



DEPARTMENT OF SOCIAL SCIENCES

UNIVERSITY of WASHINGTON | TACOMA

School of Interdisciplinary Arts & Sciences

Department of Social Sciences: Capstone Internship Learning Agreement

This form must be **typed**. Make copies for yourself, faculty internship supervisor and site supervisor. Bring signed form and to SIAS office (WCG 424) for entry code, or email to iashelp@uw.edu.

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. **Currently the only internship meeting these requirements for this specific form must register for one of the following courses:** TECON 496, TLAW 496, TPOLS 496 and TPOLS 497. If you don't see the appropriate course prefix, please use the [SIAS Internship Learning Agreement](#) instead.

Number of Independent Study credits previously earned _____

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

- Work on the days and times agreed upon with site supervisor. For each 5 credits you should work on site for 12 hours/wk for 10 weeks, or 120 hours in total.
- Adhere to all guidelines or policies set forth by the site supervisor, and dress and communicate professionally.
- 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.
- 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.

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.

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). 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.

Internship Site Supervisor Signature

Date