

TEXAS STATE UNIVERSITY
College of Liberal Arts
Department of Sociology
Applied Sociology Internship Program
Learning Contract

CONFIDENTIAL

This contract represents an internship agreement among the following parties for the time period of **Tuesday, January 17, 2023** through **Tuesday, May 2, 2023**. Please review, sign, and return to the Internship Coordinator.

To be clear, the intern should complete the following document with input from the supervisor

Part I. The Parties

THE PARTIES:

INTERN: ANNA INTERN

STUDENT ID#: 007007

TELEPHONE #: 512-243-1515

ADDRESS: 249 EVANS, SAN MARCOS, TX 78666

E-MAIL: AI0077@TXSTATE.EDU

INTERNSHIP ORGANIZATION: THE HELPING GROUP

INTERN'S POSITION: ASSISTANT INTAKE SPECIALIST

ORGANIZATION WEBSITE: WWW.CGD.COM

STREET ADDRESS: 2005 COMMENCEMENT WAY, AUSTIN, TX 78651

MAILING ADDRESS: P.O. BOX 2104, AUSTIN, TX 78651

SUPERVISOR'S NAME: BEN FELLOWS

SUPERVISOR'S TITLE: LEAD INTAKE SPECIALIST

SUPERVISOR'S E-MAIL: FELLOWS@CGD.COM

SUPERVISOR'S TELEPHONE #: 512-555-5757

SUPERVISOR'S FAX #: 512-555-5656

INTERNSHIP COORDINATOR:

Tina Villarreal, M.A.

512/245-2072

Department of Sociology

Texas State University

Undergraduate Academic Center (UAC) 440D

San Marcos, Texas 78666-4616

EMAIL: tv12@txstate.edu

I. TERMS AND CONDITIONS OF CONTRACT

The conditions of this contract will be considered binding for the time period designated by the Texas State University semester calendar. All conditions listed under each section below are to be considered binding by all parties interested and/or involved in the Texas State Applied Sociology Internship Program, including but not limited to the Intern, the Site Supervisor, and the Internship Coordinator. The Texas State Internship Coordinator will mediate all disputes, and the internship can be terminated for cause at any time by the Texas State Internship Coordinator following an investigation and consultation with all interested parties. Breach of this contract without cause by any of the interested parties, for the time period designated, at the site location listed above, could result in an unsatisfactory grade for the Intern and/or denial of future intern placements at the site.

II. PROGRAM OBJECTIVES

An internship is a supervised learning experience within an approved work setting that serves to provide students with valuable on-the-job experience directly relevant to their academic training and career goals. The internship also provides constructive assistance, through the work of the interns, to public agencies, organizations, and private industry.

A successful internship experience requires that the student intern, the host agency, and the Internship Coordinator work together in achieving the following program objectives:

1. To provide the student with a challenging professional experience, including as much exposure to the many facets of the job, the organization, and outside contacts as possible;
2. To provide the student with an opportunity to exercise initiative in problem solving, as well as in carrying out day-to-day work assignments;
3. To expose the student to the reality of functioning in a work role, including the problems and pressures of such roles;
4. To encourage the student to better understand career opportunities;
5. To acquaint sponsoring agencies with possible candidates for future employment; and
6. To give the student a sense of accomplishment in completing what is often their first professional job experience.

III. REQUIREMENTS OF THE INTERN TO RECEIVE INTERNSHIP CREDIT

The above-named parties agree that the Intern will complete 300 clock hours under the supervision of the Site Supervisor, or a designated person as assigned by the Site Supervisor. In addition, Interns will be evaluated by the Site Supervisor at the mid-point and end of the semester. These numerical scores will be weighted and added to the academic scores from the internship class to calculate a semester grade for each Intern. Poor field placement performance will warrant a failing field placement grade, and consequently a failing grade in the course.

The student must complete the Learning Contract with input from the supervisor.

A. While on-site and under supervision, the Intern has indicated that they will be responsible for the following tasks, work goals and learning experiences:

Job Description: *Describe in as much detail as possible your role at 'XYZ' and your responsibilities at your internship. List duties, projects to be completed, deadlines, etc.*

As an Assistant Intake Specialist at The Helping Group, Anna Intern will aid in all aspects of the organization. Her duties will include the receipt and recording of incoming referrals, contact with the families, working with other volunteers, physicians, and referrals, volunteer team assignments, monitoring expenses, and the development of monthly and quarterly reports.

