



NORTHWESTERN
UNIVERSITY

School of Education & Social Policy
Master of Science in Education

618 Garrett Place
Evanston, IL 60208
(847) 467-1458

HIGHER EDUCATION ADMINISTRATION AND POLICY
Internship Contract

Date: _____

Student Name: _____
Last First Middle

E-mail Address (A response to your contract will be e-mailed to you) _____

I.D. # (on WildCard) _____

Internship Period: Start Date _____ End Date _____

Type of Organization: _____

Name of Organization: _____

Location of Organization: _____
Street Address

Internship Supervisor: _____
Name: Last First

Title Department Work Phone

Signatures:

Student's Signature

Date

Internship Supervisor's Signature

Date

This contract should be returned to the Master of Science Program for approval. Copies will be returned to the student and the Internship Supervisor.

Assoc. Director, Higher Education Administration & Policy

Date

DESCRIPTION OF INTERNSHIP OBJECTIVES and DUTIES

This section should list a tentative plan for the internship experience as developed jointly by the student and the supervisor. Please attach a separate sheet. The plan should outline the duties/tasks to be performed by the student and should indicate the objectives the internship is designed to meet. The contract should include the following: 1) Environment description of where the internship is taking place; 2) Scope of the internship , including office hours (Need at least 200 hours); 3) Purpose of the internship; and 4) Evaluation descriptions of the internship, including tasks and activities that will be completed and how they will be evaluated during the internship. At the end of the internship, the internship supervisor will use our Internship Evaluation Form to evaluate the intern.

The contract must be approved by the Master of Science Program before the student begins the internship. We realize that it may be necessary to make minor changes to this contract within the spirit of the document. Major changes, however, will require revision and re-signature.