



This Agreement is made on _____ by and between _____ (“Internship Site”) and the West Virginia University Board of Governors on behalf of West Virginia University and its Department of _____ (“WVU”), and _____ (“Student”) (hereinafter referred to collectively as the “Parties”).

This Agreement is made solely for the purpose of Student’s for-credit internship at Internship Site. No other relationship, partnership, responsibilities, or rights are created, implied, or affirmed by this Agreement.

This Agreement will be effective from _____ to _____ for _____ of internship activity.

Upon completion of the internship, including expectations defined below, Student will earn _____ semester hours at WVU in _____ for the semester of 20 _____. (Minimum of 45 hours of internship activity per credit hour).

A. WVU Agrees to the Following Responsibilities:

1. WVU will provide an Academic Internship Supervisor who will consult periodically with the Student to help the Student process the internship experience and monitor the Student’s progress.
2. The Academic Internship Supervisor will establish expectations, articulated below, for requirements the student will fulfill to earn academic credit for the internship.
3. The Academic Internship Supervisor and the Eberly College will notify the Student of the necessity of adhering to the administrative policies, standards, and practices at the Internship Site.
4. The Academic Internship Supervisor will assume responsibility for the assignment of a final grade for the internship experience.

B. The Internship Site Agrees to the Following Responsibilities:

1. The Site will assign an Internship Site Supervisor who will oversee the Student during the internship.
2. The Site will provide a planned, supervised program of activities for the Student, with opportunities for the Student to engage in a variety of activities so as to assure the opportunity for professional development.

3. The Internship Site Supervisor will establish with the Student a structured plan for periodic discussion of assignments, goals, and insights related to professional development.
4. The Internship Site Supervisor or Site designee will provide written evaluation(s) of the Student and to be willing to personally discuss the evaluation with the Academic Internship Supervisor should the need arise.
5. The Internship Site Supervisor or Site designee will sign the Internship Verification Form provided by the Student at the end of the Internship and return the form to the Academic Internship Supervisor per directions accompanying the Verification Form.
6. The Site reserves the right to dismiss from the internship any student whose conduct, work, or health status may have a detrimental effect on Site staff or clients. If the Student's internship is terminated prior to its conclusion for any reason, a meeting will occur between the Student, the Academic Internship Supervisor, the Internship Site Supervisor, and other interested parties to discuss the dismissal.
7. The Site agrees to provide an orientation to the Student that includes instruction on specific rules, regulations, policies, procedures and ethical standards of professional practice within the organization.

The terms above reflect the minimal expectations of the internship experience. On occasion, special circumstances will require some modification of the Agreement terms. If the Internship Site Supervisor believes there are special circumstances that would require modification of this Agreement, please state these modifications in the space provided below:

C. The Student Agrees:

1. To act in accordance with the highest ethical standards of professional practice as defined by the relevant practices, policies, rules, or regulations within the Site organization, as well as the WVU Student Conduct Code and all other applicable University policies, rules, or regulations.
2. To establish with the Internship Site Supervisor at the outset of the internship a schedule for activities and attendance including starting, ending, and vacation dates.
3. To establish with the Internship Site Supervisor a structured plan for periodic discussion of assignments, goals, and insights related to professional development, and to schedule the number of required individual sessions at the convenience of the assigned Internship Site Supervisor.
4. To log all hours spent at the Internship Site and notify the Academic Internship Supervisor if the Student has difficulty or reason to believe there will be difficulty in meeting the needed hours.
5. To notify the Internship Site Supervisor or other appropriate employee and the Academic Internship Supervisor if the Student has any difficulty performing functions or establishing satisfactory relationships with personnel at the site.
6. To only log hours when _____ with the possible exception of hours that are spent performing in-service training activities such as workshops, seminars, and other training activities normally engaged in by professionals at the Internship Site.
7. To complete the requirements described below to earn academic credit. Materials will be submitted at the conclusion of the internship experience on or before _____ to the Academic Internship Supervisor.

This box must be completed: Requirements to earn academic credit

The Parties have read and agree to the above statements and guidelines relevant to the program and placement of this Student, and to the general provisions articulated in Addendum (page 5 of 5).

For West Virginia University

For the Internship Site

Signature (Chair/Dean or Designee*) & Date

Signature & Date

Printed Name/Title

Printed Name/Title

Phone/E-mail

Phone/E-mail

Academic Internship Supervisor

Internship Site Supervisor

Signature & Date

Signature & Date

Printed Name/Title

Printed Name/Title

Phone/E-mail

Phone/E-mail

Mailing Address

Mailing Address

Student Agreement

I have read this Agreement carefully and agree to abide by it. I have had the opportunity to have any questions pertaining to this Agreement answered. I also understand that this individual and specific Agreement supersedes any other document or agreement regarding internships distributed by the academic program or college office.

Signature & Date

Mailing Address

Printed Name

Phone/E-mail

* Chair/Dean/Designee: Retain an executed copy in the student's department file until graduation.

Addendum 1

To implement and accomplish the above-stated commitments and objectives, the Parties agree to the following:

1. Intellectual Property. The Parties do not intend that the activities performed under this MOU will result in inventions or the creation of new intellectual property, but if any result, the following will apply: Each party shall retain exclusive title and all rights to inventions, copyrights, and other intellectual property arising from the conceptions or efforts of its employees or consultants in performing under this MOU. The Parties do not intend that the activities performed under this MOU will result in inventions or the creation of new intellectual property, but if any result, the Parties will determine ownership on an as-needed basis. The Parties shall remain the exclusive owner of their inventions, copyrights, trademarks, service marks, and other intellectual property in existence prior to entering into this MOU.
2. Use of Trademarks. Neither party shall use any trademarks, trade name, logos, trade dress, or other intellectual property of the other party without the express written approval of that party. With respect to WVU, express written approval must be granted by Trademark Licensing Services.
3. Notices. Any written notice required by this agreement will be sent to: Eberly College of Arts and Sciences, Undergraduate Studies Office, PO Box 6287, West Virginia University Morgantown, WV 26506-6287.
4. Authority. The parties signing the agreement hereby represent and warrant that they are fully authorized to execute this Agreement without obtaining the consent of any third party.
5. Applicable Law. This agreement will be governed in accordance with the laws of the state of West Virginia.
6. FERPA. The Parties agree to maintain the confidentiality of student records pursuant to the Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C. §1232g.
7. Equal Opportunity. The Parties agree that, as an essential proposition to any cooperative endeavor, all participants in programs created pursuant to this agreement will be selected with equal opportunity for all persons in accordance with the policies of each party and without regard to the race, sex, age, national origin, religious affiliation, disability, veteran status, color, sexual orientation, or ancestry of participants or candidates for participation.

ACADEMIC REQUIREMENTS FOR INTERNSHIP CREDIT

SOCA 491: Professional Field Experience

SEMESTER: All semesters

FORMAT: Pre-arranged internship program involving supervised, temporary placement with public or private agencies/organizations, 1-12 credit hours, P/F (may be repeated for up to 12 total hours)

INSTRUCTOR: Each placement involves one or two faculty members from the Department of Sociology and Anthropology:

- *Internship Director:* Cheryl Johnson-Lyons 219 Knapp Hall, phone 293-8567 Cheryl.Johnson-Lyons@mail.wvu.edu Office hours: Announced each term · Sets up all internship agreements · Coordinates orientation and exit sessions · Corresponds with supervisors in placement organizations
- *Faculty Supervisor:* Arranged by student · Evaluates student learning outcomes · Internship Director may also serve as a Faculty Supervisor

COURSE OBJECTIVES AND EXPECTED LEARNING OUTCOMES

This course is designed to provide students the opportunity to apply their knowledge and skills in a professional field setting, explore career choices, and gain experience and contacts that will improve their employment potential after graduation. It is open only to majors in Sociology & Anthropology and Criminology. Students may count up to three credit hours of SOCA 491 toward elective requirements for their major, but cannot count both SOCA 491 and 495 (Independent Study).

By the end of the internship, students will be able to: 1. Describe the purpose and structure of the placement organization and its role in or connection to one or more social institutions (i.e., criminal justice system, education, health care, etc.). 2. Describe how disciplinary knowledge and skills contributed to their experience and identify any new questions that it raised. 3. Describe how the internship clarified their professional strengths, weaknesses, and/or overall career direction.

PROCEDURES AND GRADING

Setting up an internship: Procedures and forms are found on the Department's internship website. Students may either initiate a contact with a sponsor of interest or apply to the Department of Sociology and Anthropology to be considered for a limited number of pre-arranged placements. In both cases, students must identify a Faculty Supervisor and fill out an information form found on the website. The Internship Director will verify the information with the placement supervisor and formalize an internship contract.

Internships require advance planning. While deadlines will be announced on the Division website each term, students should plan to make arrangements by their priority registration date (i.e., in October/November for spring internships and in March/April for summer or fall internships).

Carrying out the internship: This course is pass/fail. In order to obtain a passing grade, students must successfully complete all of the following:

1. Learning journal Learning journal: Students will contribute weekly to a learning journal and submit it to their faculty supervisor at agreed-upon intervals. The journal should briefly summarize the tasks performed (adhering to the organization's rules regarding privacy) and insights gained in relation to the expected learning outcomes listed on page one. Expectations in relation to journal length and depth of insight increase with the amount of professional exposure (and corresponding credit hours). Students should write at least one or two pages every week, for a total of 15-30 pages by the end of a 15-week term. The faculty supervisor will determine whether the journal meets course expectations.

2. Summary Paper: Besides the weekly journal, all students must submit a Summary Paper. The paper should be 1 to 5 pages depending on the length of the students internship and should answer the following:
 - (a) Describe the purpose and structure of the placement organization and its role in or connection to one or more social institutions (i.e., criminal justice system, education, health care, etc.)
 - (b) Describe how disciplinary knowledge and skills contributed to their experience and identify any new questions that it raised.
 - (c) Describe how the internship clarified their professional strengths, weaknesses, and/or overall career direction.