



TCNJ International
Studies

INTERNSHIP SUPERVISOR AGREEMENT

INT 399: INTERNSHIP IN INTERNATIONAL STUDIES SUPERVISOR AGREEMENT FORM

Please return this form to intst@tcnj.edu or drop off in SSB 219.

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,

**Nicholas Toloudis, Ph.D.
Director, International Studies Program
The College of New Jersey**