

# AGREEMENT FOR INTERNSHIP EXPERIENCE

For EAPS 896, 897, and 898



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 administrators agree 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.

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**EAPS 896 (Summer)—Circle one: 2 credit hours (150 contact hours) or 4 credit hours (300 contact hours)**

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

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

On-site Supervisor's Name: \_\_\_\_\_

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

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

Signature \_\_\_\_\_

**EAPS 897 (Fall)—Circle one: 2 credit hours (150 contact hours) or 4 credit hours (300 contact hours)**

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

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

On-site Supervisor's Name: \_\_\_\_\_

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

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

Signature \_\_\_\_\_

**EAPS 898 (Spring)—Circle one: 2 credit hours (150 contact hours) or 4 credit hours (300 contact hours)**

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

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

On-site Supervisor's Name: \_\_\_\_\_

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

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

Signature \_\_\_\_\_

\_\_\_\_\_  
Signature, Intern

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, EAPS Field Experience Coordinator

\_\_\_\_\_  
Date

CC: Department File  
Advisor  
Internship Supervisor  
Student  
EAPS Field Experience Coordinator

Revised: 12/05