

HACU National Internship Program

Fall 2024

Work Plan & Intern Agreement



HACU

H I S P A N I C
A S S O C I A T I O N
O F C O L L E G E S &
U N I V E R S I T I E S

When an intern accepts an internship, the intern commits to the entire 10 or 15-week program, unless otherwise specified. Both HACU and the federal agencies make considerable investments to provide students with this comprehensive internship experience.

The Work Plan & Intern Agreement is intended to provide structure to the internship for both the intern and the mentor. Both parties should understand and agree to the overall Work Plan. Your signatures on this form indicate that you have read and agree to the listed terms.

Please email the completed and signed form to HACU (hnip@hacu.net) by two weeks from the start of the internship.

Intern Name _____ Host Supervisor Name _____

Intern Email _____ Host Supervisor Email _____

Agency and Bureau _____

HOST Supervisor: If a situation should arise during the course of the program that requires an intern to leave early, I understand and agree to notify our agency's HACU Liaison of the early departure to allow them to make the necessary financial arrangements.

INTERN: If a situation should arise during the course of the program that would require me to leave early, I understand and agree to the following:

1. I will notify HACU and agency Host Supervisor immediately by submitting a letter of explanation.
2. I will submit to HACU a written explanation from the proper authorities (i.e., doctor, parents, or dean) if the reason is personal, medical, or school-related.

I understand that interns who leave their internship assignment before the end of the program will not be eligible to apply for future internships, and may be responsible for anything already paid on my behalf. In some cases, interns will also be responsible to reimburse HACU for airfare. I also understand that I may not be eligible as a HACU Alumni Association member.

GOALS AND OBJECTIVES: Identify at least one goal and one objective. *Goals: what you want to achieve or learn from your internship. Objectives: specific actions to help achieve your goal.*

Goal 1:

Objective 1:

Goal 2:

Objective 2:

HOST Supervisor: The intern's duties and responsibilities are the following:

[Empty box for listing duties and responsibilities]

Intern Name

Intern Signature

Date

Host Supervisor Name

Host Supervisor Signature

Date