**SBS Internship Agreement**

**SBS 4890**

**The SBS Internship** has three main goals:

1. **learn** about the ways in which training in social and behavioral sciences (SBS) can be put to use
2. **integrate** information learned in SBS classes with practical experience gained in the field
3. **develop** useful skills in relation to your SBS degree

This agreement is a statement of common expectations based on mutual respect between all parties involved: student, faculty, and community partner. Specific goals for each student should be created between the community partner, the student, and the course instructor (*see next page*).

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| Student Name:  Contact Info:  Mailing Address:  Main Faculty/Staff Supervisor:  Contact Info:  Mailing Address:  Partner Organization:  Primary Site Supervisor:  Secondary Site Supervisor:  Phone:  Email:  Mailing Address:  Hours per Week Agreed:  Dates: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP : \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP : \_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP : \_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_ hours/wk for \_\_\_\_ total weeks  Beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Agreement and Commitment**

* University of Utah students agree to the following:
* Maintain professional behavior and demeanor at all times.
* Abide by the University of Utah Ethical Standards and Code of Conduct (found here: <https://www.hr.utah.edu/ethicalstandards/>) and the Code of Student Rights and Responsibilities (“Student Code,” found here: <http://regulations.utah.edu/academics/6-400.php>).
* Maintain regular contact with agency supervisors (for training, guidance, signing off of hours’ logs, and other support or feedback).
* Arrange alternatives with supervisor in case of schedule conflicts prior to scheduled service time (at least one week in advance).
* Immediately notify supervisor and/or course instructor of any concern, problem, or incident that transpires during the field experience activity.
* The Site Supervisor agrees to facilitate student involvement and learning in the following ways:
* Be familiar with the broad course goals and semester timeline.
* Provide academically relevant opportunities for university students.
* Provide an orientation to the mission and goals of the organization.
* Train and supervise the student, and meet regularly to provide guidance and feedback.
* Evaluate student performance and internship partnership at the end of the semester.

**Terms of Contract**

During this field experience placement, the student intends to work toward the following **goals**, and participate in the following **activities**:

**Goal 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specific activities:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Goal 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specific activities:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Goal 3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specific activities:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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In completing these goals, the student intends to commit to \_\_\_\_\_ hours per week for **­­\_\_\_\_\_ weeks,** for a total of \_\_\_\_\_\_\_hours. This time commitment entitles the student to \_\_\_\_\_ credit hours when all course requirements are fulfilled.

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| **Student:** I take responsibility for the terms of this contract | Student’s signature |
| **Supervisor 1:** I agree to supervise the above student in day-to-day volunteer work and to provide an evaluation of the student’s performance based upon the terms of this contract. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Primary Supervisor’s signature |
| **Supervisor 2\*:** I agree to function as a secondary supervisor of the above student and to provide an evaluation of the student’s performance based upon the terms of this contract.  \* If applicable | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Secondary Supervisor’s signature |
| **Course Instructor:** I approve of the terms of this contract and agree to grant University credit upon its completion. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor’s signature |