

**Internship Application and Agreement**

ASTD 4910 (B.A. students) / ASTD 5910 (M.A. students) / ASTD 6910 (Ph.D. students)

Department of American Studies

Saint Louis University

**I.) Student Information and Responsibilities**

Student name:

Student address:

Student telephone:

Student e-mail:

Internship semester & year:

Internship course number:

Number of course credits:

Emergency contact name:

Emergency contact address:

Emergency contact telephone:

**Responsibilities**

1. Complete Internship Application and Agreement form and any necessary forms from the hosting institution.
2. Discuss plans for the internship with the SLU American Studies internship director.
3. Discuss plans for the internship with the organization supervisor.
4. Complete papers and projects designated by the organization supervisor and the SLU American Studies internship director.
5. Complete three quarterly progress reports, produce final report and essay, and ensure organization supervisor completes final evaluation.

**II.) Organization Supervisor Information and Responsibilities**

Organization name:

Supervisor name:

Supervisor title:

Supervisor address:

Supervisor telephone:

Supervisor e-mail:

**Responsibilities**

1. Provide meaningful task assignments related to the student’s field of study.
2. Meet with student frequently to discuss progress of the internship.
3. Contact SLU American Studies internship director concerning any problems that arise.
4. Complete job description (on this form) and final evaluation (at internship’s conclusion). Discuss these with the student, and submit the evaluation to the faculty internship director.

**III.) Internship Director Information and Responsibilities**

Internship director name:

Internship director title:

Internship director address:

Internship director telephone:

Internship director e-mail:

**Responsibilities**

1. Assist student in completing Internship Application and Agreement.
2. Set goals, dates, and evaluation methods for the internship with the student.
3. Assess quarterly reports and meet with student to discuss progress and assign additional papers, projects, etc.
4. Solicit necessary materials (e.g. the completed final evaluation form) from the organization supervisor.
5. Assign credits and final grade for the internship course.

**IV.) Internship Role Description**

Student role title:

Description of the organization:

Description of student role and responsibilities:

Objectives and educational goals of the internship:

**V.) Due Dates**

First quarterly report:

Second quarterly report:

Third quarterly report:

Final report/essay:

Final evaluation (due from supervisor):

**VI.) Departmental Internship Policies and Requirements**

1. The student must be a B.A. (major or minor), M.A., or Ph.D. student in Saint Louis University’s Department of American Studies. By the internship start date, the student must be enrolled in the appropriate internship course (ASTD 4910 for B.A. students, 5910 for M.A. students, and 6910 for Ph.D. students) for the appropriate number of credits awarded for the internship. No student may conduct an internship during one time span while taking the corresponding course credits during another time span, except when a student is continuing internship work to clear a grade of Incomplete from a previous semester’s internship course.
2. The student must meet all organization eligibility requirements set by the hosting organization.
3. Acceptance to an internship for course credit requires the consent of the American Studies internship director, the American Studies Department, and the hosting organization.
4. Internships may be paid or unpaid, depending on the agreement reached between the prospective intern and the hosting organization. Paid and unpaid internships are equally eligible for American Studies internship course credit.
5. An internship cannot be performed under the supervision of the intern’s regular employer or in a job in which the intern has been or is currently employed unless under special circumstances determined by the department internship director. An internship will not be arranged nor will credit be given for previously completed work or internship experience.
6. An internship’s start and end dates will conform as closely as is possible to the time span of a Saint Louis University academic semester.
7. An internship will require student participation for a minimum of 50 hours per credit, or 10 hours per week.
8. The student will complete three quarterly progress reports (approximately one page per report), which will describe the work completed for the internship to date and the educational components of the work.
9. The student will complete a final internship report that includes a description of the work completed for the internship, how it fulfilled the internship’s educational goals, and the role the intern played within the organization and its larger project and mission. This will consist of an 8–10 page essay that expands on the academic and educational facets of the work and the intern’s participation in the organization and its projects, specifically making connections to the student’s academic studies and goals. The student may attach as an appendix copies or representative samples of any work completed, such as catalogue records, bibliographies, grant applications, exhibit materials, lesson plans, etc.
10. All forms, reports, and other items used in the evaluation process become part of the student’s permanent file in the Department of American Studies.

**VII.) Signatures**

**a. Student**

I agree to carry out the terms of this internship, to submit required materials by the due dates, to adhere to the Internship Policies and Requirements listed in Part VI above, and to discuss any changes in the goals and assessment measures that occur during the term of the internship with the faculty internship director.

Student’s signature: . Date: .

**b. Organization supervisor**

I agree to assist the student intern in contributing to the work goals of my organization and in fulfilling the stated learning objectives for this internship, as well as to complete the final evaluation form by the due date listed in Part V above.

Supervisor’s signature: . Date: .

**c. American Studies Department internship director**

I agree to assist the student intern in contributing to the work goals for the chosen organization and in fulfilling the stated learning objectives for this internship.

Internship director’s signature: . Date: .

*NB: One copy of the completed, signed agreement should be transmitted to each of the three signatories above.*

###