UMBC Asian Studies Program Internship Contract Form

Students should complete this form BEFORE registering for academic credit (ASIA 399). You will need 4 copies distribute to the individuals/offices listed at the bottom of this page.

Students must register for course credit (ASIA 399) during the Fall or Spring semesters. However, internships may be completed at any time approved by the sponsoring institution and faculty supervisor.

All internships are graded as Pass/Fail. Undergraduates may earn from 1-3 credits. Interns are expected to work 40 hours for each credit hour earned. (For example, 120 hours = 3 academic credits)

Students must submit a 250 word mid-term evaluation and an 800-1000 word final evaluation to their faculty advisor upon completion of the internship. Contact Dr. Constantine Vaporis, Asian Studies Program Director, if you have any questions.

PART I: STUDENT
Student’s Name: ____________________________________________________________
UMBC Student# ____________________________________________________________
Local address: ______________________________________________________________
________________________________________________________________________
email address: _______________ phone number: _____________________________

I ______________________ (student’s name) have read and understood that it is my responsibility to meet all of the requirements in effect for internships. Failure to meet any of the requirements may affect the final course grade.

________________________________________________________________________

Student’s Signature Date

PART II: SPONSORING INSTITUTION
1. Student interns are expected to work in a pre-professional capacity and not merely in a clerical capacity. Interns are expected to gain exposure to a substantive area related to Asia in their work.

2. Supervisors may be asked to provide a brief report on the performance of the student in his or her work as an intern.

Institution Sponsoring Internship: ________________________________
Address: __________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
Signature of Sponsoring Institution’s Supervisor: ______________
Phone: ____________________________
Email address: _______________________
UMBC Faculty Supervisor: ________________
Phone: ____________________________
Email address: _______________________
Dates Internship Will Begin and End: ________________
Describe the expected duties of the student during this internship:

This internship will be completed for credit in:
ASIA 399 _____ (semester/year) for ____ credits (1-3).

PART III: ASIAN STUDIES PROGRAM DIRECTOR’S APPROVAL

__________________________________________________________________________

(signature of Director) (date)

cc:
Faculty Supervisor
Sponsoring Institution Supervisor
Student Intern
Departmental Internship File