

**Environmental Studies Program
San Francisco State University
Internship Work Agreement**

This agreement should be developed by the intern and supervisor together, typed by the intern and signed by both. An electronic version of this page will be available from the instructor.

Seven components of work agreement:

1. Basic Information

- a. Intern's name, sfsu email address

- b. Supervisor's name, position, phone, email

- c. Agency name, address, phone, web site address

2. Work objectives: Describe the kind of work the intern will do and the specific tasks which should be completed by the end of the semester.

3. Educational objectives: Describe the kinds of things the intern should learn from this experience , including substantive knowledge, skills, broader analytic insights into issues facing this kind of organization

4. Provisions for learning about the overall operation of the organization: One of the purposes of the internship is to allow students to learn about organizations as a whole as they deal with various aspects of the environment.

5. Provision for regular access to the supervisor: it is critical that interns have regular access to their supervisor both to effectively perform the tasks they are assigned and to give them some opportunity for broader discussion. How will this be accomplished?

6. Work schedule.

7. Signatures of intern and supervisor.

Intern

Supervisor