Loyola University Chicago

Department of History

Undergraduate Internship Contract

Student Information

Name:

Address:

City, State, Zip Code:

Phone Number:

E-mail:

Sponsoring Institution

Institution:

Supervisor Name:

Address:

City, State, Zip Code:

Phone Number:

E-mail:

Duration

Start date:

End date:

Internship Description

Internship Objectives

Specify the professional and career development goals to be achieved during the internship.

Student Responsibilities

Specify the duties and responsibilities of the student to the sponsoring institution. These should be stated as concisely and clearly as possible in order to avoid uncertainty during the internship and at the time of the final evaluation.

Supervisor Responsibilities

Arrangements to be made between the supervisor and student for the purpose of constructive criticism, guidance, and on-going evaluation:

Duties and responsibilities supervisor and sponsoring institution will perform to facilitate the internship objective:

Please submit and evaluation of the student at the conclusion of the internship.

Coordinator Responsibilities

The coordinator will meet regularly with the student during the course of the internship for the purpose of constructive criticism, guidance, and on-going evaluation.

The coordinator will meet with the internship supervisor to review the internship experience as needed.

Approval

Student:

Date:

Supervisor:

Date:

Coordinator:

Date: