



**USC PUBLIC SERVICE INTERSHIP PROGRAM  
SUMMER 2004  
AGENCY INFORMATION FORM**

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NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF SUPERVISOR(S): \_\_\_\_\_

TITLE(S)/POSITION(S): \_\_\_\_\_

ADDRESS OF AGENCY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEB: \_\_\_\_\_

TAX I.D. NUMBER: \_\_\_\_\_

INTERN WORK SCHEDULE: M: \_\_\_\_\_

T: \_\_\_\_\_

W: \_\_\_\_\_

Th: \_\_\_\_\_

F: \_\_\_\_\_

General and specific work assignments for the intern:

## USC PUBLIC SERVICE INTERNSHIP CONTRACT

### Responsibilities of the Public Service Intern:

1. Work for the agency 20 hours per week during the 10-week internship period (schedule to be mutually determined by the intern and the agency).
2. Attend and actively participate in the Public Service Intern in-service meetings.
3. Keep a daily journal and turn in weekly reports summarizing the week's experiences.
4. Write a final report that summarizes and evaluates the internship experience.
5. Be responsible to the agency and for your own learning process. Work with the internship program coordinators and agency supervisor(s) to set meaningful individual goals for the internship. Seek regular feedback and be actively involved in assuring the success of the internship experience.

### Responsibilities of the sponsoring agency or organization:

1. Provide adequate orientation, training, and supervision of the intern.
2. Work with the intern to develop a list of specific tasks and goals to be achieved by the intern by the end of the 10-week period. Provide work that is meaningful, challenging and central to the work of the agency.
3. Provide regular advisement and feedback to the intern during the internship period.
4. Provide periodic feedback to the Public Service Internship program coordinators regarding the intern's progress, as well as an overall evaluation of the internship program.
5. Provide a safe working environment for the intern.

### Responsibilities of the USC Public Service Internship program coordinators:

1. Provide the student with the necessary educational background for the internship.
2. Provide academic advisement for the student intern throughout the internship.
3. Consult with the agency supervisor(s) regularly throughout the internship.
4. Seek feedback and evaluation regarding the student and the internship program from the agency supervisor(s).
5. Provide remuneration to the student intern and the sponsoring agency(s) for their participation in the internship program.

Please review the responsibilities outlined above and sign and date the contract in the appropriate space below.

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Student Intern

Agency Supervisor(s)

Internship Program Coordinators