TRINITY COLLEGE

PBPL398 ACADEMIC INTERNSHIP CONTRACT*

Please PRINT CLEARLY

I. STUDENT NAME __________________________ CLASS YEAR __________

EMAIL ADDRESS __________________________________ MAJOR __________

TRINITY ID NUMBER __________________ PHONE ______________ INTERNSHIP TERM/YR __________

I agree to the terms and conditions of this Internship as described in the following sections.

__________________________________________  __________________
STUDENT SIGNATURE                                              DATE

II. FIELD SUPERVISOR NAME & TITLE (print) ______________________________

ORGANIZATION

FULL MAILING ADDRESS

PHONE __________________ EMAIL __________________

HOURS TO BE SPENT AT PLACEMENT: minimum of 112 hours per semester. Typically about 8-10 hours/week

STUDENT WILL WORK DURING SCHOOL VACATION PERIODS: YES _____ NO _____

STUDENT WILL RECEIVE WAGES/STIPEND: YES _____ NO _____

INTERNSHIP WILL EARN A LETTER GRADE

III. FACULTY SPONSOR __________________________________ CREDIT AWARDED: 1.0

Print Name

IV. THIS SECTION APPEARS ON BACK OF THIS PAGE. PLEASE FILL OUT COMPLETELY & IN DETAIL.

V. FACULTY SPONSOR APPROVAL:

This application/contract represents a reasonable program of study for the credit to be granted.

__________________________________________  __________________
PROFESSOR (signature)                                              DATE

DEPARTMENT CHAIR (signature)  __________________

APPROVAL FOR MAJOR/MINOR CREDIT:

This student will receive 1 credit toward his/her major/minor.

_________________________  __________________
ASSISTANT DIRECTOR - INTERNSHIPS                                              DATE

COURSE #  PBPL398

VI. FIELD SUPERVISOR APPROVAL:

This application/contract represents valid learning objectives/activities for an internship at this placement.

_________________________  __________________
FIELD SUPERVISOR (signature)                                             DATE

This internship is approved for 1 course credit.

_________________________  __________________
ASSISTANT DIRECTOR - INTERNSHIPS                                             DATE

*Academic Internships are sponsored by departments and require prior approval by the Department Chair. Credits are counted toward fulfillment of requirements for a major, minor or other academic program.
Before completing this section, please read the entry about “Internships” in the Trinity College Handbook.

IV. DESCRIBE THE FOLLOWING AS PRECISELY AS POSSIBLE:

A. LEARNING OBJECTIVES OF INTERNSHIP (As related to your concentration in the PBPL major)

1. To provide students with the opportunity to apply what they have learned in the classroom to the work of an organization concerned with the making of public policy.
2. To engage students in academic projects directly linked to the internship experience and their area of concentration in the major.

B. JOB DESCRIPTION (Explain what duties and responsibilities you expect to be assigned, based upon what your Field Supervisor has told you.):

C. REQUIRED WRITTEN WORK (on a topic related to work of your organization)

As per program guidelines
- Op-ed piece
- Policy memo
- Annotated bibliography

Specific topics are determined after consultation with PBPL faculty member supervising the academic portion of the internship.

D. SCHEDULE OF MEETINGS WITH FACULTY SPONSOR

To be determined in consultation with the academic supervisor.