

**Mississippi Department of Archives and History
Student Internship Academic Credit Agreement**

MDAH offers non-stipend internships for college and university students seeking academic credit. MDAH internships are learning experiences that allows students to be mentored by staff and provides practical experience in a professional setting.

The Intern Academic Credit agreement outlines the responsibilities and expectations of students, sponsoring professors, and the MDAH program supervisors. The students intern is responsible for assuring that this agreement is signed and returned to the MDAH volunteer services coordinator either in person or by email before the start of the internship term.

Direct all questions to Tony Schnadelbach, volunteer services coordinator, at 601-576-6985 or tschnadelbach@mdah.ms.gov.

Section I: Intern Information

To be completed by student

Name: _____

Mailing Address: _____

Cell phone: _____

Email: _____

College or University: _____

Classification: ___ Undergraduate ___ Graduate ___ Doctoral

Anticipated graduation date: _____

Major: _____

Section II: Academic Credit Information

To be completed by department chair or sponsoring professor

Name: _____

Phone: _____

Email: _____

Department granting academic credit: _____

Semester and Year: _____

This course will count toward ___ major ___ minor ___ open electives

Name of course as listed with the sponsoring college/university registrar: _____

Credit hours: _____ Direct service hours required: _____

Start/end dates: _____

Section III: MDAH Internship Supervisor Information

To be completed by MDAH

Name: _____

Phone: _____

Email: _____

Division: _____

Section/Site: _____

Intern work site: _____

Section IV: Responsibilities of All Parties

To be completed by student, sponsoring professor, and MDAH intern supervisor

Student Responsibilities

I, _____ (please print), agree to serve as a non-stipend (unpaid) intern and commit to the following:

- To perform intern tasks that are assigned by my MDAH intern supervisor to the best of my ability.
- To accept supervision, abide by MDAH policies and procedures, participate in record-keeping requirements, and respect confidentiality rules governing my internship.
- To meet time requirements—always providing adequate notice when unable to make an assignment and seeking help in a timely manner should problems.
- To act at all times as a conscientious member of the team, providing my full attention to my internship and to my MDAH intern supervisor.
- To be responsible for my transportation to and from the internship work site.

- To complete an MDAH exit survey at the conclusion of the internship to be submitted to the MDAH supervisor and the sponsoring professor.

Sponsoring Professor: The sponsoring professor will ensure the following:

- To help formulate the learning objectives for the internship and specify the number of internship hours in relation to the amount of academic credit.
- To submit the required paperwork to the college or university registrar prior to the start date of the internship and ensure that all steps are taken for the student to receive academic credit.
- To provide guidance, support, and feedback to the student and to the MDAH Intern Supervisor.

MDAH Intern Supervisor: The MDAH Intern Supervisor commits to the following:

- To provide a Learning Plan to be used by the Faculty Sponsor and the student intern.
- To ensure that the intern will not be asked to fulfill an assignment that is inappropriate, unsafe, or unacceptable.
- To provide a written evaluation of the student's internship performance and sign any required paperwork provided by the sponsoring professor.

Section V: Signature of All Parties

Students are required to obtain all signatures below.

Student Intern: _____

Date: _____

Department Chair: _____

Date: _____

Sponsoring Professor: _____

Date: _____

MDAH Intern Supervisor: _____

Date: _____

Please return to: Tony Schnadelbach, Volunteer Services Coordinator
tschnadelbach@mdah.ms.gov, 601-576-6985