

BOSTON COLLEGE
Internship in Higher Education Administration
Agreement Between Supervisor and Intern

1. An intern is expected to spend a minimum of 10-12 hours each week in the internship placement and to participate in a biweekly seminar at Boston College. Upon successful completion of both aspects of the internship, he/she will receive 3 hours of academic credit. It is strongly encouraged that internships be taken for two semesters for a total of six academic credits.
2. The intern should become familiar with the operations of the host office, including the staff and their functions, the nature of the office's responsibilities, and the relationship of the office to the wider institutional structure.
3. The intern should engage in a special project or activity related to the area of assignment. This project may consist of conducting related research, drafting a proposal, planning a program, or any project or activity which the intern and supervisor consider appropriate. Several smaller projects may be substituted for one major project. The work must be separate from one's regular paid employment but may be part of an assistantship.
4. Whenever possible, the intern should attempt to work during regularly scheduled working hours.
5. To the greatest extent possible, the intern should have personal contact with clientele served by the office.
6. The intern should have regularly scheduled meetings with the internship supervisor to discuss the progress and experience of the internship.
7. In the case of new internship sites, during the second half of the semester, the Internship Director from the Higher Education Program will visit the field site and meet with the field supervisor and the intern.
8. At the conclusion of the internship, the supervisor will be asked to evaluate the work of the intern.

Intern:	_____	Date: _____
	(signature)	
Supervisor:	_____	Date: _____
	(signature)	
Instructor:	_____	Date: _____
	(signature)	

Please return to Internship Director, Dr. Deborah Hirsch or David Fields, Graduate Assistant.