

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