

Rockefeller College of Public Affairs & Policy Intern Work/Learning Agreement

This agreement should be discussed and completed by the fourth week of the semester and should be reviewed and revised as necessary. Students will be advised to bring a copy of the agreement to the second class meeting of POS 338 or PUB 498.

Student: _____

Supervisor: _____

Organization: _____

Schedule: Students are required to work at least 140 hours over the course of the semester or summer. To fulfill this requirement students typically work 10 hours/week but other arrangements are acceptable based on the organization's needs and student's schedule.

Day	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Intern Experiences: there are many different types of activities an intern may engage in during the course of the semester. These activities will vary between organizations and sectors but below is a list of some general activities that an intern may be interested in and the organization may want the intern to do.

- | | |
|---|------------------|
| 1) Prepare memos | Yes ____ No ____ |
| 2) Perform background research | Yes ____ No ____ |
| 3) Prepare newsletters, flyers or other informative materials | Yes ____ No ____ |
| 4) Attend public hearings, committee meetings or legislative sessions | Yes ____ No ____ |
| 5) Work with databases | Yes ____ No ____ |
| 6) Represent the organization at meetings | Yes ____ No ____ |
| 7) Interact with constituents | Yes ____ No ____ |
| 8) Research legislation | Yes ____ No ____ |
| 9) Assist in event planning | Yes ____ No ____ |
| 10) Prepare correspondence | Yes ____ No ____ |
| 11) Interact with elected officials | Yes ____ No ____ |
| 12) Analyze research | Yes ____ No ____ |
| 13) Make presentations | Yes ____ No ____ |
| 14) Answer phones | Yes ____ No ____ |
| 15) File documents | Yes ____ No ____ |
| 16) Other _____ | |

Projects: please list any particular projects the student will be responsible for and what type of product, if any, they will be expected to produce.

Supervision:

The supervisor agrees to _____ hours of direct supervision of intern every _____.

Please indicate the name and title of others providing regular supervision

This work/learning agreement was mutually agreed upon.

Supervisor Signature: _____

Student Signature: _____

Date: _____