Internship Agreement

The purpose of this agreement is to ensure the success of the internship experience by making clear the obligations of both the student intern and the organization hosting the intern. A signed copy of this agreement will be kept on file at the Human Rights Program offices.

This internship agreement is between _______________________________, who is studying human rights at Hunter College, and _______________________________, the organization that has agreed to host the student’s internship. This internship will begin on _______________________________ and will end on _______________________________.

The student intern’s eligibility for Hunter College credit is being overseen by Lawrence Moss, Director of the Human Rights Program, tel 212-396-7924, lawrence.moss@hunter.cuny.edu

Responsibilities of the student Intern

As a prospective intern, I appreciate the opportunity to gain valuable professional experience. I have discussed the needs of the organization with my supervisor, as well as the hours I am expected to work, and I feel confident in my ability to fulfill the duties described in a timely and professional manner. I understand that my performance may be evaluated based upon the following criteria:

- Consistency in arriving at the office on time, carrying out assigned tasks, meeting deadlines, producing quality work, and maintaining cordial relations with colleagues and supervisors;

- Willingness to put effort into learning new skills and improving existing skills;

- Keeping a journal of the tasks performed each day during the internship.
**Mentor responsibilities**

I agree to supervise the work of the student intern, provide necessary guidance regarding assignments and projects, and give useful feedback regarding the quality of the student's work. I understand that the student intern will be receiving Hunter College credit for the internship, as well as valuable professional experience, and I will stay in touch with the Human Rights Program regarding the student intern’s performance.

I understand the student is expected to complete 120 – 150 hours of work during the course of the internship, and to keep a journal of the tasks performed each day during the internship.

**Signatures**

**Student intern**

Signature: ________________________________

Print Name: ________________________________

**Mentor**

Signature: ________________________________

Print Name: ________________________________

Title:

Organization: