



SCHOOL OF
ARCHITECTURE
AND
ALLIED ARTS

University of Oregon

ORGANIZATION DESCRIPTION

INTERNSHIP/FELLOWSHIP CONTRACT

INTERN:

AFFILIATION: UNIVERSITY OF OREGON

PROGRAM: ARTS AND ADMINISTRATION

INTERNSHIP SITE:

PRINCIPAL ADVISOR:

DATES OF INTERNSHIP:

TOTAL HOURS: 200

INTERNSHIP DESCRIPTION

INTERN CONTACT INFORMATION

NAME:

MAILING ADDRESS:

DATES:

EMAIL:

PHONE:

WEBSITE:

SUPERVISOR CONTACT INFORMATION

NAME:

TITLE:

ORGANIZATION:

ADDRESS:

EMAIL:

PHONE:

WEBSITE:

WORK LEARNING GOALS

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SUPERVISOR RESPONSIBILITIES (SAMPLE)

1. Provide orientation for intern (tour of workplace, introduction to staff, familiarize with policies and expectations)
2. Provide access to a working space, including a desk, computer, and phone
3. Regular (at least weekly) check ins/meetings with intern
4. To provide clear instructions and open to clarification questions
5. To issue constructive feedback on completed and in-progress tasks
6. To complete the final internship evaluation form for the University of Oregon Master's Program
7. To have an exit interview with intern

DEMONSTRATION OF LEARNING

AAD FACULTY RESPONSIBILITIES

The AAD Faculty Advisor will assist with resume development, discuss internship site options, prepare (as needed) letter of recommendation, and read and approve internship contracts. Faculty Advisor will also act as consultant to intern, and supervisor, as needed, and help to ensure that the goals of both intern and organization are addressed during the course of the internship period.

REQUIRED SIGNATURES:

INTERN: _____

DATE:

SUPERVISOR: _____

DATE:

AAD FACULTY ADVISOR: _____

DATE:

AAD PROGRAM DIRECTOR: _____

DATE:

"The student is not an employee of the University. The Oregon Tort Claims Act (ORS 30.260 – 300) permits the University to accept responsibility only for the acts of its officers, employees and agents. Since a student participating in a PLE does not qualify as any of those persons, the University is prohibited from accepting any liability for the acts, omissions, and conduct of students in a PLE and is prohibited from providing coverage with State Accident Insurance or other workers' compensation, liability insurance, or unemployment insurance. The 'Community Partner' agrees it is the 'Community Partner's responsibility to determine what provisions or actions