

**Department of Political Science Internship Program
Employer Agreement
INTERNSHIP SUPERVISOR**

I UNDERSTAND THE PLACEMENT OF _____ IN MY OFFICE IS PRIMARILY FOR THE EDUCATIONAL ENHANCEMENT OF THIS STUDENT.

I WILL WORK WITH THE INTERN TO EXPLAIN BOTH THE PURPOSES AND METHODS OF ACCOMPLISHING ASSIGNED TASKS. I WILL SEEK OUT OPPORTUNITIES FOR EXPANDING THE INTERN’S RESPONSIBILITIES AND OFFERING A VARIETY OF MEANINGFUL TASKS.

I WILL HELP INTEGRATE THE INTERN INTO THE OFFICE, INTRODUCING THE INTERN TO COLLEAGUES, OFFICE PROCEDURES, AND EXPECTATIONS. I WILL EXPLAIN THE ROLE OF THE INTERN TO COLLEAGUES AND ENCOURAGE THAT THE INTERN BE OFFERED APPROPRIATE OPPORTUNITIES.

I WILL MAINTAIN CONTACT WITH THE USD INTERNSHIP COORDINATOR TO SOLVE ANY PENDING OR POTENTIAL PROBLEMS.

I WILL OFFER A FRANK, BUT CONSTRUCTIVE, PERSONAL EVALUATION OF THE INTERN AT THE MID-TERM AND AT THE END OF THE INTERNSHIP.

Please describe the major tasks the intern will be performing. If you prefer, please attach a job description.

Number of work hours per week: _____

Regularly scheduled hours of work:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Starting Date: _____ Ending Date: _____

