

**Practicum Agreement Boilerplate**  
**Department of Anthropology, The University of Memphis**

1. Specify the student intern’s name
2. Briefly describe the general topic or nature of the practicum (i.e., medical or urban issue to be addressed in the course of the assignment).
3. Specify the time frame for the assignment (i.e., start and end dates, hours per week).  
Note: interns must complete a minimum of 300 practicum hours.
4. Identify the faculty supervisor (their name), title (e.g., Assistant Professor) and institutional affiliation (i.e., Department of Anthropology, The University of Memphis).
5. Identify the agency-based supervisor (their name), title (e.g., Executive Director, Manager), and agency affiliation (e.g., United Way, Community Foundation of Memphis).
6. Describe specific activities and duties associated with the practicum (e.g., collect data, conduct data analysis, complete an evaluation, prepare grants, etc.).
7. Specify any products to be produced as a part of the practicum assignment (e.g., evaluation report, grant, oral presentation, etc.).
8. Describe anticipated outcomes of the assignment for the agency and/or community (e.g., funding for programs, shifts in policy, enhanced outreach or services delivery, etc.).
9. State: “Successful completion of this assignment will constitute partial satisfaction of the requirements for the Master of Arts in Anthropology at The University of Memphis.”
10. State that: “The following parties are in full agreement with the terms of this agreement.” Follow with enough space for each individual’s signature and date, including name, position, and affiliation in type beside the appropriate signature line (see below):

[student’s name]

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Master of Arts Degree Candidate	Signature	Date
The University of Memphis		

[faculty supervisor]

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[faculty position, e.g., Assistant Professor]	Signature	Date
The University of Memphis		

[agency supervisor]

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[agency position]	Signature	Date
[agency]		