SCHOOL OF UNDERGRADUATE STUDIES

THE NEW SCHOOL FOR PUBLIC ENGAGEMENT

CONTRACT FOR INTERNSHIP

N

Student Name Student ID#

Semester Year

Title (to appear on transcript) __

TITLES CAN BE NO LONGER THAN 24 CHARACTERS

Credits _____

Job Description
Attach a thorough description of the intern's responsibilities, provided by the on-site organization or supervisor on organization letterhead, listing the number of hours the intern is expected to work, the period of time covered by the internship, and the name, title, mailing address, email address and phone number of the on-site supervisor. The student must be employed 12-15 hours per week for the semester to earn 3 credits. **Internships cannot be approved without the work plan attached to this document.**

Evaluation
The student submits a written report (4-7 pages) describing the experience to Tracyann Williams, Director of Academic Advising, upon completion of the internship. The on-site supervisor submits separately a completed evaluation form provided by The New School, to Tracyann Williams. Upon receipt of both the report and evaluation, a grade of "P" (Pass) or "U" (Unsatisfactory) will be reported.

Student Signature Date

Approvals

On-Site Supervisor (Type or Print Name) Title

On-Site Supervisor (Signature) Date

School of Undergraduate Studies Designee (Signature) Date

Students must register during the scheduled registration period. Internships are subject to the same add and drop deadlines as other credit-bearing courses. The work must be completed no later than the end of the current semester. The tuition for internships is the same as other credit-bearing courses.

Revised 8.6.13