UNIVERSITY OF OREGON | Schnitzer School of Global Studies and Languages

STUDENT INTERNSHIP AGREEMENT

To be eligible for GSL 404: Internship, students must be a major in the Schnitzer School.

Student Instructions:

1. *Propose your internship experience for final approval here. If your internship experience is pre-approved, a proposal does not need to be submitted.*
2. *Complete this form and email it to the SGSL Internship Coordinator.*
3. *Register for the appropriate number of credits of GSL 404: Internship as outlined below.*

This Internship Agreement ("Agreement" is between the State Board of Higher Education acting by and through the University of Oregon – Schnitzer School of Global Studies and Languages and the below named Student and Internship ("Internship" or "Site").

STUDENT INFORMATION:

Student Name: UO ID #:

UO Email Address: Phone Number:

Schnitzer School Degree Program/Major: Other Major(s):

COMMUNITY PARTNER INFORMATION:

Organization Name:_____

Address:_____ Unit:_____ City:_____ State:___ Zip:_____

Supervisor Name: _____ Title:_____ Email: _____

Internship Start Date: _____/_____/_____ Average Hours Per Week: _____

Internship End Date: _____/_____/_____ Paid internship? (Select one) ○Yes ○No

ACADEMIC CREDIT:

Following the Schnitzer School of Global Studies and Languages Internship Credit Guidelines, credits are awarded based on the hours worked per terms as follows:

1 credit = 30 hours of work per term
2 credits = 60 hours of work per term
3 credits = 90 hours of work per term
4 credits = 120 hours of work per term

Total Credit Hours: _____

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LEARNING OBJECTIVES AND POSITION DESCRIPTION

Identify and describe *three* learning goals using the format below. Learning goals should include the new knowledge you expect to acquire, the skills you want to learn or enhance, and the areas of competence or abilities you seek to develop or improve. Each learning goal *must be specific* and *relevant to your future career* and supported by *at least three* tasks. More guidance here.

Please note: *If your program has language engagement requirements for credit, at least one of your goals should relate to the development of your skills in that language.*

Learning Goal #1:
To be met through the following tasks and responsibilities:

1)
2)
3)

Learning Goal #2:
To be met through the following tasks and responsibilities:

1)
2)
3)

Learning Goal #3:
To be met through the following tasks and responsibilities:

1)
2)
3)

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Dear Employer/Volunteer Supervisor,

The student who has presented you with this form is enrolled in *GSL 404: Internship* at the University of Oregon which offers academic credit for a community engaged experience. It is our intention that students contribute to your organization's work and mission in a valuable way while developing professional knowledge and intercultural competencies. To earn credit, students are expected to integrate their academic coursework with applied work experience.

STUDENT RESPONSIBILITIES:

a. Complete an internship description, identify and describe at least 3 learning objectives, complete all assignments for the internship course, and obtain a P (Pass) grade.
b. Keep track of hours and complete all duties/projects agreed upon with site supervisor by the end of the term as a volunteer or intern.
c. Attend any required orientation or trainings and complete required paperwork associated with working at the site in a timely manner.
d. Maintain regular attendance as agreed upon with the site. If absence is required, notify site supervisor promptly.
e. Demonstrate a cooperative attitude and willingness to learn.
f. Relate and apply knowledge acquired in the academic setting to the internship setting.
g. Represent the Schnitzer School in a professional manner. Students are expected to follow the internship's policies and standards of professionalism (e.g., dress, behavior, site software/data usage, & communication).
h. Contact the Schnitzer School Internship Supervisor if problems related to the internship arise.

SITE SUPERVISOR RESPONSIBILITIES:

a. Orient intern to the site and its culture, including standards of professionalism, and its policies.
b. Work with the student to define a realistic and achievable project or set of work goals for the student intern within the agreed upon time frame.
c. Provide training that supports the achievement of student's learning objectives.
d. Ensure that supervision is adequate for student intern to complete assigned tasks.
e. Provide on-going feedback and complete midterm and final student evaluation. Discuss the evaluation with Intern prior to submitting to Internship Coordinator.
f. Provide safe working conditions and the necessary workspace/tools for the student to complete the internship.
g. Communicate any concerns with students' performance to the Schnitzer School Internship Coordinator in a timely, clear, and appropriate manner.

SCHNITZER SCHOOL INTERNSHIP COORDINATOR RESPONSIBILITIES:

a. Assist Intern in selecting an internship and developing learning goals
b. Promote methods to ensure positive professional experience for both the intern and supervisor
c. Approve the Internship Agreement for completeness.
d. Mediate student issues related to the internship as needed.

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e. Provide reflection opportunities and assignments to help student relate their community-based learning to other course content.
f. Evaluate student's performance on a pass/no pass basis.

UNIVERSITY OF OREGON LIABILITY STATEMENT:

The student is not an employee of the University. The Oregon Tort Claims Act (ORS 30.260-300) permits the University to accept responsibility only for the acts of its officers, employees and agents. Since a student participating in an internship does not qualify as any of those persons, the University is prohibited from accepting any liability for the acts, omissions, and conduct of students in an internship and is prohibited from providing coverage with State Accident Insurance or other workers' compensation, liability insurance, or unemployment insurance. The "Community Partner" agrees that it is the Community Partner's responsibility to determine what provisions or actions are necessary to fulfill any liability and workers' compensation obligations created by its participation in an internship program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

The Internship/Site Supervisor agrees to protect the confidentiality of student information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, specifically 20 U.S.C. 1232G, 34 C.F.R. § 99.33, ORS 351.070 and OAR 571-020, with respect to any redisclosure of personally identifiable information from education records obtained from the University.

COMPENSATION:

Any compensation arrangements made between the Internship/Site and the student are outside of this agreement. The Internship/Site Supervisor agrees to adhere to all Civil Rights Protections for Interns (ORS 659A.350). Except for any special arrangements specifically documented in writing prior to the beginning of the internship and made part of this agreement, the student is responsible for her/his own transportation, parking and any expenses associated with the internship.

RESPONSIBILITIES:

The student, Site Supervisor, and Schnitzer School Internship Supervisor agree to their respective responsibilities as outlined herein.

_____	_____	_____
Student Name (Print)	*(Signature)*	*Date*
_____	_____	_____
Internship/Site Supervisor Name (Print)	*(Signature)*	*Date*
_____	_____	_____
SGSL Internship Coordinator Name (Print)	*(Signature)*	*Date*