



Department of Sociology
College of Letters and Science, 4610 Sage Hall
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AN INTERNSHIP AGREEMENT BETWEEN The Sponsoring Organization: _____
hereinafter referred to as SPONSOR, The University of Wisconsin Oshkosh, hereinafter referred to as the UNIVERSITY, The Sociology
Department hereinafter referred to as the DEPARTMENT, and: _____ hereinafter referred
to as the INTERN.
(Name and Student ID of Student)

THIS AGREEMENT is entered into under the following conditions:

1. The University is aware of the need for students to be exposed to “real” organizational experiences in order for them to become a complete professionally educated person.
2. That sponsoring organizations in the community are in agreement with the needs of experience for students and feel a responsibility toward the overall educational process and thereby provide an opportunity for students in an internship environment within their organizations.
3. That the student is aware of the fact that having an opportunity to serve an internship in a “real” organization is a very rare privilege and that such an experience will contribute greatly to their professional growth and development.
4. And that a strong cooperative posture between the university, student, and the community will strengthen all concerned.

IT IS FURTHER AGREED between the SPONSOR, the DEPARTMENT, and the INTERN:

1. That the INTERN shall be jointly supervised by the DEPARTMENT and the SPONSOR.
2. That any and all information seen, worked with, data, ideas, trade secrets, etc., by the INTERN are held strictly confidential and will not be revealed.
3. That any and all research be the joint property of the SPONSOR, the DEPARTMENT, and the INTERN and that publication of these data for academic purposes will be withheld until all parties are in written agreement to release said information for publication.

IT IS FURTHER AGREED that this Internship Program is predicated on the assumption that:

1. The INTERN will conduct themselves in an ethical manner in accordance with SPONSOR, DEPARTMENT, and UNIVERSITY policy agreed upon in a separate document;
2. This program will add significantly to the mutual accomplishment of performance goals and activities of the four parties to this agreement, namely SPONSOR, DEPARTMENT, UNIVERSITY, and INTERN.

IT IS FURTHER AGREED that the INTERN and FACULTY MEMBERS will be protected under the normal and usual UNIVERSITY liability policies set forth for these purposes.

THEREFORE, IT IS MUTUALLY AGREED, that _____ (student's name) will serve an internship which extends from _____ to _____, and will be served according to the ATTACHED WORK PLAN (see Attachment 1).
(Date) (Date)

The INTERN will work under the direct supervision of _____, Site Supervisor.
(Sponsoring Organization)

The INTERN and SUPERVISOR hereby attest to the fact that they have met in person to read and discuss the entirety of this agreement.

_____,
INTERN (Date)

_____,
SITE SUPERVISOR (Date)

IT IS FURTHER AGREED that the INSTRUCTOR will act as mediator should disagreements arise during the course of this Internship Program, which may be renewed, altered, changed, or discontinued by mutual agreement of the three parties concerned.

WE, THE UNDERSIGNED, HEREWITH AGREE to the stipulations of this document:

By _____,
INTERN (Date)

By _____,
INSTRUCTOR (Academic Supervisor from DEPARTMENT) (Date)

By _____,
DEPARTMENT CHAIR (Name) (Date)

By _____,
SITE SUPERVISOR (Name) (Date)

ATTACHMENT 1: WORK PLAN

GOALS OF THE INTERNSHIP EXPERIENCE

The INTERN should achieve core desired learning outcomes for the Sociology Department at UWO, including:

- Acquire skills applicable to the further development of *Sociological Imagination* (the ability to relate personal troubles to public issues, connecting individual lives to what is happening in society)
- Practice *public sociology* by using their sociological training to engage in the wider world
- Develop the types of skills and experiences illustrated in the program's sample "successful sociology student" resume (Attachment 2)

Further, in discussion with the INSTRUCTOR, the INTERN has identified the following desired learning outcomes:

- (Learning Outcome #1 – type in specific learning outcome of internship experience)
- (Learning Outcome #2 – type in specific learning outcome of internship experience)
- (Learning Outcome #3 – type in specific learning outcome of internship experience)
- (Learning Outcome #4 – type in specific learning outcome of internship experience)

ACTIVITIES

In working towards the above goals and outcomes, the INTERN will engage in the following activities:

- (Activity #1 – type in specific internship activity and desired completion date if applicable)
- (Activity #2 – type in specific internship activity and desired completion date if applicable)
- (Activity #3 – type in specific internship activity and desired completion date if applicable)
- (Activity #4 – type in specific internship activity and desired completion date if applicable)
- Produce and deliver a written report and/or oral presentation to the SPONSOR related to key observations, findings, and/or recommendations based upon the internship experience by _____ (date).

