

EASTERN ILLINOIS UNIVERSITY  
HISTORICAL ADMINISTRATION PROGRAM  
INTERNSHIP AGREEMENT

I. Intern Information

Intern name \_\_\_\_\_

Intern's temporary internship address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

II. Cooperating Institution Information

In addition to supervising the day-to-day work of the intern, the intern supervisor will also be required to provide the Historical Administration Coordinator with a letter of evaluation at the end of the internship period.

Institution name \_\_\_\_\_

Supervisor name \_\_\_\_\_

Supervisor title \_\_\_\_\_

Work phone \_\_\_\_\_

Work email \_\_\_\_\_

Institutional address \_\_\_\_\_

Please indicate which of the following are in place at your institution:

Professional memberships (i.e.: \_\_\_\_\_)

Professional policies and procedures (or in process of formation)

(i.e.: \_\_\_\_\_)

Accreditation or steps taken toward professional assessment

Formal internship program

If your institution is new to internships or has no formal internship program, please discuss briefly how this internship will be structured:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### III. Internship Information

Beginning date \_\_\_\_\_

Terminal date \_\_\_\_\_

Hours per week \_\_\_\_\_

Primary responsibilities \_\_\_\_\_

\_\_\_\_\_

Special project to be completed by intern \_\_\_\_\_

\_\_\_\_\_

Stipend \_\_\_\_\_ Frequency of payment \_\_\_\_\_

Additional forms of compensation (including housing) \_\_\_\_\_

#### A note to Internship Supervisors:

The Fair Labor Standards Act has strict guidelines that employers who offer unpaid internships must follow. Under those guidelines, in exchange for no or low pay, the host institution agrees to emphasize the educational nature of the experience and to not use the intern to do the work of a regular employee. (Please see [<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>] for more information.)

### IV. Internship Supervisor Evaluation

Within two weeks of the end of the internship, please submit a letter of evaluation to the Historical Administration Program Coordinator, Eastern Illinois University, History Dept., 600 Lincoln Ave., Charleston, IL 61920. Please be sure to cover the following:

- ◆ Intern's level of preparedness
- ◆ Intern's attitude toward work
- ◆ Intern's cooperation with supervisors and colleagues
- ◆ Intern's fulfillment of assigned duties
- ◆ Recommendations for improvement

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_