**CLASS 1900: Internship in Classics**

**Department of Classics, University of Pittsburgh**

**Form 1: Contract**

Complete this form with your site supervisor before the internship begins, and submit it to your faculty mentor.

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| **Key Information** |
| **Intern Name** |  |
| **Intern Contact Details** | Email: | Phone: |
| **Site Supervisor Name and Position Title** |  |
| **Site Supervisor Contact Details** | Email: | Phone: |
| **Faculty Mentor Name and Position Title** |  |
| **Faculty Mentor Contact Details** | Email: | Phone: |
| **Host Institution** |  |
| **Duration**Internships should be 12 weeks long | Start Date: | End Date: |
| **Weekly Schedule**Internships should be 10 hours per week. Indicate agreed days/times for the internship. Allow for classes, cohort meetings and any other conflicts. |  |
| **Host Information** |
| **Internship Position**What is the intern’s role in the project? What is the intern expected to accomplish? |  |
| **Key Milestones**Include important project deadlines or deliverables. Progress towards these will be reviewed at the midterm review. |  |
| **Intern Information** |
| **Student Goals**What do you hope to gain through this internship? What do you hope to learn? |  |
| **Final Product**Interns are required to produce a final academic product. This could be a topical paper (15-20 pages in length) that integrates experience with scholarly research in Classics, a portfolio documenting internship experience, or a reflective journal. |  |
| **Signatures** |
| **Student**  |  | Date: |
| **Site Supervisor**  |  | Date: |
| **Faculty Mentor** |  | Date: |