: _____

For the Agency:

Supervisor: _____

Date: _____

For the MPA Program, Department of Political Science:

Faculty: _____

Date: _____

1. (To be completed by Supervisor). Tasks to be performed by the Student in connection with the Internship include, but are not limited to:
2. (To be completed by the Faculty Member) other work to be submitted to the Faculty Member by the Student.

Accepted and approved:

Student: _____

Supervisor: _____

Faculty Member:_____