EXPECTATIONS OF INTERN

The INTERN will be expected to:

- Be to work on time, responsible, and reliable, communicating clearly and consistently with the SPONSOR.
- Dress and behave in a professional manner consistent with the norms of the SPONSOR's organization.
- Complete the activities described above within the desired timeframe.
- Exhibit sociological imagination and ethical reasoning and action in all interactions with the SPONSOR and the people it serves.
- Not be afraid to ask questions, make mistakes, or make suggestions about new ideas or approaches.
- Work hard to achieve the goals and learning outcomes described above.

EXPECTATIONS OF SPONSOR

The goal of this internship is for the INTERN to achieve the stated learning outcomes and gain meaningful work experience in a relevant field, while producing value for the SPONSOR, and not simply to provide free or low-cost labor. To help ensure that these goals are met, the SPONSOR will be expected to:

- Provide an experienced direct SUPERVISOR for the INTERN who will provide direction for their work and professional mentoring (informal or formal as appropriate).
- Revisit and abide by the terms of this internship agreement.
- Encourage the INTERN to achieve the goals and learning outcomes described above.
- Participate in regular (e.g. weekly or bi-weekly) meetings to discuss the INTERN's progress, the bigger picture of the SPONSOR's work, to ask and answer questions, etc. These meetings should include the supervisor and management level personnel from the SPONSOR as appropriate (e.g. if the supervisor is not a management-level employee).
- Complete an evaluation of the INTERN's work at conclusion of the internship (see Attachment 3).

HOURS OF WORK

A total of 32 hours per academic credit is required for this internship course (SOC 467). The INTERN is taking SOC 467 for _____ credits and shall therefore work at least _____ hours on this internship.

ACADEMIC EXPECTATIONS

To earn the C grade or higher necessary to receive the requested academic credits for the sociology major, the INTERN will engage in the following under the supervision of the INSTRUCTOR (below is example work plan for a 3-credit internship):

1. Maintain a journal of internship experience documenting the type and amount of labor performed
2. Meet weekly with INSTRUCTOR during the semester to discuss progress and assignments
3. Complete applicable readings as decided upon in consultation with the INSTRUCTOR
4. Write a mid-term paper (4-6 double-spaced pages) describing the internship experience to that point and identifies themes that can be developed in the final paper; due _____ (fill in date)
5. Write a final paper (10-15 double-spaced pages) that reflects upon the internship experience and includes a sociological analysis of it (meaningfully integrating at least five sociological sources), due _____ (fill in date)

INTERN'S academic work will be evaluated using the following grading scale utilized by the department for all classes:

A	92.5-100%
A-	90.0-92.49
B+	87.5-89.99
B	82.5-87.49
B-	80.0-82.49
C+	77.5-79.99
C	72.5-77.49
C-	70.0-72.49
D+	67.5-69.99
D	62.5-67.49
D-	60.00-62.49
F	0-59.99

Grade Interpretation

- A – Indicates truly superior work and active participation in the learning environment. Students at this level demonstrate an ability to think critically in oral and written form, integrate concepts and theories, level of knowledge relevant to the course that is beyond expectations and far above average, and the ability to use this knowledge in unfamiliar situations.
- B – Demonstrates a level of knowledge relevant to the course that is beyond expectations and above average. Will be able to use and extend this knowledge in some situations.
- C – Demonstrates an acceptable and average level of knowledge relevant to the course in terms of familiarity with readings, integration of concepts and theories, level of critical thinking, and active participation. Students at this level should be able to continue learning in this field of study.
- D – Demonstrates less than satisfactory performance in the course requirements and barely adequate level of knowledge relevant to the course. Unlikely to be able to apply knowledge, nor successfully continue studies in this direction.
- F – Demonstrates insufficient knowledge to be given credit for this course, and/or dismal performance and no class participation.

*Note: Your ability to follow directions, demonstrate effort and engagement with the material, think critically and communicate clearly, and practice proper citation using ASA style (use the *Writing and Citation Guide* provided by INSTRUCTOR) will be key criteria for grading all assignments.

