

**INTERNSHIP IN THE COMMUNITY
IN WOMEN'S AND GENDER STUDIES
FIELD PLACEMENT AGREEMENT**

WOMEN'S AND GENDER STUDIES PROGRAM, ROOSEVELT UNIVERSITY

This is a contract agreed to by the agency listed below, the student intern, and the Roosevelt University (RU) Women's and Gender Studies Program. After all 3 parties have signed, the student returns one copy to the placement supervisor, one copy to the Internship Faculty Supervisor, and keeps one copy.

Intern's Name _____

Address _____

Phone _____ E-mail _____

Agency Name _____

Address _____

On-site Supervisor _____

Title or Position _____

Phone _____ E-mail _____

RU Faculty Supervisor _____

Phone _____ E-mail _____

**PLACEMENT ASSIGNMENT: PLEASE ATTACH A TYPED DESCRIPTION OF THE
INTERNSHIP POSITION AND INCLUDE RESPONSES TO THE FOLLOWING**

- ❖ Specific project(s) to which the intern will be assigned
- ❖ Expected accomplishment(s)
- ❖ Substantive, professional-level responsibilities
- ❖ Description of amount and kind of supervision provided to the intern
- ❖ Other duties and tasks
- ❖ Any conditions of work or other requirements or issues to be resolved (e.g., necessary local travel, additional work sites, stipend, etc.)

Approximate % of time for professional-level vs. administrative tasks work _____

WORK SCHEDULE:

Starting Date _____ Ending Date _____

Specific expected days and hours of work _____

THE AGENCY AGREES:

- ❖ To provide the intern with appropriate orientation to the organization, and the training, guidance and resources needed to carry out assignments; to provide regular supervision and feedback to the intern;
- ❖ To allow the intern access to meetings, information, documents and activities of the organization that will enhance her/his general understanding of its work and of the policy process, and will support her/his preparation of written class assignments, including (if applicable) preparation of case study materials;
- ❖ To communicate to the Women's and Gender Studies Program faculty supervisor, in a timely fashion, any difficulties arising from this agreement that cannot be resolved with the intern;
- ❖ To provide the intern and the Women's and Gender Studies Program faculty supervisor, with a final placement evaluation in a format to be provided by the Women's and Gender Studies Program.

THE INTERN AGREES:

- ❖ To work the hours agreed to over the course of this placement on tasks/projects assigned;
- ❖ To meet work standards and schedules established with the supervisor;
- ❖ To represent the sponsor and the program in a professional manner, and to protect the confidentiality of information obtained as an intern;
- ❖ To bring to the attention of the Women's and Gender Studies Program faculty supervisor, in a timely fashion, any difficulties arising from this agreement that cannot be resolved with the on-site supervisor or need to be renegotiated.

THE WOMEN'S AND GENDER STUDIES SUPERVISOR AGREES:

- ❖ To provide appropriate liaison between the Women's and Gender Studies Program, agency staff and intern,
- ❖ To send the agency supervisor a final evaluation form.

Intern Signature _____ Date _____

Agency Signature _____ Date _____

Faculty Signature _____ Date _____