

Internship Agreement for Interns  
Sponsored by the Department of Political Science  
Eastern Illinois University

The student agrees to carry out the assigned work responsibilities as directed by the cooperating site supervisor and to complete all assignments and reports as indicated by the requirements of the internship program.

The EIU faculty coordinator agrees to maintain communication with the cooperating agency by mail, telephone and/or personal contact whenever possible to insure that the student is receiving a structured, high quality work study experience, and that the cooperating agency is satisfied with the performance of the student.

Eastern does not indemnify the cooperating agency/business for acts of students.

The cooperating agency agrees to designate a staff member to guide and direct the work assignments of the student and to submit periodic evaluations of the student's performance.

The cooperating agency site agrees to provide the intern a broad work exposure to the programs and services of the agency/business, and when possible, allow the student to participate in staff meetings, planning sessions and special events.

The site supervisor agrees to provide a written evaluation of the intern at the end of the semester; a copy to the student and a copy to the EIU faculty coordinator.

The cooperating agency agrees to abide by appropriate law in regard to providing a Drug Free Workplace and compliance with Sexual Harassment Policy.

Complaints about discrimination or harassment should be brought to the internship coordinator or EIU's Office of Civil Rights.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Site Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern Coordinator

\_\_\_\_\_  
Date