Academic Internship Contract

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. Department of __________, 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.

The Student agrees:

1. To report to the Supervisor for a total of _______ clock hours between the
   starting date of the Internship: _____________________ and the
   date
   ending date of the Internship: ________________________________.
   date

2. To enroll in ECU course ____________________ (the “Internship Course”) in the
   Fall Spring Summer I Summer II semester of __________, for _____ hours of academic credit.
   circle as appropriate
   year

3. To perform the tasks designated by the Supervisor, as described in Appendix A.

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 he/she is not made an employee or agent of ECU by this Agreement.
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.

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:

________________________________________  Date: _______________________
Student

For the Agency:

________________________________________  Date: _______________________
Supervisor

For the ________________ Department:

________________________________________  Date: _______________________
Faculty Member

________________________________________  Date: _______________________
Chair
Appendix A.

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

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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______________________________________________________________________________

2. (To be completed by the Faculty Member) Other work to be submitted to the Faculty Member by the Student:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Accepted and approved by:

Student: ______________________________________________

Supervisor: ___________________________________________

Faculty Member: ______________________________________

Chair: _______________________________________________