Special Project: *Discuss your special project related to sociology, listing your responsibilities and the project goal. Explain how this project relates to sociology and how the skills and knowledge from past classes will be applied. Explain how this project will benefit your site and/or others.*

After appropriate training, Anna will be given primary responsibility for a case. Anna's responsibilities will include initial intake assessment, referral to appropriate agencies, and follow up, including home visits as needed and maintenance of case records. These actions will be completed under the supervision of Mr. Fellows. This will be an on-going project that may not be completed by the end of Anna's internship, but she will prepare a case summary and plan of action for Mr. Fellows at the end of her internship. Anna will use her knowledge of social inequality and social institutions for this project. Specifically, she will use John Kenneth Galbraith's view of a culture of poverty as it relates to the local economy to understand the obstacles that impact clients. Anna will also rely on her understanding of class stratification as it relates to wealth, power, and prestige.

Supervision: *Detail from whom you will be receiving supervision. Describe in as much detail as possible what kind of instruction, assistance, consultation, etc., is to be provided to you.*

Ben Fellows is the Lead Intake Specialist for The Helping Group. Mr. Fellows will be both the supervisor and the instructor for Anna in this particular work environment. He will help Anna learn and grow through the various projects assigned to her and will help maximize her potential for ultimate success. Mr. Fellows will see that the time Anna spends at The Helping Group is spent learning about the organization, about other people and about herself.

Progress: *How will your progress be evaluated so that you will know you are doing a good job? How often will you meet with your supervisor to monitor your performance?*

Mr. Fellows will be monitoring Anna's progress throughout the semester. Anna will meet with her supervisor once a week in order to evaluate the progress of her internship. During these meetings, continued progress will be monitored as well as any discussion on areas for improvement. Mr. Fellows will evaluate all work efforts in an attempt to obtain a total quality work environment for both parties involved.

Learning Objectives: *Describe what YOU intend to learn through this internship experience. Be specific in identifying your PERSONAL learning goals for the semester, i.e., improving your communication skills, gaining experience, exploring possible career fields, etc.*

Anna intends to learn and experience a great deal during her internship. She is eager to gain experience in a "real world" job setting, which she can (written and oral), in an effort to prepare her for, and gain experience in, such situations is yet another objective that she will be striving toward this semester. She is anxious for the opportunity to learn more about the organization, to get involved with its various activities, and to discover the impact the organization has on the families within the community.

Learning Activities: *Describe how your internship activities (projects, research, report writing, conversations, etc.) will enable you to meet YOUR learning objectives as described above.*

While working at The Helping Group, Anna will have the opportunity to interact with fellow office workers and members of the community through letters to families and regular office reports. She will also have the benefit of participating in formal, casual, and professional conversation. This experience will help to enhance her desire for improved quality in communication skills. The clerical duties she will be performing will help increase her knowledge of basic office functions.

Learning Evaluation: *How and when do YOU wish to evaluate your progress toward meeting your learning objectives? What "measuring stick" will you use to determine whether you have met your own learning objectives? In other words, how will you know that you have achieved your learning objectives, i.e., "She will have reached her learning objectives when she can facilitate a group on her own," etc.*

To monitor her self-progress throughout the internship process, Anna plans to keep a journal of weekly events. By writing down situations, decisions, concerns, and achievements, she will have a visible record of her progress. This will enable her to reflect, to reevaluate her overall progress, and to identify the areas that need improvement. Anna expects, when the internship experience is complete, she will be able to see a change in herself. Her entire college experience, all the learning, growing, and changing, will culminate in this one last semester. As an intern at The Helping Group, Amy intends to pair her previous coursework with her own life experience to give something to both the organization and the community. Anna expects that the internship experience will be one

that is mutually beneficial to her and to the organization as a whole.

B. During the course of the Internship, the Intern's academic requirements, specified in the Intern's syllabus and available to the Site Supervisor(s) upon request, will be as follows:

1. Attend and participate in all designated on-campus seminars and meetings and a site visit with the Site Supervisor(s) and Internship Coordinator;
2. Present formal presentations and reports at designated seminars;
3. Maintain complete timesheet and log documentation with special emphasis on application of sociological theories and concepts;
4. Develop general business skills, including the development of an online portfolio relative to the internship experience;
5. Develop an organizational analysis of the organization;
6. Conduct a career exploration interview and record responses in a formal paper;
7. Develop a professional resume and cover letter, as well as other business letters;
8. Participate in a mock interview with a professional interviewer, including the process of evaluation and feedback;
9. Compile and complete an Interview Portfolio for use in professional career development and decision-making;
10. Write a final summary paper of the internship experience; and
11. Complete an evaluation of the Host Agency, Site Supervisor(s), the Internship Coordinator, and the Texas State Applied Sociology Internship Program.

