

# AGREEMENT FOR INTERNSHIP EXPERIENCE



Revised: 04/02

Department of Educational Administration and Policy Studies  
School of Education

The following agreement is prepared to describe the responsibilities of an administrative intern, the internship supervisor representing the University at Albany, and the onsite supervisors.

The intern agrees to fulfill the duties and responsibilities of the position, to keep a daily log of activities, to participate in seminars and to report to the on-site administrator.

The on-site supervising administrator agrees to provide an appropriate working space, to supervise the intern's work, to provide orientation to the school, to arrange for any agreed upon compensation and to evaluate the performance of the intern.

The EAPS internship supervisor agrees to maintain regular contact with the intern and on-site supervisor. The EAPS internship supervisor also agrees to conduct seminars with the class of interns, to provide advice and counsel, and to evaluate the intern's performance.

**Location of Internship:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Information of on-site supervisor:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (Work) Email: \_\_\_\_\_

**The internship will commence on :** \_\_\_\_\_ , **and will terminate on:** \_\_\_\_\_ .

**The internship is scheduled for the following days and hours:**

\_\_\_\_\_  
\_\_\_\_\_

**Upon successful completion, the intern will receive 4/8 (circle one) credits.**

**Successful completion of the internship will/will not (circle one) fulfill requirements for NYS administrative certification.**

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Signature, Intern

Student ID Number

Date

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Signature, On-site Supervisor

Date

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Signature, Director of Leadership Research and Development

Date

CC: Department File  
Advisor  
Internship Supervisor  
Student  
Director of Leadership Research and Development