ATTACHMENT 2: SAMPLE SOCIOLOGY STUDENT RESUME

Successful Sociology Student

835 High St., Oshkosh, WI 54901 * 920.424.2030 * sociologystudent@uwosh.edu

SUMMARY OF QUALIFICATIONS

- Strong critical thinking and problem solving skills
- Excellent people skills, strong oral and written communication, proficiency in Spanish
- Competence in conducting research and analyzing data
- Global perspective and ability to work with people of diverse backgrounds
- Understanding of community resources gained through community-based learning
- Leadership and teamwork skills developed through collaboration with peers and local partners
- Ability to see the big picture, identify root causes, and suggest strategies to address them

EDUCATION

University of Wisconsin Oshkosh

Oshkosh, WI

Bachelor of Arts

Major: Sociology

Emphasis: Organization, Community, & Environment

Minor: Spanish

Related Coursework: Applied Sociology, Social Research Methods, Social Statistics, Environment & Society, Sociology of Health & Illness, Collective Behavior and Social Movements, Advanced Spanish

Anticipated Graduation Date: May 2018

Alpha Kappa Delta Honor Society (overall GPA: 3.6/4.0)

PROFESSIONAL EXPERIENCE

Oshkosh Saturday Farmers' Market

Oshkosh, WI, 6/1-12/15/17

Assistant Manager/Intern

- Assisted the managers in running 130+ vendor farmers' markets, including bi-lingual support
- Managed recruitment and supervise work of volunteers, gaining human resource experience
- Created and edited content on social media channels to successfully market events
- Attended (quarterly) Board of Directors meetings, interacting with seasoned professionals

RESEARCH EXPERIENCE

Various independent and collaborative research projects, UW Oshkosh

Oshkosh, WI

- As STEP research assistant, transcribed interviews and assisted in analysis of survey data for study of household energy justice with supervisor Dr. Jeremiah Bohr (9/1-12/15/15)
- Completed independent, comparative research project about local food systems based upon participant observation and in-depth interviews for sociology senior capstone project (9/1/17-5/17/18)
- Collaborated with Applied Sociology students and faculty to conduct qualitative and quantitative study of refugee resettlement in the Fox Valley (9/1-5/17/17)

GLOBAL PROFILE

Gender, Poverty, and Activism in Nicaragua

Community Change Agent Volunteer

1/3-1/23/17

- Collaborated with rural community and initiated a sustainable local food system project
- Gained appreciation for diverse cultural practices in both rural and urban settings
- Acquired knowledge to create service-learning projects through grassroots activism

ACTIVITIES

- UW Oshkosh Sociology Club *President* – Oshkosh, WI 1/1/16-12/31/17
- UW Oshkosh Spanish Club *Member* – Oshkosh, WI 9/5/14-5/17/17
- Boys and Girls Club of Oshkosh *Volunteer* – Oshkosh, WI 9/6/15-5/17/18

ATTACHMENT 3 – SITE SUPERVISOR INTERNSHIP EVALUATION



EMPLOYER INTERNSHIP EVALUATION FORM

If possible, please attach, on agency letterhead, a letter confirming the intern's completion of the required internship hours, as well as the intern's strengths and skills. Ideally, the student will be able to use this letter as a recommendation if you were satisfied with their performance.

In addition, please include the following details related to the student intern's performance.

Semester/Year: _____ Student Intern Name: _____

Internship Agency/Business: _____

Person Completing Form: _____ Title: _____

Phone: _____ Email: _____

Feedback: Role And Responsibilities

How many hours did the intern complete this semester? _____

Briefly describe intern's job duties:

Feedback: Growth And Potential

Overall, what adjectives best describe the intern's performance?

Briefly describe the intern's strongest assets:

Briefly describe areas for further growth:

Please rate the intern in each of the following areas, by placing a ✓ in the appropriate cell:

	POOR	FAIR	GOOD	EXCELLENT
Attendance				
Reliability				
Attitude				
Communication				
Ability				
Effectiveness				
Overall performance				

Is this intern someone you would be willing to hire if a position were available? If no, please explain:

Feedback for UWO Department of Sociology

Will you accept another intern to work with your agency/business in the future? If no, please explain:

Is there anything you would like UWO Department of Sociology faculty/staff to improve with regard to internships?

Signature of Evaluator

Date

Please return to intern's UWO Sociology instructor for this internship: _____

Sociology Department, UW Oshkosh, 800 Algoma Blvd., Oshkosh, WI 54901