AHIS 499
History Undergraduate Internship Learning Contract

Thank you for agreeing to provide valuable internship experience to a UAlbany history student! General information about our internship program can be found here, http://www.albany.edu/history/56158.php. Qualified students may earn up to 6 internship credits (maximum 3 per internship), with a minimum of 45 hours of work per credit, or 135 hours over the course of a semester. Students should enroll in AHIS 499 and will be graded by the faculty supervisor at the end of the semester (Satisfactory or Unsatisfactory).

Student
Name: ______________________________________________ ______________________
UAlbany ID: ________________________
Phone: ________________________ (best number for you)
Email: __________________________________________
Class Level: ___ Junior ___ Senior
Major: _________________ Concentration ___________Minor____________________

Internship Site
Organization/Agency: _______________________________________________________
Designated Supervisor/Name: _________________________________________________
Supervisor Title: _____________________________________________________________
Phone: ___________________________ (alt phone): ____________________________
Email: __________________________________________
Address: ___________________________________________ zip: ____________

Internship Position Information (please describe duties, outcomes, and responsibilities you anticipate for this internship, within the student’s level of education and experience)
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Start Date: ______________ Ending Date: _______________________________

Hours per week (average): _____ (interns must average 9 hours per week to meet minimum requirement of 135 hours per 15-week semester)

Compensation (if applicable) $_____________

Please complete and sign on reverse.
Learning Objectives: Please describe some of the goals of this internship. Objectives should be specific, within the student’s ability to accomplish, and measurable. (Faculty may also make specific arrangements with students, such as an individual syllabus.)

Student Approval
I understand the duties, responsibilities, and learning objectives associated with this internship. I understand that my commitment to this internship is equivalent to that of any other 3-unit course.
Print Name: ____________________________________________
Sign: __________________________________________________ Date: __________________

Site Supervisor Approval
I understand the duties, responsibilities, and learning objectives associated with this internship. I understand my commitment to helping the intern fulfill his/her duties and responsibilities and meet his/her learning objectives.
Print Name: ____________________________________________
Sign: __________________________________________________ Date: __________________

UAlbany Faculty Coordinator Approval
I approve the internship as appropriate for university-level learning and course credit in AHIS 499.
Print Name: ____________________________________________
Sign: __________________________________________________ Date: __________________
Mailing address (if different from SS 145, University at Albany, 1400 Washington Avenue, Albany, NY 12222): ____________________________________________________________

Immediately at the end of the internship, the internship supervisor is asked to submit a brief letter to the Faculty Coordinator, evaluating the student’s performance.

Students should follow up and submit reports as requested by their Faculty Coordinator.

Questions, please contact Prof. Mitch Aso, Undergraduate Director, Department of History:
maso@albany.edu

Social Science 145
1400 Washington Avenue, Albany, NY 12222
PH: 518-442-5300 FX: 518-442-5301 E-MAIL: history@albany.edu
www.albany.edu/history