CONTRACT FOR THE B.A. SOCIOLOGY INTERNSHIP/FIELD EXPERIENCE

Intern, Site Supervisor, and Faculty Field Coordinator: Please review this contract and sign at the bottom. A copy of this contract will be given to the student intern, the site supervisor, and the faculty field coordinator. (Note: 9 credits = 360 hours; 6 credits = 240 hours; 3 credits = 120 hours)

Responsibilities of the Student Intern

It is expected that student interns have professional-level communication (oral and written) skills, will demonstrate basic professional values and behaviors, relate well to others and work with groups.

At all times, your interaction with colleagues and clients should be cooperative and helpful. Your behavior, dress, and demeanor during the internship should be professional and consistent with the expectations of the organization and your site supervisor. You must also abide by the other practices and policies of the internship site. It is your responsibility to maintain contact with your supervisor and remind him/her of your internship needs. It is recommended that you meet with your supervisor regularly to discuss your progress in the internship and provide you with feedback. It is your responsibility to participate in all online student discussions and complete the final paper in a timely manner and without nagging from your faculty field coordinator. If problems arise, it is best to confront the problem and consult with the site organization and the faculty field coordinator. Contact the coordinator directly or through the Sociology Department at 507-457-5420 or 1-800-342-5978.

Responsibilities of Organization and Site Supervisor.

The site supervisor is responsible for:

1. orienting the student to the organization’s missions and operating procedures;
2. reviewing with the student proposed learning goals and refining the goals as necessary;
3. designing a work plan for the student;
4. regularly observing and communicating with the student to monitor progress;
5. signing the students’ timesheets
6. participate in a midterm conference with the faculty field coordinator and the student;
7. conducting a final evaluation conference with the student; and
8. completing a final evaluation of the student to be submitted to the faculty field coordinator.

The following are additional expectations:

1. It is expected that the student intern will be involved in a variety of professional-level activities. Assignment of specific responsibilities and projects along with a range of activities is expected. Besides specific long-term assignments and projects, the student can be flexible and provide assistance to the organization when necessary.
2. Payment is encouraged, but not required. If a salary cannot be provided, tuition payment, honorariums, etc. which recognize the student’s contributions to the organization are encouraged. It is expected that mileage and other expenses will be reimbursed, as per the organization’s policies.
3. It is expected that interns will be appropriately trained and supervised and in return the student’s work will be of value to the organization.
4. The specific work schedule can be somewhat flexible in meeting the minimum number of hours required in a given time. The specific schedule must be set before the internship begins and agreed to by the field supervisor and student.
5. The internship may be terminated by any party only after discussion and agreement by the student, field supervisor and faculty advisor.
Responsibilities of Faculty Field Coordinator

The faculty field coordinator is responsible for:
1. assisting the student with registration and paperwork for the internship;
2. responding to and providing feedback for online discussions in a timely manner;
3. conducting a site visit (in person or by phone) with the student intern and site supervisor after approximately half of the internship hours are completed;
4. providing timely and appropriate feedback on the final internship paper; and
5. being a resource for both the student and the site supervisor about the internship process.

STUDENT INFORMATION

Name ____________________________________________________________

E-mail ____________________________________________________________

Warrior Tech ID ____________________________________________________

INTERNERSHIP ORGANIZATION INFORMATION

Organization Name _________________________________________________

Site Supervisor’s Name _____________________________________________

Address __________________________________________________________

Phone ____________________________________________________________

Site Supervisor’s E-mail _____________________________________________

FACULTY FIELD COORDINATOR INFORMATION

Rafael Narvaez
(507) 457-5699
rnarvaez@winona.edu

This agreement is for the Spring 2015 semester and will be in effect from January 2015 until May 2015.

This student intern is registered for _____ credits.

________________________________________  _____________
Intern Signature                        Date

________________________________________  _____________
Site Supervisor Signature              Date

________________________________________  _____________
Faculty Field Coordinator Signature    Date
ETHICAL GUIDELINES FOR B.A. SOCIOLOGY INTERNSHIPS
As an intern, you represent Winona State University, the Department of Sociology and yourself. It is vital that your appearance and conduct reflect this responsibility. The following guidelines, while not exhaustive, will help you to do this. They will not only benefit and protect you, but also the people with whom you interact, the organization for which you will work, your supervisors, the faculty field coordinator, and the university. You must adhere to not only these guidelines, but also the guidelines of the organization where you work, as well as to WSU policies.

Site Supervisor: Please review these guidelines with the student, adding guidelines as necessary to meet the goals of the organization.

1. Maintain Client Confidentiality: Learn and follow the rules of confidentiality for your workplace. Generally, you cannot reveal the identity and information of a workplace client without specific permission from that individual and your workplace. The only exception to this is a case in which the law requires that you divulge this information. In these cases, a court can order you to release notes and other records.

2. Recognize Your Qualifications and Limitations: You must recognize the limits of your knowledge and ability and not exceed these limits in work with clients. Recognize when situations are beyond your knowledge or ability. When such situations arise, seek assistance from your colleagues, site supervisor, or the faculty field coordinator.

3. Identify Yourself as an Intern: Explicitly identify yourself as an intern to individuals you come in contact with, in reports, and in other professional activities. Faithfully represent your training, qualifications, and status.

4. Keep Quality Records: Accurately and reliably maintain written and other records as required by your employer.

5. Avoid Dual Relationships and Maintain Appropriate Boundaries: Avoid clinical work with persons with whom you have a personal relationship outside the work setting. Such a “dual relationship” may inhibit the effectiveness of your work and jeopardize both the client and you. You must be able to establish and maintain professionally appropriate boundaries, because they protect your and your employer. If such situations arise, seek assistance from your colleagues, site supervisor, or the faculty field coordinator.

6. Sexual Harassment; Sexual and Romantic Relationships: Sexual harassment in any form will not be tolerated. Respect the sensitivity of others regarding sexual matters. Additionally, under no circumstances should you become involved in sexual or romantic relationships of any sort with anyone directly or indirectly involved in any way with your internship.

7. Monitor Yourself: Monitor your own emotional and physical status and be aware of any conditions that might adversely affect your ability to serve your employer. If such situations arise, seek assistance from your site supervisor and the faculty field coordinator.

8. Demonstrate Professional Appearance and Conduct: You are an intern in a professional environment and must demonstrate professional appearance and conduct. Dress according to your workplace standards, use appropriate language, and maintain ethical conduct.

9. Show Your Integrity: You must be honest and truthful at all times and make ethical decisions without regard to your personal benefit. Hold yourself to high standards of moral and ethical conduct in general.

10. Maintain Absolute Professionalism: Strive for personal and professional excellence. Be dedicated, disciplined, reliable, capable, honest, and respectful of other persons and the law.

11. 

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_______________________________________________________________________________________
By signing below the intern agrees to adhere to the guidelines listed above as well as the guidelines of the organization where he or she is an intern.

______________________________________________________________________________
Intern Signature       Date

______________________________________________________________________________
Site Supervisor Signature      Date

______________________________________________________________________________
Faculty Field Coordinator Signature     Date