Sample Contract

To: (Anthropology Undergraduate Advisor)

From: (Field supervisor)

Subject: (Student – ANTH 386, Internship at host institution)

Date:

(Student) will be participating in an experiential learning program with (field supervisor, at host institution). (Student) will begin work on (date) and finish the program on (date). (Student) will work for about (x) hours per week for a total of (x) hours. During this time (student) will perform the following duties (list duties and/or attach a proposal) and develop (x) as a final product. Students shall meet with their faculty advisor before, during, and after the internship and the faculty advisor and student shall remain in contact (via email, phone, or meeting) throughout the internship.

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Signature and printed name of field supervisor Date

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Signature and printed name of student Date

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Signature and printed name of faculty advisor Date

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Signature and printed name of Undergraduate Director Date