**Sociology Internship Contract**

**University of Colorado at Boulder**

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

**Credit Internship Guidelines**

This application must be completed, signed 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 this agreement is also necessary to ensure a high quality experience and satisfaction among all parties. Students pursuing approval for a **non-credit** internship should NOT use this form and, instead, should contact Career Services.

1. All internships for credit in the College of Arts and Sciences (including the department of Sociology) have prerequisites that students must meet before they are eligible to apply. For information about the prerequisites for internship credit, visit http://sociology.colorado.edu/undergrad-resources/lnternships.
2. Students are required to have a minimum cumulative GPA of 2.00 to be eligible to apply for an internship for credit.
3. **A** minimum of 30 hours of university credit with specific prerequisites or co-requisites is the base requirement for enrolling in an internship. For sociology this will include a C or higher in Intro to Sociology and Classical Theory or equivalent approved by Internship Coordinator.
4. A faculty sponsor is required for all internships. For sociology internships this will be the internship coordinator, Glenda Walden.
5. All internships must provide work experience clearly related to your academic and professional goals and 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 the sponsoring discipline apply to the experiential nature of the internship. For sociology this will include for the first semester 10 hours of classroom or individual instructor contact time, readings, writing assignments and presentation.
6. **Make sure that you read the responsibilities under this agreement 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**
7. To receive credit, all internships must have PRIOR approval. No retroactive credit is available for internships already started or completed.
8. Internships may be taken for 3-6 hours of academic credit. Determination of whether the credit hours are commensurate with academic work should be made by the instructor *in consultation with* the department's associate chair or internship coordinator, who must be at least a rostered instructor. 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.
9. Students must work on site and classroom a minimum of 40 hours for each hour of academic credit. This translates for first semester credit-90 hours (6 hrs/week) on site, 10 hours of classroom time, and 20 hours of reading and writing assignments. A minimum of 3 units is required for the first semester course.
10. 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.
11. Internship credits from other institutions do not transfer into the College of Arts and Sciences.
12. **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.**
13. Check your department's internship grading policy; methods of grading internships may vary. For Socy 4931, please see the syllabus for the semester in which you are enrolled for these guidelines.
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. Summer Internships are offered through the Extraordinary Program in Continuing Education please see UCB catalogue for tuition rates.

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| **Socy 4931-801/802 Contract** to be completed by student and reviewed by student and Work Supervisor before signing |
| |  |  | | --- | --- | | 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: |  | |
| |  | | --- | | **Learning Objectives-**what knowledge, skills, and capacities will the student develop or deepen?What is the benefit to the student? | | **Duties and learning activities-**what will the student be doing to meet these objectives and contribute to the organization? | |  | | **Professional Development-**Explain how this internship will support the student’s career goals and exploration | |  | | **Academic and Personal Interest-**Explain how this internship will support the student’s sociological imagination and social engagement (commitment to values in world) | |  | | **Work Supervisor Evaluation-what are the procedures for hours tracking, feedback and evaluation on the internship site?**  It is recommended that the student and supervisor meet and/or discuss how well time requirements and work expectations are or are not being met at least monthly before the final evaluation at the end of the semester. | | Hours tracking-  Feedback and performance evaluation (how often, what format, topics)- | | **Faculty Sponsor Evaluation how will the on-site and academic work completed in conjunction with this internship be evaluated.**   * regular conversations 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 Course under the direction of a faculty sponsor, and consult as needed with my faculty sponsor for guidance and evaluation of coursework; 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 my internship site supervisor returns the evaluation form, 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. Insure 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. Provide opportunities to meet the learning objectives and fulfill the duties as spelled out in this contract to insure benefit for the student; 5. 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 6. 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 liason 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. Review the internship contract for appropriateness of experience and benefit of student; 4. Determine that the academic work described in the course syllabus 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 insure 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 semester enrolled. 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 signatures in sequence.**  **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 offering the credit. | | |

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