

**LETTER OF AGREEMENT**

Terry Sanford Institute of Public Policy, Duke University

Intern’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor’s Name: \_\_\_\_\_ Webpage: \_\_\_\_\_

Supervisor’s Name/ Title: \_\_\_\_\_ / \_\_\_\_\_

Supervisor’s E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

*Policy Internships are required as part of the curriculum for Duke Public Policy Majors, therefore internships must meet given standards and criteria to fulfill this requirement. As an intern sponsor for a Duke Public Policy Major, you are agreeing to:*

- 1) Assign students meaningful work projects. Since your internship will meet a graduation requirement for your intern, we expect the intern to have a specific project for which s/he is responsible for completing along with day-to-day duties that will give the intern an overview of the organization or the policy area. *Please attach a one or two page description of the proposed internship and a short description of the sponsoring organization. In the description include the project’s objective, the intern’s specific roles and procedures, the expected work product or products and how the organization will use the final product.*
- 2) Require a final project.
- 3) Submit an evaluation form, which we will provide.
- 4) Contact us if any problems arise during the period of the internship. We can often solve problems quickly if you communicate them to us.

.....  
 SUPERVISOR APPROVAL: I have attached the internship description. I agree to the proposed dates and understand that the student must perform a total of 350 hours of service (280 hours during a fall/spring academic semester) to fulfill Duke requirements. I agree to the above four conditions of being a Public Policy Major sponsor.

Internship’s supervisor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

PPS Department Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to: Elise Goldwasser, Coordinator  
 Undergraduate Internship Program  
 Terry Sanford Institute of Public Policy  
 Duke University Box 90247  
 Durham NC, 27708

919-613-7311 (telephone)  
919-684-2153 (fax)