

Appendix A

Internship Contract

(Use additional pages as necessary.)

NAME:

SEMESTER/YEAR:

SPONSORING AGENCY:

ADDRESS:

AGENCY SUPERVISOR (TITLE):

PHONE NUMBER:

I. Objectives

The student identifies the knowledge and skills s/he plans to acquire and demonstrate through the completion of the internship.

II. Description of the Internship

The student describes the nature of his or her work and seeks to identify duties and responsibilities while serving as an intern. The student describes the activities s/he will carry out to achieve the objectives noted above and the additional work that will be undertaken in preparing the analytical research paper. Issues related to work schedule and compensation should be noted.

III. Evidence of Accomplishment

The student describes the products s/he will prepare and submit to both the supervisor and the advisor.

IV. Time Line for Completion

The student identifies deadlines for completing work and mechanisms for both the supervisor and advisor to monitor the intern's progress towards completion.

Provide signature lines, date lines, and email lines for:

- *Student*
- *faculty advisor*
- *MPA Director*
- *Agency supervisor*