

# SOCIOLOGY/CRIMINOLOGY INTERNSHIP COOPERATION AGREEMENT

## UNIVERSITY OF WISCONSIN-RIVER FALLS

This agreement between \_\_\_\_\_ (AgencyName) and the Department of Sociology, Criminology, & Anthropology at the University of Wisconsin-River Falls is designed to clarify the joint and separate responsibilities as they relate to providing internship experiences for students in SOCI 379 or CRIM 379.

It is mutually agreed that:

1. The purpose of an internship with the Agency is to provide learning experiences for sociology or criminology students, enabling them to meet the educational objectives of the internship.
2. The Agency retains the right to reject any student who does not meet its criteria for acceptance; furthermore, the Agency can dismiss any student intern that acts in violation of their policies and procedures.
3. The following defines the roles and responsibilities of all involved parties:

### ROLE AND RESPONSIBILITY OF THE INTERNSHIP AGENCY

The agency, which agrees to participate in the education of sociology or criminology students, is responsible for providing an environment that is conducive to the educational function. In consultation with the Department of Sociology, Criminology, & Anthropology, the agency shall determine the number of internship positions available. The agency also has the right to contact or send representatives to consult with the Department of Sociology, Criminology, & Anthropology. The internship student shall be accepted as a member of the staff with roles that are congruent with the service functions of the agency. The agency shall allow the internship student responsibility in assignments that will provide meaningful learning opportunities. The agency shall appoint a supervisor for the internship student and allow sufficient time in the workload to plan and supervise internship activities, confer regularly with the internship student, and meet with internship coordinator as appropriate.

The agency shall provide the internship student with suitable physical facilities, including desk space, telephone, supplies, dictation equipment, clerical help and privacy, etc. as appropriate.

In addition, the agency is responsible for interviewing all prospective internship students prior to acceptance. If requested, a copy of the students' Application for Internship Admission will be provided to the agency to assist in this process if requested. If the agency decides to accept the student for internship placement, the agency will indicate its approval by signing the Sociology/Criminology Internship Cooperation Agreement and returning it to the internship coordinator.

### ROLE AND RESPONSIBILITY OF THE AGENCY INTERNSHIP SUPERVISOR

Since the agency supervisor is an employee of an agency, it is recognized that s/he has responsibilities in addition to student supervision. S/he must, however, be able to allocate sufficient time for internship supervision, and meetings with the internship coordinator as agreed upon.

The supervisor assumes responsibility for orientation to the agency, its services, and its role in the total network of services. The agency supervisor shall provide regularly scheduled supervision and ongoing evaluation of performance to the internship student for a minimum of one hour weekly. S/he should inform the student and the internship coordinator if the level of performance is not satisfactory so that proper steps can be taken to correct any difficulty.

Each agency supervisor is asked to prepare an evaluation report of the intern's performance in the agency at the end of each semester. It is expected that this will be shared with the intern prior to presenting it to the internship coordinator. The final grade issued for internship remains the responsibility of the internship coordinator.

## RESPONSIBILITY OF THE UNIVERSITY/DEPARTMENT

The University (Department of Sociology, Criminology, & Anthropology) is responsible for the approval of agencies involved in the internship program. This responsibility includes the right of inspection and review of the agency by the University (Department of Sociology, Criminology, & Anthropology).

The University (Department of Sociology, Criminology, & Anthropology) retains primary responsibility for the quality of the educational experience and carries out that responsibility through ongoing communication with the agency, the agency supervisor, and the student intern.

The University (Department of Sociology, Criminology, & Anthropology) will provide the agency with all necessary and useful information regarding the undergraduate sociology/criminology program, including overall objectives and curriculum plan. It will further provide the agency with all necessary and useful information that it has compiled about the student(s) assigned to the agency: academic background, previous related and other job experience, and career plans. Other personal information will be included as relevant.

