

# **INTERNSHIP AGREEMENT - SAMPLE**

**Name:** Jane Doe

**College box #:** 555

**Email address:** Jane\_Doe@aol.com

**Permanent address and telephone number:**

123 Price Rd  
Westfield MA, 01234  
(123)-876-1234

**Mailing address, phone number, email address during internship:**

PO Box 833, Unity ME, 04988  
(207) 948-0000 email: jdoe@unity.edu

**College degree and expected graduation date:** Bachelor of Science, Environmental Education, expected May 2009

**Faculty sponsor:** John Smith

**Academic advisor:** Chris Jones

**Course rubric/number and title:** ED 3993 Internship in Environmental Education

**Internship Organization/Agency:** The Good Life Center, Forest Farm

**Internship Location:** Harborside, ME

**Organizations Mission Statement:**

The mission of The Good Life Center is to perpetuate the philosophies and lifeways promoted and exemplified by Helen and Scott Nearing, two of America's most inspirational practitioners of simple, frugal and purposeful living. Building on the Nearing legacy, The Good Life Center encourages and supports individual and collective efforts to live sustainably into the future. Guided by the principles of kindness, respect and compassion in relationships with natural and human communities, The Good Life Center promotes active participation in the advancement of social justice, creative integration of the life of the mind, body and spirit, and deliberate choice in living responsibly and harmoniously in an increasingly complicated world.

**Source:** [http://www.goodlife.org/glc\\_aboutus.html](http://www.goodlife.org/glc_aboutus.html)

**Internship description:**

As a summer intern at The Good Life Center, also known as Forest Farm, I will be leading interpretive tours of the organic garden and the hand built stone home, educating visitors about the way Helen and Scott Nearing lived. The Nearings lived sustainably, incorporating practices such as growing their own food and supporting local businesses. They were also staunch supporters of and activists for peace and social justice. The goal of The Good Life Center is to continue Helen and Scott's mission, educating the public and sharing the homestead with others to encourage sustainable living, peace, and social justice.

Forest Farm accomplishes their goals by offering free tours to the public, selling books written by the Nearings, and hosting guest speakers every Monday night, including poets, musicians, activists, etc. It will be my responsibility as an intern to assist the Resident Stewards in offering tours and helping with tasks around the homestead.

Being the interpretive intern at The Good Life Center will provide me with the perfect opportunity to further my interpretation skills. My long term goal is to be involved as an educator either teaching in a school or as an environmental educator at a nature center.

**Specific duties at worksite:**

- Leading interpretive tours
- Develop and offering one workshop on herbal remedies that Helen made
- Maintaining garden (weeding, harvesting, planting)
- Developing better avenues for advertisement of future internship opportunities
- Developing herb gardens

**Personal learning goals:**

- Articulate the Nearings philosophy of sustainable living and social justice
- Describe and demonstrate five methods used for successful organic gardening

- Describe and demonstrate at least five methods used to promote sustainable living
- Demonstrate at least five ways in which Helen used herbs; develop workshop to present the herb information
- Successfully entertain and educate visitors about the Nearings and their lifestyle/ philosophy
- Record in writing at least ten stories that local people tell, related to the Nearings

**Worksite supervisor:**

Rachel Glickman, Resident Steward  
 The Good Life Center  
 372 Harborside Rd, Harborside, ME, 04642  
 (207) 326-8211 [info@goodlife.org](mailto:info@goodlife.org)

**Internship level:** 3000 level

**Number of credits:** 3

**Dates of employment:** June 6 - August 15, 2008

**Number of work hours:** 28 number of hours per week x 9 number of weeks = 252 total hours.

**Salary:** \$6.75/hr work study, \$1200 stipend **Non-monetary compensation:** Dinner with weekly guest speaker

**Preparation**

- ED 2113 Instruction & Evaluation Design
- ED 3121 Practicum in Education
- ED 3333 Education for Exceptional Children & Youth
- ED 3414 Environmental Education Methods
- EH 2123 Advanced Oral Communications
- PY 3123 Educational Psychology
- *Volunteer Experience:*
- MOFGA Common Ground Fair, Unity College organic garden, Unity Elementary, Kennebec Montessori

**Communication with faculty sponsor:**

John and I will be communicating by way of email and he may possibly sail up to Forest Farm.

**Items to be submitted to Faculty Sponsor for grading:**

*Portfolio*

- Internship agreement
- Resume
- Written job description from the Good Life Center
- Daily log with directed questions
- Written Self Evaluation based on achievement of personal goals
- Supervisor Evaluation

**Public presentation:**

- Presentation for John Smith's American Outdoor Experience class in early October.

**Final due date:** November 1, 2008

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I met with the Business Office's Director of Student Accounts and understand the financial obligations I am undertaking when registering for this internship.

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Director of Student Accounts  
 Business Office**

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To: The Internship Committee

I agree to serve as the faculty sponsor for this internship. I have contacted the site supervisor, reviewed this draft internship agreement with the student and **believe that it meets the standards described in the Internship Handbook.**

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**Signature of Faculty Sponsor**