

between the student and the organization only. The organization agrees to design an internship that allows growth through a variety of experiences, providing an introduction to the full range of work within the organization. The organization will train and supervise the Intern in his/her work roles. Clerical work should not be the main work of the student. Organizations vary in specialization of workers and students must expect to help when needed. However, students should not be used routinely as a means of catching up on backed up paperwork.

The organization agrees also to provide the supervising faculty member in the Department of Geography and Anthropology with a written report (using the form to be provided by the student) that briefly describes and evaluates the performance of the student midway through the internship period and within one week following the end of the internship period. The report will / will not (please circle one) be read by the student.

The student agrees to perform the tasks assigned by the organization and, when deemed necessary by the organization, to perform them on a daily basis or weekly schedule established at the mutual convenience of the student and organization. The student agrees further to report verbally or via email regularly through the internship period to the supervising faculty member in the Department of Geography & Anthropology on his or her learning and work experience, and to provide the faculty member with written reports, including a journal (to be sent in monthly) and evaluation report on the entire internship experience within one week following the end of the period. A copy of the summary and evaluation will be given to the organization upon request. The Student will also complete a final paper following the guidelines set out in the Internship manual and submit this paper on or before the given deadline.

The Department of Geography and Anthropology agrees that the student may enroll in the Geography Internship course (GEGO 3398) for _____ credits during the _____ semester of _____. The supervising faculty member in Geography and Anthropology has responsibility for assuring that the learning and work experiences of the student are academically meritorious. If at any time the supervising faculty member learns that the student or the organization is dissatisfied with this internship arrangement, he or she will attempt to ameliorate the concerns and may call for dissolution of this agreement.

Name of Student	Signature of Student	Date

Name of Representative of Organization	Signature of Representative of Organization	Date

Address of Organization	Telephone Number of Organization

Name of Supervising Faculty	Signature of Supervising Faculty	Date