



INTERNSHIP DESCRIPTION

Please submit this form for approval to Barbara Wolf, Assistant Dean, Semester in Washington Program, by Monday, June 16, 2008. If you have questions regarding this form or the program, please contact Dean Wolf at bhw7@georgetown.edu or call at 202-687-8722.

A. Student Information

Name: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

B. Internship Agency

Agency Name: _____

Supervisor: _____

Supervisor's Title: _____

Address: _____

Phone: _____ Cell Phone: _____

Email: _____

C. Work Schedule

Start Date: _____ End Date: _____

Hours per Week: _____ Number of Weeks: _____

Work Days: _____

D. Internship Title _____

E. Description of Agency and Department. *Please provide a brief description of the agency and of the department(s) the student will be working for.*

F. Statement of Purpose. The student hopes to gain the following from this internship:

G. Nature of Internship. The student and agency supervisor agree to the following:

The student intern and the supervisor acknowledge the value of performing varied tasks, including routine clerical procedures, in helping the intern understand the full range of office activities. At the same time, for the fullest possible internship experience, the intern must be given an opportunity to demonstrate the ability in substantive work, including research, casework, projects etc. Therefore, to receive academic credit for the internship, routine clerical tasks should not exceed 40% of the work time.

Description of Project or Intern's Activities. *Please provide a brief description of the specific project(s), activities, and the duties and responsibilities of the student intern.*

H. Supervision and Evaluation by Agency. The agency supervisor agrees to the following:

1. The agency supervisor will meet with the student at least once every two weeks to evaluate the student's work.
2. The agency supervisor will complete an interim evaluation for the intern and submit it to the Assistant Dean Barbara Wolf by Monday, July 7, 2008.
3. The agency supervisor will complete a final evaluation form for the intern and submit it to the Assistant Dean Barbara Wolf by Wednesday, August 6, 2008.

Student Signature: _____

Date: _____

Agency Supervisor: _____

Date: _____