

INTERNSHIP AGREEMENT Due by 5:00 pm on Friday of Week 10

Use the tab key to move through the fields

This Internship Agreement ("Agreement") is between the State Board of Higher Education acting by and through the University of Oregon-School of Planning, Public Policy and Management and the below named Student and Community Partner ("Community Partner" or "Site").

STUDENT INFORMATION

Name	Click here to enter text.
Street Address	Click here to enter text.
City, State, Zip	Click here to enter text.
Phone	Click here to enter text.
E-mail	Click here to enter text.

Degree Program (check all that apply)

PPPM Major	PPPM Minor \Box	Nonprofit Minor 🗆
Graduate		
Master of Community and Re	egional Planning 🗆	Master of Public Administration \Box
Master of Nonprofit Manager	nent 🗆 Graduate	e Certificate in Nonprofit Management 🗆

SITE INFORMATION (Community Partner)

Site Supervisor	Click here to enter text.
Position/Title	Click here to enter text.
Organization/Unit	Click here to enter text.
Mailing Address	Click here to enter text.
City, State, Zip	Click here to enter text.
Phone	Click here to enter text.
E-mail	Click here to enter text.
Website	Click here to enter text.

INTERNSHIP PERIOD

From: Enter month	Enter year	To: Enter month	Enter year
Average hours/week: Enter hours/week		Paid internship? Yes 🗆	No□

ACADEMIC CREDIT

One credit is earned for every three hours 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 is not required.

Credit hours per term

Fall	Winter	Spring	Summer
Enter credits	Enter credits	Enter credits	Enter credits

For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as provided above and as follows:

INTERNSHIP DESCRIPTION: See Exhibit A on page 4.

STUDENT RESPONSIBILITIES

- Develop learning goals in collaboration with the site supervisor and Career Services Director (graduate students)/Undergraduate Internship Director.
- Work with site supervisor to complete Exhibit A: PPPM Internship Description.
- 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 Career Services Director/Undergraduate Internship Director 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 Canvas.

SITE SUPERVISOR RESPONSIBILITIES

- Work with student to develop tasks and responsibilities and complete the PPPM Internship Description, a copy of which is attached to this agreement as Exhibit A: PPPM Internship Description.
- Orient student to the site and its culture, including standards of professionalism.
- Communicate site policies.
- Provide training that supports the achievement of student's learning goals.
- Ensure that supervision is adequate for student to complete assigned tasks.
- Provide on-going feedback and complete midterm and final student evaluations. Discuss the evaluations with student prior to submitting to the Career Services Director (graduate students) / Undergraduate Internship Director.
- Provide student with opportunities to observe operations of the site, including staff meetings.
- Provide opportunities for 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 student to complete the internship. Provide a background check if required.
- Contact the Career Services Director/Undergraduate Internship Director if attendance or other work performance issues arise.
- Ensure that no regular employees are displaced by the student.

CAREER SERVICES DIRECTOR/UNDERGRADUATE INTERNSHIP DIRECTOR RESPONSIBILITIES

- Assist 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 student's performance on a pass/no pass basis.

UNIVERSITY INFORMATION

Contact	Julie Voelker-Morris, Career Services Director (Graduate Students)
	<u>jvoelker@uoregon.edu</u> , 541.346.2179
	Jessica Matthiesen, Undergraduate Internship Director
	jessicam@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 Career Services Director/Undergraduate Internship Director agree to their respective responsibilities outlined on page 2 of this agreement.

Exhibit A: PPPM Internship Description

The student, site supervisor, and Career Services Director/Undergraduate Internship Director acknowledge and support the learning goals, tasks, and responsibilities to be outlined on page 4 of this agreement. Exhibit A is due on Monday of week 2.

Site Supervisor (signature)	Date	Site Supervisor (print)	Date
Student (signature)	Date	Student (print)	Date
Career Services Direction (signature)	ctor/Undergradu	uate Internship Director	Date

Note to student: Make a copy of this agreement for your site supervisor. Exhibit A: PPPM Internship Description (page 4) should be completed during the first week of your internship. This page of the agreement is due by 5:00 pm on Monday of week 2.

If your internship period covers more than one term (as outlined on page 1), you are only required to update and resubmit Exhibit A: PPPM Internship Description (page 4) after the initial term of your internship.

Name: Click here to enter text.

Site: Click here to enter text.

Term: Click here to enter text.

Exhibit A

PPPM INTERNSHIP DESCRIPTION Due Monday of Week 2

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: Click here to enter text.

To be met through the following tasks and responsibilities:

- A. Click here to enter text.
- **B.** Click here to enter text.
- **C.** Click here to enter text.

Learning Goal #2: Click here to enter text.

To be met through the following tasks and responsibilities:

- A. Click here to enter text.
- **B.** Click here to enter text.
- **C**. Click here to enter text.

Learning Goal #3: Click here to enter text.

To be met through the following tasks and responsibilities:

- A. Click here to enter text.
- **B.** Click here to enter text.
- **C.** Click here to enter text.

Learning Goal #4: Click here to enter text.

To be met through the following tasks and responsibilities:

- A. Click here to enter text.
- **B.** Click here to enter text.
- **C**. Click here to enter text.

Learning Goal #5: Click here to enter text.

To be met through the following tasks and responsibilities:

- A. Click here to enter text.
- **B.** Click here to enter text.
- **C.** Click here to enter text.