

EDUCATIONAL CONTRACT

Internship supervisor: _____
Organization: _____
Student: _____
Semester: _____
Faculty supervisor: _____

I. Description of the organization (to be completed by supervisor):

II. Internship Field Supervisor (to be completed by the supervisor):

Position:
Length of service at organization:

III. Educational Plans

A. Gain knowledge and skills in the following Professional Development Competencies:

- _____ Board/Committee Development
- _____ Fundraising Principles and Practices
- _____ Human Resource Development and Supervision
- _____ General Nonprofit Management
- _____ Nonprofit Accounting and Financial Management
- _____ Nonprofit Marketing
- _____ Program Planning
- _____ Risk Management

B. Tasks (to be completed together by student and supervisor):

List the specific steps, activities, and functions for the student to perform and be engaged in to develop the competencies marked above. (List each competency to be developed and then the list of specifics.)

IV. Personnel Details

A. Work schedule (days and hours)

B. Other requirements/arrangements

V. Evaluation

Evaluation will be ongoing through regular reports in keeping with the criteria established by the UALR American Humanics Campus Director. Formal evaluation will take place at mid-term and at the end of the semester.

VI. Agreement

I (student), _____, agree that it is my intention to complete this internship to the best of my ability according to the outlined guidelines and procedures, and that it is my sincere intention to seek certification through American Humanics upon completion of all requirements as designated by my American Humanics campus affiliate and the national American Humanics headquarters.

student

date

field supervisor

date

UALR American Humanics Campus Director

date