**University of Colorado at Boulder**

**College of Arts and Sciences and Department of Sociology**

**Credit Internship Guidelines**

This contract must be completed, signed by both the student and internship site supervisor and returned to the department awarding the academic credit in order for the internship to be sponsored by the University of Colorado at Boulder. Completion of the internship contract agreement is also necessary to ensure a high quality experience and satisfaction among all parties. All internships for credit in the College of Arts and Sciences have prerequisites that students must meet before they are eligible to apply. For this course those are being junior or senior standing with a minimum GPA of 2.0.

1. Students are required to have a minimum cumulative GPA of 2.00 to be eligible to apply for an internship for credit.
2. All internships require a faculty sponsor. For this certificate internship this will be the Sociology Department internship coordinator, Glenda Walden.
3. All internships must provide work experience clearly related to your academic and professional goals, support the certificate learning objectives, and build upon your prior course work. Internships for credit must include an academic component which involves reflection and analysis with regard to how the concepts the student has learned in other course in the field of care, health, and resilience or social innovation apply to the experiential nature of the internship. This will include class or other meeting/instructor contact time readings, a resume revamp, and writing assignments.
4. **Make sure that you read the responsibilities at the end of the Credit Internship Contract and print everything out. Keep a copy of your completed contract for your records and make a copy for your supervisor**
5. To receive credit, all internships must have PRIOR approval. No retroactive credit is available for internships already started or completed.
6. The internship for the certificate program is a 3 unit course. A maximum of 9 internship hours can apply toward the degree in Arts and Sciences, with no more than 6 hours acquired in one department.
7. Students must work a minimum of 40 hours for each hour of academic credit. This translates to hours (6 hrs/week) on site, 10 hours of classroom or instructor contact time, and 20 hours of reading and writing assignments. A minimum of 3 units is required for course credit.
8. On-campus internships should serve the same purposes and adhere to the same standards as off­ campus internships. To ensure that there is no conflict of interest, on-campus internships should be sponsored by a faculty member who is different from the faculty member who is supervising the student's internship work.
9. Internship credits from other institutions do not transfer into the College of Arts and Sciences.
10. Departments can, at their discretion, sponsor an internship for a student who is not a major in their discipline. Although Certificate students may not be Sociology majors or minors, they still receive sociology credit toward the certificate completion for this course.
11. **Only after all approving signatures have been obtained and the internship coordinator has a copy of the approved contract will you be enrolled in the course by the coordinator from the sponsoring department-Sociology.**
12. Once we have a copy of the approved application, you will be registered for either socy 4932or 4933. You will pay tuition for the Internship according to the number of credit hours you are seeking.
13. Check your department's internship grading policy; methods of grading internships may vary. For this course, please see course syllabus for the semester in which you are enrolled.
14. The Sociology department, in accordance with Arts and Sciences Internship guidelines, allows for paid internships that meet professional and academic standards, goals, and interests.
15. Career Services is available to help students and faculty when appropriate in writing agreements that specify measurable learning objectives.

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| **Internship Contract Socy 4932 or 4933 (to be filled out by student and reviewed with supervisor)** |
| |  |  | | --- | --- | | Student/Intern Name: | Student Id: | | Student/Intern email: | Alternate contact (optional): | | Name of Organization: | Address of Internship Location: | | Name of Supervisor: | Supervisor email: | | Supervisor Phone: | Alternate contact (optional): | | Position Title: | Position is Paid or **Unpaid** (circle one) | | Start Date: | End Date: | | Total Hours: | Hours per week: | | Credit Hours for course: 3 |  | |
| |  | | --- | | **Learning Objectives-**what will the student learn through this experience? What is the benefit to the student? | | **Duties and learning activities-**what specific activities will the student be doing to meet these objectives and contribute to the organization? For supervisor: Can we reasonably expect that the duties will provide opportunities to meet the learning objectives? | |  | | **Student Self-Evaluation-**How does this experience relate to the student’s field of study, possible career, and/or value commitments? | |  | | **Academic Development-**How will this experience deepen the student’s knowledge and understanding of the field of Care, Health and Resilience or Social Innovation? | |  | | **What will be the method of hours tracking and on site or remote evaluation at the internship, and how will these evaluations be documented?**  This should be discussed and agreed upon between supervisor and student. It is recommended that you meet and/or discuss how well you are or are not meeting time requirements and work expectations at least twice before the final evaluation at the end of the semester. The supervisor will be emailed a short evaluation form at the end of the semester that will be the basis of 60% of the grade in this course. | |  | | **Work Supervisor Evaluation.** How often will you be evaluated by your work supervisor?  monthly Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Faculty Sponsor Evaluation (to be completed by the faculty sponsor). How will you (the faculty sponsor) evaluate the academic work completed in conjunction with this internship?**   * regular communications with interns and online participation * reflection papers and final analysis paper * resume/vitae update (with support from (Career Services) submission * Student feedback/final evaluation of internship experience * Supervisor final evaluation and hours reporting form | |



**Questions** should be directed to the Internship Coordinator for the Department of Sociology, [Glenda.Walden@Colorado.edu.](mailto:Glenda.Walden@Colorado.edu)

**International Students:** You must have the internship approved by an International student advisor **before** your first day of work.

