



INTERNSHIP AGREEMENT

Due by 5:00 pm on Friday, October 3, 2008

Please type by moving through the fields with the tab key.

STUDENT INFORMATION

Name _____
 Street Address _____
 City, State, Zip _____
 Phone _____
 E-mail _____

Degree Program (check all that apply)

Undergraduate

PPPM Major PPPM Minor Nonprofit Administration Minor

Other _____

Graduate

Community & Regional Planning Public Administration

Nonprofit Management Certificate Other _____

SITE INFORMATION

Site Supervisor _____
 Position/Title _____
 Organization/Unit _____
Mailing Address _____
 City, State, Zip _____
 Phone _____
 Fax _____
 E-mail _____
 Web site _____

INTERNSHIP PERIOD AND SCHEDULE

From: month _____ year _____

To: month _____ year _____

Average hours per week: _____

Schedule: _____
 (days and hours)

Is this a paid internship? Yes No

Academic Credit

One credit is earned for every three hours of internship per week (1 credit = 30 hours of internship during the course of a 10-week term). Summer term is 11 weeks. Attendance during finals week is not required.

Credit hours per term: Fall _____ Winter _____ Spring _____ Summer _____

INTERNSHIP DESCRIPTION

Students must complete an internship description using the format outlined on page 4.

STUDENT RESPONSIBILITIES

- ◆ Develop learning goals in collaboration with the site supervisor and Internship Director or Internship GTF.
- ◆ Develop tasks and responsibilities in collaboration with the site supervisor.
- ◆ Represent the site and PPPM in a professional manner. Students are expected to follow the site's policies and standards of professionalism (e.g., dress, e-mail, and cell phone usage).
- ◆ Maintain regular attendance. Notify the site supervisor if an absence is required.
- ◆ Contact the Internship Director/GTF in a timely manner if any problems related to the internship should arise.
- ◆ Complete all assignments by the due dates listed in the course syllabus on Blackboard.

SITE SUPERVISOR RESPONSIBILITIES

- ◆ Assist the student in developing learning goals and appropriate tasks and responsibilities.
- ◆ Orient the student to the site and its culture, including standards of professionalism.
- ◆ Communicate site policies.
- ◆ Provide training that supports the achievement of the student's learning goals.
- ◆ Ensure that supervision is adequate for the student to complete assigned tasks.
- ◆ Provide on-going feedback and complete midterm and final student evaluations. **Discuss the evaluations with the student prior to submitting to the Internship Director.**
- ◆ Provide the student with opportunities to observe the operations of the site, including staff meetings.
- ◆ Provide opportunities for the student to network and interact with staff, managers, and volunteers in the professional field. This may include participation in community meetings and events or attendance at conferences and trainings.
- ◆ Provide safe working conditions and the necessary workspace, tools, equipment, and supplies for the student to complete the internship. Provide a background check if required by the organization.
- ◆ Contact the Internship Director/GTF if attendance or other work performance issues arise.
- ◆ Ensure that no regular employees are displaced by the student.

INTERNSHIP DIRECTOR/GTF RESPONSIBILITIES

- ◆ Assist the student in selecting an internship site and developing learning goals.
- ◆ Pre-authorize PPPM 404/604 Internship.
- ◆ Monitor student's attendance and progress and mediate problems related to the internship.
- ◆ Evaluate the student's performance on a pass/no pass basis.

UNIVERSITY INFORMATION

Contact	Rhonda Smith, Internship Director (graduate students) rhonda@uoregon.edu , 541.346.2179
	Neil Obringer, Internship GTF (undergraduate students) interns@uoregon.edu , 541.346.3604
Department	Planning, Public Policy and Management
Address	1209 University of Oregon, Eugene, OR 97403-1209
Fax	541.346.2040

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 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.

Compensation

Any compensation arrangements made between the Community Partner and the student are outside of this agreement. 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 Internship Director/GTF agree to their respective responsibilities outlined on page 2 of this agreement.

PPPM Internship Description

The student, site supervisor, and Internship Director/GTF acknowledge and support the learning goals, tasks, and responsibilities outlined on page 4 of this agreement.

Site Supervisor **Date**
(signature)

Site Supervisor (print) **Date**

Student **Date**
(signature)

Student (print) **Date**

Internship Director/GTF **Date**
(signature)

Note to student: For the first term of your internship, attach the PPPM Internship Description to your fully signed Internship Agreement. If you continue at the same site in subsequent terms, only complete pages 3 and 4 of the Internship Agreement. Return the original to the Internship Director/GTF, retain one copy for your records, and give one copy to the site supervisor.

Name: _____

Site: _____

Term: _____

PPPM INTERNSHIP DESCRIPTION

Please type by moving through the fields with the tab key.

Describe **three to five** 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 supported by **at least two** tasks and responsibilities statements. Tasks and responsibilities may include research, writing, analysis, client contact, presentations, and reports.

Learning Goal #1: _____

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #2: _____

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #3: _____

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #4: _____

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #5: _____

To be met through the following tasks and responsibilities:

- A.
- B.
- C.