

Faculty Supervisor: _____

Date Submitted: _____

Credit Hours (1 - 3): _____

Semester Credit Awarded: _____

INTERNSHIP CONTRACT
Sociology 397 Independent Experiential Internship

Name of Student: _____

Local Address: _____

Email Address: _____

Telephone: _____

Year in School: _____

Major: _____ Minor/Second Major: _____

PID #: _____

Internship credit semester (circle one): FALL SPRING 20_____

Dates of internship: From _____ to _____

Internship Agency: _____

Address: _____

Agency Supervisor: _____

Telephone: _____

Email Address: _____

Description of Agency: _____

Faculty Supervisor: _____

Telephone: _____

Email Address: _____

Office Hours: _____

Address: Sociology Department
 Hamilton Hall, CB #3210, UNC
 Chapel Hill, 27599-3210

This agreement establishes the description, learning, service objectives, and activities of the internship, and it sets out the responsibilities of the student intern, agency, and faculty supervisor.

The student intern is required to work at least 8 hours per week, for a minimum total of 100 hours, at the internship agency, doing substantive work that is related to the mission of the agency. The student intern will receive _____ hours of academic credit for the internship. In addition to the hours worked, the student must write, under the supervision of the faculty supervisor, a research paper, or complete a comparable project, and keep a journal of internship activities.

The faculty supervisor assigns a grade to the student at the end of the semester. No credit will be given for internships that have already begun, and this internship contract must be signed *before* the first day of the internship.

I. NATURE OF THE INTERNSHIP AND RESPONSIBILITIES

This section should be completed by the intern and the **agency supervisor**:

A. **Statement of Purpose:** The student hopes to gain the following from this internship:

B. **Learning Objectives or Other Goals:** The specific goals toward which the intern's efforts are directed are as follows:

1. _____

2. _____

3. _____

4. _____

C. **Intern's Activities:** The specific activities of the intern at the agency, and the means by which the intern's objectives/goals will be met, are as follows:

1. _____

2. _____

3. _____

4. _____

D. **Other Expectations of the Intern by the Agency Supervisor:**

1. _____
2. _____
3. _____

E. Intern's Work Schedule

- 1. Weekly work schedule: _____
- 2. Number of training hours (if applicable): _____
- 3. Total hours per week: _____
- 4. Total number of weeks: _____

F. Supervision by Agency

1. The agency supervisor will meet with the intern to review work, explain projects, etc., according to the following schedule:

2. The agency supervisor agrees to complete an evaluation sheet for the intern and send it to the faculty supervisor at the end of the internship.

II. STUDENT AND FACULTY SUPERVISOR AGREEMENT

A. Research Paper (or Other Project Paper): The student will write a research or other project paper.

1. Readings required (if applicable): _____

2. Topic of paper: _____

3. Length of paper: _____

4. Due date of paper: _____ (no later than *last day of class* for this semester)

5. Other paper-related requirements: _____

B. Journal Requirement

1. The student is required to keep a journal containing daily entries. These entries should reflect the following:

- a. the intern's activities at the internship that day;
- b. the intern's impressions and perceptions of those activities;
- c. reflections on how that day's activities relate to the student's learning objectives; and
- d. future actions the student plans to take, based on that day's activities.

2. Other requirements for the journal: _____

C. **Meetings with Faculty Supervisor:** The minimum number of required meetings and the approximate dates of those meetings are as follows:

D. Other Expectations of Intern by Faculty Supervisor:

III. EVALUATION OF INTERNSHIP

The evaluation procedures for the SOCI 397 Independent Experiential Internship are set out separately in the "Requirements for a Sociology 397 Internship" and "Internship Steps"; these guidelines are available on the UNC Sociology webpage. The agency supervisor will complete an evaluation sheet, or write a letter, evaluating the intern. The faculty supervisor determines the student's grade. If problems arise at the internship, the student and agency supervisor agree to contact the faculty supervisor immediately. Additionally, this contract must be signed by the Sociology Department's Director of Undergraduate Studies before being turned in to the Sociology Office. Only completed contracts with *all* required signatures will be accepted for registration of the student in SOCI397.

_____ Signature of Student	_____ Date
_____ Signature of Agency Supervisor	_____ Date
_____ Signature of Faculty Supervisor	_____ Date
_____ Signature of Director of Undergraduate Studies, Sociology	_____ Date

Original: Sociology Department
Copies: Intern, Faculty Supervisor, and Agency Supervisor