

INTERNSHIP AGREEMENT

NOTE: All internships must be approved *prior* to the internship start date or *no* credit will be awarded.

Internship Agreement Process:

1. Complete the attached **Internship Proposal Form (page 2)**. (The Evaluation and Intern Performance Evaluation Forms will be submitted after the internship is complete.)
 - a. Submit the **Internship Proposal Form (page 2)** & the **Internship Waiver of Liability (page 3)** to the Academic Coordinator of the Integrative & Engaged Studies Department.
 - b. After the Academic Coordinator has verified your internship status, you will be registered for **UNIV 4890 for 3 credits**. (If you are planning to earn more than 3 credits or fewer than 3 credits via internship, please consult with the Academic Coordinator.)
 - i. The internship must be at least **45 hours**, with 15 hours per credit to qualify for 3 credits.
 - c. Internship credits follow undergraduate and graduate tuition rates respectively. The Cashier's Office [website](#) provides current tuition rates. Please reach out to the Cashier's Office with questions.
 - d. Grading of internships will be given as **Pass/Fail**.
2. While enrolled in the internship, the instructor will contact your internship supervisor at least 4 times during the duration of your internship.
3. While enrolled in the internship, you will be responsible for submitting the following materials to the course instructor:
 - a. At the close of your internship, you must submit the **Intern Performance Evaluation Form (page 6)**, to be completed by your internship supervisor.
 - b. At the close of your internship, you must submit the **Student Evaluation Form (page 4-5)**, to be completed by you, the intern.
 - c. **Academic credit will be issued only after all forms and agreements are completed and submitted to the internship course instructor.**

INTERNSHIP PROPOSAL FORM

Student Information:

Date: _____

Student Name: _____ T# _____

E-mail: _____

Telephone: _____

Internship Information:

Semester: _____ Year: _____

Internship will be awarded 3 credits € Yes € No

If No, internship will be awarded how many credits? _____

Dates of internship: _____ to _____

Hours per week: _____ Variable? € Yes € No

Total Hours: _____ (**the internship must be at least 45 hours to qualify for 3 credits**)

Company/Organization Name: _____

Company/Organization Address: _____

Supervisor Name: _____

Supervisor Telephone: _____ Email: _____

Briefly summarize your internship duties, responsibilities, and objectives:

Student Signature

Date

Academic Coordinator Signature

Date

Department Chair Signature

Date

Please submit the approved Internship Agreement Form to the Academic Coordinator.

Internship Waiver of Liability

The intent of the practicum/cooperative/internship courses is to provide academic credit to SUU students who wish to gain educationally meaningful field experiences. The student, as a legal adult, assumes primary responsibility for the consequences of their conduct, for accidents, and for other harm or injury that may occur, recognizing that this learning format is more active and involved than the traditional classroom setting.

By going into functioning agencies, rather than remaining in an on-campus classroom, students may expose themselves to greater risks. For example, in many placements, the host agency does not assume liability for injury or harm to the SUU students who serve/work/volunteer in the program. Likewise, employees of these agencies are not personally responsible for harm which may come to SUU students in the course of their carrying out their services and educational activities. Southern Utah University similarly assumes no liability for any such risk.

Given the supervision and limited case loads, SUU students are rarely exposed to even as much risk or harm as ordinary human service workers. Nevertheless, the potential for transportation accidents, and some emotional or mental distress, is present. SUU students are expected to exercise reasonable caution and to provide their own insurance to cover such harm, should it occur.

SUU students are also expected to conduct themselves according to the host agency's policies and procedures, and according to the training which they receive, so as to further reduce risks of harm.

By signing below, I affirm that I have read this statement and have had my questions regarding risk and liability answered. Also, by signing below, I assume all risks that may be inherent in and associated with the internship(s) in which I will be involved. I also waive any claim against Southern Utah University, its agents and employees, for any harm, injury, damage or claim that may result from my involvement in the practicum(s), cooperative(s), and internship(s) experience which does not occur as a direct result of the University's gross negligence. I further agree to indemnify the University and hold it and its agents and employees harmless from any such harm, injury, damage, or claim that affects me or someone else as a result of my involvement.

Student Signature

Date

STUDENT EVALUATION FORM

Date: _____

Student Name: _____ T# _____

Company/Organization Name: _____

Supervisor Name: _____

1. What was your job title?
2. Describe your specific duties and responsibilities.
3. List your objectives for this internship. How did you accomplish each objective?
4. What organizational and/or administrative skills did you learn?
5. What tasks did you accomplish? What projects did you complete?
6. What materials have you created and added to your portfolio?
7. Was this internship a valuable experience for you? Please explain.
8. How helpful was your supervisor as a mentor/teacher?

Poor / Below Average / Average / Above Average / Excellent

Please explain.

9. Please rank the most important aspects of this internship experience to you (e.g. skills learned, contacts made, etc.)

- 1.
- 2.
- 3.
- 4.
- 5.

10. Please describe your interactions/experiences with:

Support staff:

Co-workers:

Supervisor:

11. To what degree did your internship experience require you to use your academic background?

12. What did you learn that you would use in future organizational involvement and career fields?

13. What did you learn about your potential career field?

14. How has your classroom experience enhanced your internship experience? Explain the connection between the classroom and work experience.

15. Would you recommend this internship/organization to other students? Please explain.

Please retain a copy of this evaluation for yourself, and submit a copy to the UNIV 4890 course instructor.

INTERN PERFORMANCE EVALUATION FORM

This form is to be completed by the internship supervisor.

Date of Evaluation: _____ Intern's Name: _____

Supervisor's Name: _____

1. Please record the **total number of hours** the intern worked: _____

2. Please rate each of the following aspects of the intern's performance (1 = poor, 5 = excellent)

- | | |
|-------------------------------------|--|
| _____ Punctuality | _____ Dependability |
| _____ Quantity of work accomplished | _____ Enthusiasm |
| _____ Quality of work accomplished | _____ Ability to think/act independently |
| _____ Willingness to learn | _____ Ability to get along with others |
| _____ Skills | |

3. Please rate each of the following skills (as applicable) demonstrated by the intern (1 = poor, 5 = excellent)

- | | |
|---------------------|-------------------------------------|
| _____ Research | _____ Workshop facilitation |
| _____ Writing | _____ Interdepartmental relations |
| _____ Layouts | _____ Administrative/Organizational |
| _____ Communication | _____ Other (please specify) |

4. Would you utilize this student again as an intern? Please explain.

5. Please explain any additional comments about this intern that you feel are appropriate to share. Include any particular strengths/weaknesses.

Supervisor Signature

Date

Please return this form to the intern, or submit directly to the Department Chair of the Integrative and Engaged Studies Department. You may also retain a copy of this form for your record, if desired.

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