

INTL 404 Internship Agreement

Student's Name: _____

Student ID Number: _____ Major: _____

Quarter of Internship: Fall / Winter / Spring / Summer Year: _____

INTL 404 Credits Requested: _____ (Only 8 cr of internship can count for INTL majors)

- I agree to keep a written journal of the internship experience and submit it to the faculty sponsor every other week.
- I agree to submit a final report (4-5 pages) reflecting on my internship and how it integrates with my studies at PSU and my career goals to the faculty sponsor.
- I will immediately notify the faculty sponsor if I ever feel unsafe at the internship or if any activity or interaction is inappropriate.

Student's Signature

Date

Internship Organization and Address: _____

Intern Supervisor (name and title): _____

Phone: _____ Email: _____

Dates & Duration of Internship: _____

The cooperating organization agrees to extend to the student an opportunity to obtain actual experience in the areas outlined in the **attached job description**. The student's immediate supervisor agrees to evaluate the efforts of the student and submit an evaluation to the International Studies program within one week of completion of the intern's work activities (to allow for timely submission of the student's grade report).

Intern Supervisor's signature

Date

Portland State University, through the **International & Global Studies Program**, agrees to grant _____ credit hours for INTL 404 to the student upon satisfactory completion of this internship.

Faculty Sponsor, PSU

Date

Faculty Email Address

To the student: Return signed copy along with a completed By Arrangement form (signed by your faculty sponsor) to: International & Global Studies, 632 SW Hall St, East Hall Room 341, Portland State University, Portland, OR 97201 or by email to internationalstudies@pdx.edu.