



Internship Letter of Agreement

I. Purpose.

The Texas State University, Public History Program provides an educational strategy whereby students complement their academic preparation with direct practical experience through an internship program. The internship program is designed to allow students to engage in meaningful work under the mentorship of experienced and knowledgeable public history professionals. Your participation demonstrates your interest and commitment to this educational strategy and to the growth and development of students as future professionals. We look forward to collaborating with you in this work/learning endeavor.

II. Responsibilities.

To help ensure the interests and promote the benefits of the internship program for all parties involved, the Department of History, Public History Program has developed this letter of agreement. The following outlines the mutual responsibilities between our program and your organization:

(hereafter named as the Internship Site)

III. Responsibilities of the Public History Program

The Public History Internship Director's responsibilities include, but are not limited to the following:

1. Provide faculty supervision during the internship experience.
2. Provide such assistance as requested by the site to facilitate successful completion of the internship.
3. Assist in the evaluation of the intern's progress; in cooperation with the Site Internship Supervisor, determine whether or not the student should receive a passing grade for the internship experience.
4. Establish guidelines and standards for the internship program and provide these to the Internship Site.

5. Serve as the central administrative arm for all aspects of the internship and provide education and information to students, employers, and faculty.
6. Maintain site and intern student files and confidentiality of any information designated, by the Internship Site or student, as confidential.
7. Act as a general resource for the intern and Internship Site Coordinator helping to resolve problems as they arise.

IV. Responsibilities of the Internship Site

The site which accepts the student intern has responsibilities that include the following:

1. To provide appropriate on-site supervision of the intern.
2. To provide, within the scope of the internship, experiences of the depth and breadth expected and experienced by professionals employed by the site.
3. To arrange, in advance, with the Public History Internship Director the type of learning experiences, expectations, and opportunities that will be provided for the student intern.
4. To provide an opportunity for the intern to experience an over-all orientation to the site's purposes, services, philosophy, policies, and procedures.
5. Designate an employee to serve as the Internship Site Coordinator with responsibilities to help orient the student to the site and its culture, to assist in the development of learning objectives, to confer regularly with the student and the Public History Internship Director, and to monitor the progress of the student intern.
6. To notify the Public History Internship Director immediately (within the first two weeks if possible) in the event of any emergency or problems that potentially threaten the successful completion of the internship.
7. To provide a written evaluation of the intern's performance at the completion of the internship experience; to provide, as deemed necessary by the student's on-site supervisor, appropriate interim evaluation of the student's performance, particularly if there is any problem that potentially threatens the successful completion of the internship.
8. To complete a final evaluation of the student intern according to an agreed upon schedule.
9. Verify on the final evaluation that the student intern has completed a minimum of 160 hours of work.
10. Make available equipment, supplies, and space necessary for the student intern to perform his/her duties.
11. Provide a safe working environment.
12. Will not displace regular workers with student interns secured through the internship program.

13. Notify the Public History Program of any changes in the student intern's work status, schedule, or performance.
14. Maintain general liability, professional liability and worker's compensation insurance as required by law.
15. Separation: Should the Internship Site become dissatisfied with the performance of a student intern, the site may request termination of the internship arrangement. This should occur only after the Public History Internship Director has been notified and a satisfactory resolution has not been achieved. Conversely, the University may request termination of the arrangement for any intern not complying with Texas State University, Dept. of History, Public History Program guidelines and procedures for the internship program, or if the Internship Site does not uphold the responsibilities mentioned above, as long as the Internship Site Coordinator has been notified in advance and satisfactory resolution has not been achieved.
16. Discrimination. The Internship Site shall not discriminate against any student intern on the basis of race, national origin, religion, sex, sexual orientation, marital status, or disability in the performance of its obligations under this Agreement.

V. Student Intern's Responsibilities

The student intern responsibilities include, but are not limited to the following:

1. The student intern is expected to become familiar with the Internship Site's mission, purposes, goals, and objectives, as well as, the services it offers to members and/or the community, and its audience.
2. The student intern is expected to formulate his/her goals at the site in terms of specific skills and experiences.
3. The student intern is expected to establish a work schedule in conjunction with the Internship Site Coordinator, indicating regular hours, special projects, and special areas of interest that will be pursued and completed during the internship period.
4. The student intern is expected to log and summarize, for the Public History Internship Director, all work performed.
5. The student intern is expected to complete a final evaluation of the Internship Site and the Internship Site Coordinator.
6. The student intern is expected to complete a final summary report of the internship experience which will include:
 - a description of the site's mission, purposes, goals, and objectives; the services it offers to members, the community, and its audience
 - the role played by the student intern in the Internship Site,
 - those experiences which were most educational, and
 - those experiences which might have further enriched the internship experience.

VI. Duration of Agreement. This letter of agreement shall continue in effect from

_____ to _____
Beginning Date Ending Date

VII. Pay/Compensation: (where applicable)

It is agreed that the compensation for this internship shall include the following: (please list all compensation and benefits, including pay, stipends, and other, such as room and board, etc.)

Internship Site Coordinator:

Name

Phone

Address

City, State, Zip

Email of Site Coordinator

Site Coordinator (please print)

Signature

Student Intern:

_____	_____
Name	Phone

Address	
_____	_____
City, State, Zip	Email of Intern
_____	_____
Intern (please print)	Signature

We thank you for providing a place for our students to work and learn. Your assistance is invaluable. Any questions regarding the internship program, its procedures, or this memorandum should be referred to:

Public History Internship Director:

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