



## *Anthropology Department Internship Agreement*

This internship agreement, also known as a “Memorandum of Understanding” (MOU), is to be written by the intern in consultation with their supervisor and will be submitted as a writing assignment for the internship course. Its purpose is to ensure mutual understanding on the part of the student intern and on-site supervisor as to the duties, expectations, schedule, mentorship, and outcomes of the student’s participation at the organization.

### **ORGANIZATION AND PHYSICAL ADDRESS**

### **INTERNSHIP SITE SUPERVISOR INFORMATION**

### **STUDENT INTERN INFORMATION**

## **DATES AND SCHEDULE**

## **INTERNSHIP ACTIVITIES AND RESPONSIBILITIES**

## **SITE SUPERVISOR RESPONSIBILITIES**

In addition to the responsibilities listed below, the internship supervisor agrees to submit an evaluation form for the student no later than the last day of regular classes for the semester, which is .

## **UNIVERSITY SUPERVISOR RESPONSIBILITIES**

- A. To be available for consultation throughout the internship experience.
- B. To review ongoing updates by the intern and their final internship report.
- C. To solicit a mid-semester report on the intern's progress from the site supervisor by phone, email, or site visit.
- D. To solicit a written evaluation of the student's performance at the end of the internship.

## **LEARNING OUTCOMES AND PRODUCTS:**

## TITLE IX STATEMENT

Texas State University and the Anthropology Department are firmly committed to maintaining an educational environment free from all forms of sex discrimination. Sexual Misconduct, as defined in the Texas State University System Sexual Misconduct Policy, is a form of sex discrimination and will not be tolerated. The Parties will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. The Parties will take prompt and appropriate action to eliminate Sexual Misconduct when such is committed, prevent its recurrence, and remedy its effects. For more information, please see <https://compliance.txstate.edu/oetix/>.

Signatures below represent agreement with the following:

- The roles and responsibilities of all parties as outlined above
- Nondiscrimination: In their execution of this agreement, all Texas State University Interns, to the extent permitted by applicable governing law, shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and sexual misconduct. Any breach of this covenant may result in termination of this agreement.
- If the student drops the academic course associated with the internship (ANTH 4390), the internship site supervisor agrees to terminate the internship. Exception may be made only if the Anthropology Department internship coordinator and site supervisor both agree that it should continue (e.g., if dropping the course is unavoidable or terminating the internship would place a burden on the internship organization).

Intern Name:

Date:

Site Supervisor:

Date:

University supervisor:

Date: