###

# 2021 Pozen Center Human Rights Internship Work Plan Agreement

**SECTION ONE: ORGANIZATION PROFILE**

**Student Intern Name:** Click here to enter text.

Email Address: Click here to enter text. Phone Number: Click here to enter text.

Organization Details

Organization Name: Click here to enter text.

*(Please include an English translation, if necessary)*

Street Address: Click here to enter text.

City, State, Zip: Click here to enter text. Country: Click here to enter text.

Website: Click here to enter text. General Email: Click here to enter text.

Organization Mission Statement:

Click here to enter text.

Primary Supervisor(s) and Contact Information

Name: Click here to enter text.

Title or Position: Click here to enter text.

Email Address: Click here to enter text. Phone Number: Click here to enter text.

Internship Details

Start: Click here to enter a date. End: Click here to enter a date.

Expected Weekly Work Schedule: Click here to enter a date.

**SECTION TWO: INTERNSHIP WORK PLAN**

**Summary of Human Rights Intern’s Role**

Click here to enter text.

Project Description and Distribution: Sample Excerpts

|  |  |
| --- | --- |
| **Description of Project** | **Percentage (%)** |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. |

**SECTION THREE: RESPONSIBILITIES AND COMMITMENTS**

The Human Rights Internship Program requires a consensus between three participating parties:

1) The participating **University of Chicago student intern** will:

1. Participate in an internship for 10 to 12 weeks in a full-time capacity, between early June and mid-September, 2021.
2. Work with the supervisor and host organization on the projects outlined in the work plan.
3. Fulfill the terms of the Pozen Center internship, including: taking a Human Rights course, participating in pre-internship trainings, sending summer reports to the cohort, submitting a final report, and preparing a final presentation

2) The **host organization or agency** will:

* 1. Work with the student intern to develop a work plan, detailing intern responsibilities and expectations for the internship period.
	2. Provide non-monetary support for the student throughout the duration of the internship.
	3. Provide assistance to secure housing, transportation, and to maintain health and personal safety.
	4. Assign a direct supervisor to the intern who will be responsible for completing an evaluation at the end of the internship period.

3) The **Pozen Center** at the University of Chicago will:

1. Provide financial support to the student intern for internship-related expenses including travel, housing, living, and healthcare during the internship period.
2. Maintain contact with the student intern and host organization to support completion of the internship.
3. Assist the intern in the event of an emergency during the internship period.

**Intern Name:** Click here to enter text.

**Date:** Click here to enter a date.

**Signature:** Click here to enter text.

**Host Organization Supervisor Name and Title:** Click here to enter text.

**Date:** Click here to enter a date.

**Signature:** Click here to enter text.

**Pozen Family Center for Human Rights Name and Title:** Click here to enter text.

**Date:** Click here to enter a date.

 **Signature:** Click here to enter text.