Internship Agreement

Internships provide extraordinary opportunities for students to test their classroom knowledge in real world situations, to develop relationships with professionals in the field, and to gain tangible skills in a field of their choosing. To facilitate effective and rewarding internship experiences for both students and host organizations, the Colin Powell School has developed guidelines that prepare students for the workplace and keep host supervisors informed of program expectations.

What We Ask of Organizations

Host organizations provide rich learning opportunities for students, supervisors who can also act as a professional mentors, and a project or series of tasks from which the student can learn. In order to make the internship a productive experience for both the student and the host organization, we ask that organizations interested in hosting an intern take the following steps:

1. Identify a supervisor who can provide guidance and mentorship over the course of the internship.

2. Identify a project or a discrete series of meaningful tasks that can reasonably be concluded in the course of eight to twelve weeks.

3. Provide a thorough evaluation of both the student’s and your experiences with the Colin Powell School. Supervisors who have questions or concerns about a student’s job performance are encouraged to contact Colin Powell School staff (contact information below).

What We Ask of Students

Students are expected to act as professional employees at all times. They are required to set professional learning goals, to evaluate their progress toward meeting those goals, to be formally evaluated by their supervisors, and to meet the expectations laid out in the job description provided by the host organization. We ask students to learn and adapt to the culture of the workplace, and to ask questions when norms or expectations are unclear.

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In order to be thoroughly prepared for their internship experience, we ask students to:

1. Meet the expectations laid out in the position description, especially with regards to deliverables, assignments, ongoing tasks, skill acquisition, attendance at events, and participation in workshops or professional development seminars.

2. Keep the hours of the office. Students should be regarded as regular employees, and office hours should be agreed upon in advance. Students are expected to arrive on time and be mindful that tasks may have to be completed outside of regular office hours, if required to “get the job done.” We expect that most internships will last between ten and twelve weeks for ten hours per week.

3. Participate in the site visit, and maintain a professional journal. As part of their internship requirements, students will be asked to keep a professional journal and to participate in an online blog about their experience. All students expect

routine and regular feedback from their supervisors.

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Internship Verification Form

Students and supervisors must complete the form below. Students must email this form to the seminar instructor (aiscott@ccny.cuny.edu) by the 15th of August for the Fall Semester and by the 15th of January for the Spring Semester.

Student Name: Student EMPL ID:

Internship Information

Start date: Organization name:

Mailing address:

End date:

Web URL:

Students of the Colin Powell School are required to work, at minimum, ten hours per week for ten to twelve weeks. Interns must be supervised and duties must provide meaningful on-the-job experience. Please include below or attach a description of the host organization, your job description, and your final schedule.

Supervisor Information

Name:

Phone:

Email address:

*As a Colin Powell Student in the Internship Course, I understand my responsibilities as outlined in this agreement and the attached job description.*

Student signature:

Date: \_\_

*As a representative of the organization identified above, I have read and agree to the*

*responsibilities outlined in this agreement.*

Supervisor signature:

Date: \_

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