



PPPA Capstone
Internship Learning Agreement (TPOLS 496 and TPOLS 497)

This form must be typed. Make copies for yourself, the PPPA internship supervisor, and site supervisor. Bring original signed form and a copy of the course syllabus to the IAS office (WCG 424) for entry code.

IT IS THE STUDENT'S RESPONSIBILITY TO REGISTER FOR THESE CREDITS

SIAS students may earn a maximum of 15 Independent Study credits at UW Tacoma. Internships may account for 15 of these credits. The following courses are considered Independent Study: TCOM 490; TESC/TIAS 496, 497, 498, 499; TMATH 496; TPOLS 496, 497\*; TSPAN 496; TPSYCH 496, 498, 499.

Number of Independent Study credits previously earned \_\_\_\_\_

Table with 7 columns: Course Prefix & #, Qtr, Year, Graded or CR/NC, # of Credits, SLN\*, Entry Code (office use only)

\*SLN changes quarterly. Please consult current Registration Guide for correct number.

STUDENT INFORMATION

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

Student Email (UW Addresses only) \_\_\_\_\_ @uw.edu Phone: \_\_\_\_\_

Student's Major/Concentration: \_\_\_\_\_

SITE INFORMATION

Site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's email: \_\_\_\_\_ Phone: \_\_\_\_\_

Site/Employer Name: \_\_\_\_\_

Site/Employer Address: \_\_\_\_\_

Mission of organization: \_\_\_\_\_

General Responsibilities of the Parties

Student Responsibilities

- a. Work on the days and times agreed upon with site supervisor. For each 5 credits you should work on site for 10 hours/wk for 10 weeks, or 100 hours in total.
b. Adhere to all guidelines or policies set forth by the site supervisor, and dress and communicate professionally.
c. Read syllabus; remain in regular contact with your academic supervisor (make sure you receive all electronic correspondence, including posts on Canvas); complete all academic assignments.
d. Communicate any concerns you have with your workplace (including any concerns over your safety or treatment, including sexual harassment or other discriminatory conduct) to your academic supervisor and/or site supervisor, as fitting with the circumstances.\*

**\*Sexual Harassment/Assault**

Sexual harassment is a form of discrimination, and as a student you have rights under Title IX of the Education Amendments of 1972 and resources through the UW if you experience sexual harassment while completing your internship. Examples of sexual harassment can include sexual innuendoes, comments or bantering, intrusive, sexually explicit questions, sexually explicit correspondence, displays of sexually explicit photos, or unwanted physical or sexual advances. If you experience sexual harassment while working as an intern, you have several resources available to you through the UW for reporting and/or receiving help. You can report sexual harassment through the UWT Title IX and student advocacy office: <http://www.tacoma.uw.edu/student-engagement/student-advocacy-support> the University Complaint Investigation & Resolution Office (<http://compliance.uw.edu/UCIRO>) or the student conduct office (<http://www.washington.edu/cssc/>). You can also find out what other kinds of help is available to you by calling UWT Safe Campus: 253-692-SAFE (7233) which is available 24/7.

**Student Intern: I concur with and accept the responsibilities listed above.**

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Student Intern Signature Date

**Faculty Supervisor Responsibilities**

- a. Meet with interns and discuss the internship academic and work requirements.
- b. Check in with Internship Site Supervisor at the beginning, middle and end of the internship and communicate expectations about the work site environment for interns. When possible, visit intern at internship site and meet supervisor, especially if placement is new.
- c. Read intern work in a timely manner and provide sufficient feedback.
- d. Be available for regular meetings with intern, ask about and respond to any concerns they raise, including concerns about safety or professionalism in the work site environment.

**Faculty Internship Supervisor: I have discussed the academic component of this internship with the student intern, and I concur with the above responsibilities.**

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PPPA Faculty Internship Supervisor Signature Date

**Site Supervisor Responsibilities**

- a. Meet with intern, provide orientation to work site culture and expectations, and communicate to intern all applicable policies or procedures the intern is expected to follow.
- b. Follow the Fair Labor Standards Act for internships ([www.dol.gov/whd/regs/compliance/whdfs71.htm](http://www.dol.gov/whd/regs/compliance/whdfs71.htm)). Provide a safe and professional environment for interns, and inform interns of their rights and resources regarding sexual harassment and other anti-discrimination policies on site.
- c. Assign appropriate work projects that complement the intern’s learning objectives.
- d. Familiarize yourself with your intern’s academic project, and if relevant, provide assistance. Periodically mentor the intern and provide career guidance.
- e. Provide a written evaluation of intern and internship experience at the end of the internship.

**Internship Site Supervisor: I have discussed this internship with the student intern. We have agreed on the hours and general scope of work, and I concur with the above responsibilities.**

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Internship Site Supervisor Signature Date