

January 22, 2018

Dear Internship Site Supervisor,

Thank you for supporting an NYU intern as they work with you and your organization. Each student in the International Education MA Program at NYU Steinhardt is required to complete an internship at an organization doing international education work. We provide departmental credit (3 or 4 credits total) to students for internships that are arranged prior to or during the semester of enrollment. To complete the internship, the student must work a minimum of 135 hours for a 3-credit internship or 180 hours for a 4-credit internship during the fall, spring and/or summer semesters. (Students also complete a course to complement their onsite experience). The work schedule itself is determined by the student intern and the Site Supervisor. Compensation for these hours is determined by the internship organization, and while not required, we encourage whenever possible providing our students remuneration for their work.

The goals of the internship experience are for students to:

- Acquire hands-on experience and exposure to real-world issues in the field
- Develop, practice, and receive feedback on basic professional skills
- Create networking relationships and gain exposure to different professional opportunities and roles within the field of international education

To help our students meet these goals, we ask that the internship encompass minimal administrative work (i.e. errands, photocopying) and maximize the intern's experience with the creative aspects of the organization, allowing the student to learn various aspects of the organization and its mission throughout the length of the internship. These opportunities should encompass professional growth, decision-making, and learning experiences. We believe our students can make strong contributions to your organization.

The following **Internship Formal Agreement** should be completed by both the intern and the supervisor. The student should upload a scanned copy (signed by both the student and supervisor) to the NYU Classes site within two weeks of starting the internship course. You should also retain a copy. At the end of the internship, the student will ask you to sign a letter of completion, and ideally provide a letter of reference that s/he may use in future job applications.

If you have any questions or comments, please contact me directly by email at maw660@nyu.edu or by phone at 212-992-9479

Sincerely,

Maria Williamson Ramirez
Student Adviser

New York University: M.A. Program in International Education

Internship Formal Agreement

Statement of Purpose: While this document does not represent a formal contract of employment, past experience suggests that clearly defined expectations, roles, and responsibilities for both the intern and the organization help to create a more positive experience for both parties.

TODAY'S DATE: _____

Internship Student _____

Internship Organization _____

Internship Address _____

City _____ State/ZIP _____

PART I: TO BE COMPLETED BY STUDENT

I. Student's Preparation for Internship – List Present Skills and Experience

II. Reason(s) for selecting this particular internship site

III. Job title, expected job responsibilities and regular on-going assignments

V. Planned support from the supervisor - Regular supervision meetings and feedback regarding professional conduct occurring approximately (how often and what mechanism):

Internship Agreement Checklist

PART II: TO BE COMPLETED BY SITE SUPERVISOR: Check box when completed

Formal Agreement: Review this document with intern within two weeks of start date.

Start date: _____ End date (estimated): _____

Standards and Assignments: Provide intern with adequate facilities and opportunities in which to learn about the field of International Education. Ensure appropriate professional-level experiences, tasks and assignments, such as direct contributions to the assigned project and meaningful feedback regarding assigned tasks from the student to the organization, and minimizing administrative responsibilities.

Orientation: Provide an appropriate job orientation at the start of employment to introduce the intern to staff, procedures, agency structure and services.

Handbook: If available, provide a handbook to the intern that reviews the internship site's policies, procedures, and resources.

Supervision: Provide intern with regular supervision. These meetings will be used to discuss problems, questions, progress, and plans for the upcoming week(s).

How often will you meet? _____

Appropriate Conduct: The supervisor is expected to abide by the Policies and Procedures for Sexual Harassment and Bias-Related Crimes of NYU outlined here:

<http://www.nyu.edu/public.safety/index.html>, as well as the general personnel policies and guidelines outlined by the Department of Human Resources at the internship site.

Student will be receiving compensation for this internship in the form of (please check all that apply):

Credit only Hourly pay Stipend Transit pass Professional development funding

Other (please specify): _____

PART III: TO BE COMPLETED BY STUDENT INTERN

Hours: Complete a minimum of 135 hours for a 3-credit internship or 180 hours for a 4-credit internship over the course of the internship. The specific schedule should be arranged with the supervisor to meet the needs of the placement and the student's class schedule.

Appropriate Conduct: Observe the general personnel policies and guidelines of the Internship site, or as specified by the site supervisor, as well as abide by the Policies and Procedures for Sexual Harassment and Bias-Related Crimes of NYU outlined here:

<http://www.nyu.edu/public.safety/index.html>.

Expectations: Maintain consistent and punctual attendance, professional appearance and meet professional expectations agreed upon with the internship supervisor.

Supervision: Be prepared for regularly scheduled supervision meetings with the site supervisor and use the supervision process to develop professional skills and advance learning objectives.

APPROVAL:

Intern Signature: _____ Date: _____

Supervisor Name (print): _____ Title: _____

Supervisor Signature: _____ Date: _____