The University (Department of Sociology, Criminology, & Anthropology) will assume responsibility for providing the agency with necessary consultation and support in carrying out the educational program, as needed. It will oversee learning objectives and guidelines to plan the educational program for students and guidelines for evaluation of the their progress.

## ROLE AND RESPONSIBILITY OF THE INTERNSHIP COORDINATOR

The internship coordinator oversees the development of an appropriate internship experience for the student. This developmental process includes the selection of an agency, development of educational objectives, approval of the internship, and an ongoing evaluation. The internship coordinator communicates with the agency supervisor, as appropriate, at the beginning of the developmental process the educational objectives, curricular content, and evaluation procedures. The internship coordinator maintains contact with the agency supervisor throughout the semester and will attempt, when feasible, to visit the student and agency supervisor at least once during the semester.

The internship coordinator has the responsibility for evaluating the overall achievement of the student and assigning grades. Grades are based on the evaluation provided by the agency supervisor, the student records, and the final paper.

## ROLE AND RESPONSIBILITY OF THE STUDENT

Students desiring to complete an internship are responsible for initiating the process by clearly articulating internship goals. The student will assign appropriate priority to the educational objectives of the internship experience. Some internship students over-invest in the internship to the extent that performance in other courses deteriorates. Others find competing demands from employment, extracurricular activities, etc., take precedence over the internship. It is the internship student's responsibility to balance commitments and to accept the consequences for the way they prioritize these commitments.

Should difficulties be encountered by a student in an agency setting, consultation between agency and student may be shared with the internship coordinator. When difficulties persist, the Chair of the Sociology, Criminology, & Anthropology Department may become involved at the request of the internship coordinator or student.

The internship student will be expected to complete a minimum number of hours in the agency as follows:

TIME FRAME AND TOTAL HOURS			
Internship Credit	Hours each week	Number of Weeks	Total Hours
6 credits	20 (Summer = 23)	14 (Summer = 12)	270
7 credits	23 (Summer = 26)	14 (Summer = 12)	315
8 credits	26 (Summer = 30)	14 (Summer = 12)	360
9 credits	29 (Summer = 34)	14 (Summer = 12)	405
10 credits	33 (Summer = 38)	14 (Summer = 12)	450
11 credits	36 (Summer = 41)	14 (Summer = 12)	494
12 credits	39 (Summer = 45)	14 (Summer = 12)	540

Each of the following is to be initialed by the student to show that they read and understood each item. Their signature upon this form indicates their acceptance of these conditions.

\_\_\_\_\_ Internship experiences should be a minimum of 12 weeks long, and any shorter suggested time-frame must be deemed acceptable to both the supervising agency and the internship coordinator. Additionally, travel time to and from the agency does not count toward the number of hours that must be completed.

\_\_\_\_\_ Flexibility is anticipated so that an internship student may arrange hours with the approval of the agency supervisor to fit into an individual's schedule. Internship students are expected to observe the regulations and standards of conduct required in the assigned agency. Unexcused or excessive absences, failure to complete tasks on time, unprofessional conduct, and other documented acts actually or potentially destructive to clients, coworkers, agency, or the University shall be subject to sanctions normally imposed on professional staff. These sanctions may include dismissal from the agency and the University. Dismissal from an internship agency for any of these reasons will result in the student's failure of their internship.

\_\_\_\_\_ Students will keep appropriate logs of their experience and submit all required paperwork and a final typewritten (double-spaced) paper to the internship coordinator.

Name of agency providing the internship: \_\_\_\_\_

Unit that the intern will be working in: \_\_\_\_\_

Anticipated beginning and ending dates of internship: \_\_\_\_\_ | \_\_\_\_\_

Total number of hours student will invest at agency: \_\_\_\_\_

Internship Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Agency Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*It is the intern's responsibility to return this page to (the other pages are to be retained by the applicant or the agency):

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410 S. Third Street  
River Falls, WI 54022