

INTERNATIONAL STUDIES INTERNSHIP SUPERVISOR AGREEMENT



INT 399: INTERNSHIP IN INTERNATIONAL STUDIES SUPERVISOR AGREEMENT FORM

Please return this form to Dr. Zakiya Adair, Director, International Studies Program, P.O. Box 7718, Ewing, NJ 08628 adairz@tcnj.edu.

Name of Intern: _____

Name of Business/Organization: _____

Name of Supervisor: _____

Supervisor Email Address: _____

Please describe the intern's responsibilities below, or attach a description.

Please review the Guidelines for Internships (below). How will this position fulfill those requirements?

I agree to supervise the intern and to complete a written evaluation of her/his work at the conclusion of the internship. Either I or another qualified staff member will serve as a mentor to the intern.

Signature of supervisor: _____ Date: _____

Guidelines for Internships

- The internship should advance the student's knowledge of a career path or professional field that she is considering.
- The position's responsibilities may include some routine clerical work, but it should not be primarily a clerical position.
- The student is given academic credit based upon the number of hours of experience gained at the internship. In applying, the student has agreed to complete a set number of hours. Please maintain a record of the student's completed hours at the internship.
- The internship site must have a supervisor who will agree to mentor and evaluate the student. Mentorship includes reviewing the student's goals for the internship at the outset of the internship; offering insights into concepts, strategies, and methods; and guiding the student toward research materials that will enhance his/her knowledge of the field.
- For academic credit, students are required to complete a written summary of their work or a research paper. They are asked to explore with the site supervisor whether they can devise a research project that would benefit the employer while fulfilling the academic requirement.

Thank you very much for agreeing to supervise one of our student interns. I hope this will be a rewarding experience for your organization as well as our student.

If you have any questions, please feel free to contact me.

Many thanks and best wishes,

Zakiya Adair, Ph.D.
Director, International Studies Program
The College of New Jersey