

Internship Contract
UCA Department of Philosophy and Religion
Internship in Religious Studies (RELG 3380)

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 3 hours every semester week for academic credit.
- Intern will report to work based on the schedule determined by her/his Internship Supervisor.
- Intern will respectfully comply with all workplace rules and regulations.
- Intern will keep complete all assigned work, and keep a log book of all internship activities.
- 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 she/he should notify the Internship Coordinator immediately.)

Intern's Signature and Date

Internship Supervisor Responsibilities

- Internship Supervisor will plan, guide, and evaluate the intern's experience.
- Internship Supervisor will complete the intern evaluation form at the end of the internship.
- Internship Supervisor will notify the Internship Coordinator of unethical, disruptive, or disrespectful behavior on the part of the intern.
- If problems arise, then the Internship Supervisor will contact the Internship Coordinator regarding any concerns or problems with the intern's performance before terminating the internship.
- Internship Supervisor will discuss the performance of the intern with the Internship Coordinator.

Employer's Signature and 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 Internship Supervisor during the semester to discuss the intern's performance and work situation.
- Internship Coordinator will require the intern to submit a log book of all of her/his work and a reflection paper (4 to 5 pages).
- Internship Coordinator will send the Internship Supervisor an evaluation form at the end of the internship.
- Internship Coordinator will determine the intern's final grade based on criteria outlined in the internship course.

Internship Coordinator's Signature and Date