This agreement should be discussed and completed by the fourth week of the semester and should be reviewed and revised as necessary. Students will be advised to bring a copy of the agreement to the second class meeting of POS 338 or PUB 498.

Student: __________________________________________________________

Supervisor: ________________________________________________________

Organization: _______________________________________________________

Schedule: Students are required to work at least 140 hours over the course of the semester or summer. To fulfill this requirement students typically work 10 hours/week but other arrangements are acceptable based on the organization’s needs and student’s schedule.

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<th>Day</th>
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Intern Experiences: there are many different types of activities an intern may engage in during the course of the semester. These activities will vary between organizations and sectors but below is a list of some general activities that an intern may be interested in and the organization may want the intern to do.

1) Prepare memos
2) Perform background research
3) Prepare newsletters, flyers or other informative materials
4) Attend public hearings, committee meetings or legislative sessions
5) Work with databases
6) Represent the organization at meetings
7) Interact with constituents
8) Research legislation
9) Assist in event planning
10) Prepare correspondence
11) Interact with elected officials
12) Analyze research
13) Make presentations
14) Answer phones
15) File documents
16) Other ____________________________________________
Projects: please list any particular projects the student will be responsible for and what type of product, if any, they will be expected to produce.

_____________________________________________________________________________________
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Supervision:
The supervisor agrees to _____ hours of direct supervision of intern every ___________________.
Please indicate the name and title of others providing regular supervision

_____________________________________________________________________________________
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This work/learning agreement was mutually agreed upon.

Supervisor Signature: ________________________________________________________________
Student Signature: ________________________________________________________________
Date: ______________________________