

Internship Contract
UCA Department of Philosophy and Religion
Internship in Philosophy (PHIL. 3390)

By signing this contract, you indicate that you have read this agreement and understand the terms and conditions of this internship.

Intern Responsibilities

- Intern will meet periodically at assigned times to be determined with the internship coordinator.
- Intern will work 120-150 hours to earn 3 hours of academic credit.
- Intern will report to work based on the schedule determined by her supervisor.
- Intern will respectfully comply with all workplace rules and regulations.
- Intern will keep complete all assigned work as indicated in the course syllabus.
- Intern will receive an F if dismissed from the workplace.

(If at any time the intern is made to feel uncomfortable or has concerns regarding the internship, then notify the internship coordinator immediately.)

Intern's signature

Date

Employer Responsibilities

- Employer will assign the intern to an immediate supervisor, whose primary responsibility will be to plan, guide, and evaluate the intern's experience.
- Immediate supervisor will complete the evaluation form at the end of the internship.
- Immediate supervisor will notify the internship coordinator of unethical, disruptive, or disrespectful behavior on the part of the intern.
- If problems do arise, the immediate supervisor will contact the internship coordinator regarding any concerns or problems with the intern's performance before terminating the internship.
- Immediate supervisor will discuss the performance of the intern with the internship coordinator.

Employer's Signature

Date

Internship Coordinator Responsibilities

- Internship coordinator will arrange and finalize the details of the internship prior to the start of the internship.
- Internship coordinator will meet with the student prior to the start of the internship, and throughout the internship.
- Internship coordinator will contact immediate supervisor during the internship to discuss the intern's performance and work situation.
- Internship coordinator will help the intern select appropriate texts for the research paper.
- Internship coordinator will send the employer an evaluation form at the end of the internship.
- Internship coordinator will determine the intern's final grade based on criteria outlined in the syllabus.

Internship Coordinator's Signature

Date