SPECIAL NOTE:

Failure to complete the minimum 300 clock hours and the 15-week requirement (10 weeks during the summer) within the time boundaries will subject the Intern to an automatic F for the internship course (Sociology 4690). Failure to complete the academic requirements specified above may result in the intern's grade being lowered by a letter grade. The integrity of the University and the Department, as well as the potential for future internship placement, is influenced by the performance of an intern at the internship site. As a result, inadequate performance, or failure to complete the internship, or abandonment of the internship assignment without the written permission of the Texas State Applied Sociology Internship Coordinators, constitutes grounds for dismissal from the internship course with a grade of F. Since the internship course cannot be repeated, failing the course will necessitate that the student change to another major.

IV. REQUIREMENTS OF THE SITE SUPERVISOR

A. As a representative of the Host Agency, the Site Supervisor(s) will ensure that the **Host Agency** will:

1. Assure that the internship program objectives are met;
2. Define the role and scope of the agency to the Intern, as well as relate to the Intern the policies and procedures to be followed while on the job;
3. Provide the Intern with a "work station," i.e., a place within the agency where the Intern may complete their assigned duties, or to serve as a "home base" when the principle activity is field work; and
4. Provide the Intern with a directed learning experience by appointing someone to serve as the Intern's immediate supervisor.

The following individual(s) will serve as the designated Site Supervisor(s) for the Intern named in this contract:

BEN FELLOWS, LEAD INTAKE SPECIALIST

B. The **Site Supervisor(s)** will:

1. Clearly define the work assignments to the Intern and assure that the Intern is adequately prepared to carry out these assignments;
2. Supervise the day-to-day activities of the Intern;
3. Decide, with the Intern, upon the actual times to be worked;
4. Verify by signature that the Intern has completed the necessary number of work hours (300);
5. Evaluate the Intern at the mid-semester and end of the semester from the forms enclosed in Site Supervisor Manual;
6. Communicate with the Texas State Internship Coordinator at least once during the semester about the Intern's progress, especially in the format of the site visit by the Internship Coordinator; and
7. Provide any recommendations for program improvement to the Texas State Internship Coordinator.

V. REQUIREMENTS OF THE INTERNSHIP COORDINATOR

A. The **Internship Coordinator** will:

1. Provide the Intern with academic assignments designed to promote professionalism and to apply sociological theories and concepts to the realm of work;
2. Offer arbitration/mediation services to resolve conflicts between the Site Supervisor(s) and Intern, or between the Intern and Texas State University;
3. Be responsible for maintaining records of the Intern's academic and work-related progress and/or problems;
4. Be available to the Intern and the Site Supervisor(s) for consultation and advising about the progress of the internship experience;
5. Designate an evaluation system and policy by which the Intern's grade will be determined at the end of the semester; and
6. Develop an on-going assessment of Host Agency's suitability for additional intern placements.

VI. OTHER REMARKS OR COMMENTS

It is understood by all parties involved that any compensation for work completed is a consequence of a private agreement among the Intern, the Host Agency/Agencies, and the Site Supervisor(s).

Neither Texas State University nor any of its representatives will seek to secure any compensation for work performed by the Intern; however, if any form of compensation, i.e., mileage, travel allowance, paid parking privileges, wages, etc., is offered by the Host Agency/Agencies and/or the Site Supervisor(s) and accepted by the Intern, said compensation method, rate, and payment schedule is beyond the scope or control of the Internship Coordinator or any other agent of Texas State University.

The Intern knowingly and willingly enters into the internship contract without anticipation, expectation, or promise of compensation.

Nondiscrimination: In their execution of this agreement, all contractors, subcontractors, their respective employees, and others acting by or through them shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and sexual misconduct. Any breach of this covenant may result in termination of this agreement.

We agree to the above specifications and conditions concerning the internship of:

Student Name: ANNA INTERN
Student ID#: 007007

