

**Butler University
Department of Sociology
Internship Agreement**

(Not a binding contract, but a statement of agreement and understanding)

PART I:

Name:	
Age: (give birth date):	
Major:	Expected Date of Graduation:
Address during internship:	Permanent Address
Phone:	Phone:
Email address:	Phone:
INTERNSHIP ORGANIZATION:	
Description of Internship Setting:	
<i>Supervisor's Name:</i>	<i>Address:</i>
<i>Position:</i>	<i>Phone:</i>
<i>E-mail:</i>	<i>Phone:</i>

PART II: On-site Learning Objectives and Learning Activities:

To be based on the general objectives provided by the Sociology Department. However, the student, in consultation with the on-site supervisor and the faculty sponsor, may tailor these learning objectives and activities to the needs of the sponsoring organization and the student's academic and career interests.

Learning Goals	Learning Activity	Evaluation
1.		
2.		
3.		
4.		
5.		
6.		

PART III: Assignments, Guidelines and Evaluation:

Student responsibilities:

1. Complete this contract before the start of the internship, including a statement of goals and objectives to be completed during the internship.
2. Work at the agency for 150 hours minimum during the semester for three semester credit hours or 300 hours minimum for six semester credit hours, at the direction of the on-site supervisor.
3. Maintain a journal reporting work experiences and thoughts to be shared at regular, specified times with the Butler Internship Director (currently Professor Ken Colburn).
4. Prepare an Internship Portfolio, including a written report for the Internship Director, which specifies how academic perspectives developed from earlier courses were applied to the internship setting. (See attached sheet).
5. Attend scheduled weekly meetings with the Internship Director.

On-site supervisor responsibilities:

1. Provide a meaningful setting in which the student is able to utilize academic work in an applied setting. The assigned work must permit the student to become familiar with the agency, staff, and clientele.
2. Provide a written and/or oral evaluation to the faculty sponsor at the mid point and end of the internship.

Butler Internship Director's responsibilities:

1. Visit the internship site ordinarily one or two times during the semester. (Exceptions will be indicated at the beginning of internship).
2. Meet with the student intern on campus to discuss the progress of the internship and review the journal.
3. Assign a course grade to the internship experience based on the student's statement of objectives and activities, journal, on-campus meetings, student's written report, visits to the internship site, and written evaluations by the on-site supervisor.

PART IV: Signatures:

One copy of this agreement should be distributed to all parties after signatures are obtained.

Student Signature _____ Date _____

On-site Supervisor _____ Date _____

Internship Director _____ Date _____