

Internship Contract - C LIT 491

Administered through the Department of Comparative Literature

B-534 Padelford Hall. • Box 354338 • Phone: 685-1642 • Fax: 685-2017 • E-mail: tcoop@u.washington.edu

Name _____ Student # _____ Quarter _____, 20____
Last First

- 1. Learning Goals:** What do you want to learn as a result of this internship experience? Be as specific as possible.

- 2. Job Description:** What will you do as an intern with this organization? How will these responsibilities help you fulfill your learning goals?

- 3. Field Supervision:** Who in the organization will supervise your internship and what kind of training and assistance will you receive?

- 4. Academic Guidance:** Who is your academic sponsor and how will you support this experience academically? Include readings, discussion, writing, and your proposed paper/project.

Although the Department of Comparative Literature has taken reasonable steps to provide the student with trained and skilled supervisors, it should be understood this internship is not without risks. In signing this learning contract, the student acknowledges inherent hazards and risks, including but not limited to physical injury and death, and assumes those beyond control of the University staff. *In case of emergency, I, the student, give my consent for emergency medical treatment and agree to pay for any charges not covered by my personal health insurance.*

Student Signature Date

Academic Sponsor Signature Date

Site Supervisor Signature Date

IMPORTANT: Please note responsibilities on reverse side before signing this contract. Please provide a copy of your signed, completed learning contract for your academic sponsor, site supervisor, and yourself. Turn the original in to the Department of Comparative Literature.

Comparative Literature 491 provides students with the opportunity to earn academic credit for an internship experience. Students learn by connecting classroom theory and community-based experience through the completion of an academic project. This learning is fostered by forming a “learning triangle” between the student, academic sponsor, and internship supervisor.

1. The **Student** agrees to:

- Perform at a high level and to the satisfaction of the site supervisor those assigned tasks related to the internship component of this contract and adhere to all personnel rules.
- Perform at a high level learning activities negotiated with the academic sponsor as stated in the contract, including communicating with the academic sponsor according to the agreed-upon meeting schedule and completing a final academic project.
- Complete an evaluation of the internship learning experience. The evaluation will be sent at the end of the quarter and must be returned to the Department of Comparative Literature before credit can be granted.
- Talk with the academic sponsor, internship supervisor, and the Department of Comparative Literature about any changes, revisions, or concerns regarding the internship.

2. The **Academic Sponsor** agrees to:

- Provide instructional support and guidance by communicating regularly with students about their on-site experiences, pertinent readings, theoretical frameworks, and project designs.
- Utilize meeting times with the student as an opportunity to develop writing skills by reviewing one or more drafts of the final paper or project.
- At the end of the quarter, assign either a grade of “Credit” or “No Credit,” depending on your evaluation of the academic component of the internship, and forward the student’s final paper or project with the grade sheet to the Department of Comparative Literature.

3. The **Site Supervisor** agrees to:

- Provide a good learning and training environment for the student, keeping routine work such as key-entry and filing to a minimum.
- Work directly with the student and make explicit arrangements with the student concerning the overall goals described in this contract, communication with the student, expectations, and records of the student’s hours and performance.
- Complete an evaluation of the student’s performance. This evaluation will be sent to you and must be returned to the Department of Comparative Literature before the student can receive credit.

The Department of Comparative Literature serves as a liaison between the University and host organizations. The undergraduate adviser in the department will coordinate the internship and provide administrative support services as needed by the student, academic sponsor, and site supervisor. Upon request from the student, academic sponsor, or site supervisor, the undergraduate adviser is available to assist in resolving any difficulties that may arise.

This contract may be terminated or amended by the student, academic sponsor, or site supervisor at any time upon two weeks written notice, which is received and agreed to by the other parties.

Academic credit will be granted for the internship when the Department of Comparative Literature has received the following: a satisfactory evaluation of the student’s performance from the site supervisor, a “credit” grade and a copy of the student’s final paper or project from the academic sponsor, and the student’s completed self-evaluation of the experience.