



ROOSEVELT HOUSE

PUBLIC POLICY INSTITUTE
AT HUNTER COLLEGE

Human Rights Internship, HR 250

HUMAN RIGHTS PROGRAM
Hunter College, CUNY

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 Jessica Neuwirth, Director of the Human Rights Program, tel: 212-396-7924, jessica.neuwirth@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.

I will maintain a daily timesheet and activities log to both document the hours that I have worked and to describe the work that I have done, using the log template provided. This typed log will be signed by my supervisor at the end of each week and submitted to the Human Rights Program (HRP) staff via email every four weeks. In addition, I will keep a typed journal (a minimum of one page, but longer if necessary) where I will reflect weekly on the work that I am



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doing. The journal will be sent to HRP staff via email every four weeks along with the timekeeping and activities logs. At the conclusion of my internship, I will submit a final reflection paper, 3-4 pages in length (single-spaced), reflecting on the totality of my internship experience and in accordance with the reflection paper guidelines.

I will check in periodically with Hunter’s Human Rights Program staff over the course of the internship and will make myself available to discuss my internship experience with other students who may be interested in interning with my organization.

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. We will try to give the intern assignments that will enhance his or her understanding of human rights and of the work, methodology and strategy of our organization.

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 intern is required to complete a minimum of 120 hours of internship work and maintain a timekeeping and activities log, which I will be asked to sign on a weekly basis.

Signatures

Student Intern

Supervisor

Print Name:

Print Name:

Title:

Organization: