**Internship Contract**

(See also https://arts-sciences.buffalo.edu/sociology/undergraduate/beyond-the-classroom/internship-guidelines.html)

Undergraduate Sociology majors are encouraged to complete an internship as part of their coursework and students in the Sociology Department who have elected to minor in Social Justice are required to complete a three-credit internship. Internships are primarily designed for students who wish to acquire practical experience in a human service, political, social research, social justice, or social policy organization—private or governmental, profit or nonprofit. Some students find placements in consulting firms, law firms, or other business organizations.

Because our students work with a variety of people in a variety of settings, the objectives and duties of each student are specific to his or her individual internship site. These objectives are discussed with and developed in conjunction with the agency supervisor.

**GENERAL GUIDELINES FOR A STUDENT’S INTERNSHIP**

Students must complete **a minimum of 135 field hours.** The hours should be scheduled for approximately 10 hours/week over 14 weeks during the fall or spring semesters. During the summer, more condensed scheduled are possible, ideally roughly aligning with one of UB’s summer sessions. Students are required to keep a time sheet that is signed every month by the student’s supervisor.

**Health and safety**

Given the health risks associated with the COVID-19 pandemic, student interns cannot be required to perform in-person internship activities that potentially jeopardize their health. In the event that the intern or site supervisor determines that in-person internship hours pose a health risk to the student or others in the organization, the student may (a) continue to work virtually at the internship site or, if that is not feasible, (b) contact the Director of Undergraduate Studies in the Sociology Department to arrange for an alternative assignment in place of in-person internship hours.

The agency must make the intern aware of all the policies and procedures for the site and be clear regarding the expectations of the student.

**Supervision**

Student interns will need someone to serve as their supervisor. Although the direct supervisor does not have to be always present, this person must have the opportunity frequently and regularly to observe the student’s work while on site because the supervisor will be responsible for filling out the student’s performance evaluation twice during the semester. In addition, if the supervisor is not in the area, there must be a qualified staff member immediately available to the intern for consultation or to deal with any problems which might arise and which are out of the intern’s realm of responsibility.

Supervisor evaluations of the intern must be received by the Sociology Department by **the end of the 8th and the 15th weeks of the semester** (or at the midpoint and end of a summer session). Late evaluations result in the student receiving an I/F (incomplete/failure) grade for the course. Your cooperation in writing a timely evaluation is appreciated by both the Sociology Department and the student.

**Requirements**

The student should be performing meaningful work with his or her assigned tasks and duties representative of those central to the purpose of the program, department, or agency. Students should be actively involved with the work of the program, department, or agency (i.e., students cannot spend the semester simply typing, filing, or answering phones). The student should develop an overall understanding of how his or her particular agency, program, or department operates. This would include developing an understanding of the organizational structure and funding sources for the agency or program. Students should have access to at least some staff meetings, whether or not they actively participate.

In addition to these requirements, students will complete academic work (weekly online journals, a final paper, and a flyer) to earn internship credit which will be evaluated by the Director of Undergraduate Studies in the Sociology Department.

Students must submit the signed internship contract, monthly timesheets, and supervisor evaluations to [ugradsoc@buffalo.edu](mailto:ugradsoc@buffalo.edu).

This course (SOC 496) is graded Pass/Fail. To receive a passing grade, students must

1. Complete at least 135 hours of work (for 3 credits), as verified by signed timesheets;
2. Receive two largely positive evaluations from the field site supervisor;
3. Receive a grade of “S” on all journal entries submitted on UBLearns;
4. Receive a grade of “S” on the final paper; and
5. Receive a grade of “S” on the internship flyer.

**Important Dates to Remember:**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Due Date** | **Received by (initials)** |
| Internship contract | Due before the 1st day of the semester |  |
| Supervisor evaluation #1 | Due before the end of the 8th week of the fall or spring semester (or mid-way through the summer session) |  |
| Supervisor evaluation #2 | Due by the last day of classes in the semester |  |
| Student weekly journals | Due once per week during internship |  |
| Final paper and flyer | Due by the last day of classes in the semester (submit through UB Learns) |  |
| Monthly timesheets | Due monthly |  |

**Described below are 1) the duties the intern will be assigned and 2) specific on-the-job training the intern will receive. (Also fill out next page, for essential information and signatures.)**

**STUDENT INFORMATION**

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Person #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Credits (usually 3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Contact Information**

**(**Please provide where applicable.)

Name and address of the Oranization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship or Volunteer Coordinator:

**Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Direct Supervisor:

**Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* **Required SignatureS** \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

The internship site supervisor represents and warrants that they are currently, and for the term of this Agreement will continue to be, in compliance with all applicable laws and regulations regarding social distancing, PPE and all other applicable safety protocols associated with the COVID -19 crisis. Failure to comply with this provision will be considered a material breach of this Agreement.

Site Coordinator or Supervisor **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date**\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date**\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Director of Undergraduate Studies--Advising

University at Buffalo, Department of Sociology