C.V. Starr-Middlebury Schools Abroad
"International Internships"
Supported by the Clarence and Anne Dillon Dunwalke Trust and the 
Ronald H. Brown-Time Warner Endowment Fund
(Initial Agreement Form)

Student’s Name: ____________________________________________________________

Internship Site (Organization, City): ____________________________________________

Semester and Year: __________________________________________________________

The undersigned have agreed to the following terms and conditions, which, if honored in full by all
parties, will secure for the student one academic course credit from Middlebury College for the
internship.

I.    The student will work from 10-15 hours per week for the entire semester (with exemptions for
      illness or Middlebury-approved travel).

II.   The target language will be used and/or spoken at the internship no less than 80% of the time.

III.  The student will complete all assigned tasks to the satisfaction of the supervisor.

IV.   The student will keep a daily journal of the internship experience, recording assignments
      given, tasks completed, personal impressions (of the field of employment and the host site’s
      role in it), etc.

V.    Upon completion of the internship the student will write an informal report (1,000-2,000
      words typed, in the target language) describing and evaluating the experience. The report and
      journal [above] will be submitted to the Director of the School Abroad before the student’s
      departure.

VI.   Both the student and supervisor will complete a short evaluation form at the end of the
      internship.

VII.  One paragraph summary of the experience for the website.

Student’s signature: _______________________________ Date: __________

Supervisor’s signature: _______________________________ Date: __________

Internship Coordinator’s signature: __________________________ Date: __________