

Dear Internship Site Supervisor,

Thank you for working with us and for supporting an NYU intern as they work with you and your organization. Each of the students in the International Education M.A. Program at NYU Steinhardt is required to complete an internship at an organization such as yours, in the field of international education. Steinhardt provides 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. (The students also complete a course to complement their onsite experience.) The work schedule is determined by the student intern and the Site Supervisor. Compensation for these hours is determined by the internship organization. Many students complete unpaid internships and payment is not required by NYU, although, whenever possible we recommend remunerating our students for their work.

The goals of the internship experience are for students to:

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

In order to help our students meet these goals, we ask that the internship encompass minimal administrative work (i.e. errands, photocopying) and instead maximize the intern's experience with the substantive aspects of the organization and its mission. These opportunities should encompass professional growth, decision-making, and learning experiences. We believe our students can make a strong contribution to your organization as interns.

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 NYU classes within **two weeks** of the beginning of the internship course. The supervisor should also retain a copy. At the end of the internship, the student will ask the supervisor 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](mailto:maw660@nyu.edu) or by phone at 212-992-9479.

Sincerely,



Maria 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.

**DATE:** \_\_\_\_\_

Internship Student \_\_\_\_\_

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

Internship Organization \_\_\_\_\_

Start Date \_\_\_\_\_

**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. What are your goals for the internship?

III. 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):

## Internship Agreement Checklist

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

- Formal Agreement:** Review this document with intern within the first week of the internship start-date.
- 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).
- 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.

### 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_