

College of Social and Behavioral Science Internship Agreement

GEOG 5940

This agreement is a statement of common expectations based on mutual respect between all parties involved: student, faculty, and community partner. Specific goals for each student should be created between the community partner, the student, and the course instructor (*see next page*).

Student Name: _____
Contact Info: Phone: _____ Email: _____
Mailing Address: _____
City : _____ ZIP : _____

Main Faculty/Staff Supervisor: Phoebe McNeally
Contact Info: Email: phoebe.mcneally@geog.utah.edu

Partner Organization: _____
Primary Site Supervisor: _____
Secondary Site Supervisor: _____
Phone: _____
Email: _____
Mailing Address: _____
City : _____ ZIP : _____

Hours per Week Agreed: _____ hours/wk for _____ total weeks
Dates: Beginning _____ Ending: _____

Agreement and Commitment

- University of Utah students agree to the following:
 - Maintain professional behavior and demeanor at all times.
 - Abide by the University of Utah Ethical Standards and Code of Conduct (found here: <https://www.hr.utah.edu/ethicalstandards/>) and the Code of Student Rights and Responsibilities ("Student Code," found here: <http://regulations.utah.edu/academics/6-400.php>).
 - Maintain regular contact with agency supervisors (for training, guidance, signing off of hours' logs, and other support or feedback).
 - Arrange alternatives with supervisor in case of schedule conflicts prior to scheduled service time (at least one week in advance).
 - Immediately notify supervisor and/or course instructor of any concern, problem, or incident that transpires during the field experience activity.
- The Site Supervisor agrees to facilitate student involvement and learning in the following ways:
 - Be familiar with the broad course goals and semester timeline.
 - Provide academically relevant opportunities for university students.
 - Provide an orientation to the mission and goals of the organization.
 - Train and supervise the student, and meet regularly to provide guidance and feedback.
 - Evaluate student performance and internship partnership at the end of the semester.

Terms of Contract

During this field experience placement, the student intends to work toward the following **learning objectives**, and participate in the following **methods of evaluation**:

Learning Objective 1:

Methods of Evaluation:

Learning Objective 2:

Methods of Evaluation:

Learning Objective 3:

Methods of Evaluation:

Learning Objective 4:

Methods of Evaluation:

Learning Objective 5:

Methods of Evaluation:

In completing these goals, the student intends to commit to _____ hours per week for _____ **weeks**, for a total of _____ hours. This time commitment entitles the student to _____ credit hours when all course requirements are fulfilled.

Student: I take responsibility for the terms of this contract

Student's signature

Supervisor 1: I agree to supervise the above student in day-to-day volunteer work and to provide an evaluation of the student's performance based upon the terms of this contract.

Primary Supervisor's signature

Supervisor 2*: I agree to function as a secondary supervisor of the above student and to provide an evaluation of the student's performance based upon the terms of this contract.

* If applicable

Secondary Supervisor's signature

Course Instructor: I approve of the terms of this contract and agree to grant University credit upon its completion.

Instructor's signature