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| **Responsibilities Under This Agreement**  **When signing this agreement, you agree to assume the responsibilities listed for your role.** |
| **I, the Internship student, agree to:**   1. Perform to the best of my ability those tasks assigned by my supervisor which are related to my learning objectives and the responsibilities of this position; 2. Follow all the rules, regulations, and normal requirements of the employer's organization; 3. Fulfill this Credit Internship Application under the direction of a faculty sponsor, and consult as needed with my faculty sponsor for guidance and evaluation when receiving academic credit; 4. Notify my faculty sponsor and the Chair/ Associate Chair of the department awarding the internship credits of any changes I need to make in this agreement or of any problems that develop during the placement; and 5. Complete the academic work described in the course syllabus and submit it to the faculty sponsor for review in a timely manner (no later than the end of enrolled semester or the completion of the internship). I understand that credit for the internship will not be awarded until I have submitted the academic work as described and that work has been evaluated as satisfactory by the faculty sponsor. |
| **I,** **the Internship Supervisor, agree to:**   1. Provide the necessary orientation, training, precautionary safety instructions, and supervision in the performance of the position duties and responsibilities on this agreement; 2. Ensure the intern has the opportunity to work the number of hours in contract and not work more without making arrangements and additional agreements; 3. Keep track of hours worked and check in with intern in accordance with “feedback and evaluation” description above and give feedback regarding work expectations being met or the need for changes or improvement; 4. Return the “internship evaluation” form, provided in email during last week of semester, to the faculty sponsor by the due date stated in email; and 5. Fulfill the responsibility to provide Workers' Compensation and liability insurance in accordance with Colorado state law, if position/internship is paid, unless other accommodations have been made with the faculty sponsor, and understand this insurance is provided by the University of Colorado for unpaid internships. |
| **I,** **the Faculty Sponsor, agree to:**   1. be the liaison with University Risk Management and Human Resources to insure Workers’ Compensation and/or liability insurance is provided in accordance with Colorado State Law when applicable; 2. Attest that the proposed internship is relevant to the student's area of interest, that, given the student's proposed educational and career objectives, the experience is academically sound, and that the academic work proposed is relevant to the student's major and is sufficient to merit the academic credit requested; 3. Agree to monitor, and evaluate the internship as appropriate; and 4. Agree to ensure that the academic work described in this agreement is completed and submitted in a timely manner and to review and certify that the academic work is appropriate before the credit requested for the internship is awarded. 5. Check in regularly with the student regarding work hours, conditions, and learning objective opportunities to ensure the student is benefitting from the experience. |
| **According to C.R.S. 8-41-105(7)(a) & (b):**  The employer is responsible for providing Workers' Compensation and liability insurance coverage for those students receiving remuneration for a Cooperative Education or student internship work experience. In cases where the student is not receiving any remuneration for the work experience from the employer, the *educational institution* (University of Colorado, Boulder) sponsoring the student is responsible for providing Workers' Compensation. **In certain cases, the University may provide such insurance for paid interns if the employer/organization is unable to provide. In such cases an addendum stating such should be attached to this contract and a copy should be sent to Carolyn Peet in University Risk Management Peet@cu.edu**  The University of Colorado at Boulder encourages employers to extend Workers' Compensation coverage to all students, whether paid or non-paid, since the employer can best control the safety of the work place and provide accordingly for the risks a student may incur. |

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| The student, employer, and faculty sponsors agree to assume these responsibilities for the duration of the student's placement during the enrolled semester. The Credit Internship Application must be completed in order for the academic department to endorse the student's placement, for the placement to be considered "sponsored" by the University of Colorado at Boulder, and for the student to receive credit for the experience. | | |
| **Please secure signature of student and Work Supervisor before submitting to Faculty Sponsor. Your signature means that vou have read and agree to abide bv this agreement.** | | |
| 1. Student | Signature:  Name printed or tvped: | Date |
| 2. Work Supervisor | Signature  Name printed or tvped: | Date |
| 3. Faculty Sponsor | Signature:  Date:  Name printed or typed Glenda D. Walden | |
| 4. Chair or Associate Chair  (of department awarding credit) | Signature:  Name printed or tvped: | Date |
| **Internships for Credit:** The faculty member's and Chair's or Associate Chair's signatures are **REQUIRED PRIOR** to the start of your internship for placements carrying credit. | | |
| If all the information is complete, print the application, obtain the necessary signatures, and submit to the department awarding the credit **well in advance** of beginning your internship experience. You will be registered for the internship credit by the department providing the credit. | | |

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