

**San Francisco State University**

**HISTORY DEPARTMENT INTERNSHIP PROGRAM**

**WORK AGREEMENT**

Date \_\_\_\_\_

Intern's Name \_\_\_\_\_ Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Agency \_\_\_\_\_ Position \_\_\_\_\_

**Work Objectives.** What kind of work will the intern be doing? What specific tasks should be completed by the end of the semester?

**Educational Objectives.** What should the intern learn from this experience, e.g., skills, competencies, insights, knowledge?

## WORK AGREEMENT (CONTINUED)

One of the purposes of the internship is to allow students to learn about organizations as whole entities dealing with some aspect of public history. How will this purpose be met?

**Supervision.** A successful internship experience requires regular discussions between the intern and the on-site supervisor. How will this be accomplished?

**Work Schedule.** The intern should work at the host agency for a total of 120 hours over the fifteen week semester, or eight hours each week. The intern and supervisor should agree on a regular work schedule. Indicate the schedule here:

Intern's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_