

School of International Affairs
The Pennsylvania State University

INTAF 595: Internship

Internship Agreement

The internship site: _____
(name of organization)
agrees to provide from _____ to _____
(internship beginning and ending dates)
_____ with an opportunity
(student's name)

to obtain experience in the areas outlined in the student's Plan for Internship.

The student's immediate site supervisor will be:

Name: _____ Title: _____

Contact Information: _____
(including e-mail and direct phone number)

The site supervisor agrees to evaluate the efforts of the student using either an in-house evaluation process/form or to utilize the School of International Affairs internship evaluation form. Additional relevant documentation provided for your use includes:

- a) Student's completed *Plan for Internship*
- b) Site Supervisor Guidelines
- c) Site Supervisor Final Evaluation

If you have questions or need additional information, please contact Grant Littke, the Director of Career Services at (814) 865-3809 or via e-mail at careers@sia.psu.edu

Site Supervisor Signature _____ Date: _____