

University of Hawai'i at Hilo
Department of Sociology

Internship Field Education Manual

Dr. Alton M. Okinaka
Department of Sociology
808-932-7117
alton@hawaii.edu

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Internship Field Education Manual

Introduction

The purpose of this manual is to provide students and field supervisors with procedures, guidelines and evaluation expectations associated with the internship course (SOC 391) offered by the University of Hawai'i at Hilo Department of Sociology.

Internships are designed to provide an opportunity for students to apply theoretical knowledge and skills in a real world setting such as a public, private or government agency or similar setting.

Placements must be preapproved. Stated learning objectives are part of the learning contract to be developed between the faculty advisor, the internship supervisor and the student. The stated objectives must be demonstrated in the internship setting in order to complete the internship successfully.

Over the duration of the semester students are expected to work a minimum of 140 hours for each three credits taken. Those who are registered for six credits are expected to work a minimum of 280 hours. Students who are continuing at the same placement setting must involve some new learning goals and experiences each semester. Students may earn a maximum of 12 credits toward their Sociology degree. Only six (6) credits can count toward the Sociology major or minor requirements. The remainder of the credits will count toward the Upper Division Elective requirements for degree completion.

Since 2010, UH-Hilo Sociology Interns have completed over 19,000 hours of volunteer service on the Big Island.

Roles and Responsibilities

Faculty Advisor

The faculty advisor is the instructor-of-record and is ultimately responsible for the assignment of a grade at the completion of the internship experience. The faculty advisor has the following responsibilities:

1. Approving all internship placements and internship supervisors prior to the placement starting date.
2. Informing internship supervisors and students about the expectations, responsibilities and procedures involved in the field placement.
3. Preparing and distributing internship supervisors and students all necessary materials including the Field Education Manual, course outline, learning contract and evaluation forms.
4. Assisting in identification of learning goals and experiences.
5. Meeting with each internship supervisor and student at least twice every semester in order to establish and evaluate the internship.
6. Consulting with internship supervisors and students regarding any concerns arising during the field education experience.
7. Consulting on field education matters and providing necessary mediation for problems involving internship supervisors, coworkers, clients and students.
8. Maintaining regular contact with internship supervisor when a student is identified for being at risk of failing and developing a written plan for remediation of any problems or other concerns.

Internship Supervisor

The internship supervisor has the following responsibilities:

1. Providing at least 1-2 hours of weekly scheduled educational supervision which includes internship instruction, supervision and feedback on progress and professional development.
2. Meeting with each faculty advisor and student at least twice every semester in order to establish and evaluate the internship.
3. Participating in pre-placement interviews with student and advising faculty as to the suitability of the student for the internship experience at their agency.
4. Orienting the student to the agency.

5. Assessing the student's performance and learning needs through direct observation of the student at work.
6. Consulting with faculty advisor at other times as needed.
7. Evaluating student progress on an ongoing basis and providing written reports at the middle and end of the term.
8. Submitting a recommended grade to the faculty advisor.

Student

The student has the following responsibilities:

1. Filling out the application form and identify the type of placement desired.
2. Attending pre-placement interview at the agency.
3. Sharing with internship supervisor and faculty advisor any personal information that might interfere with the student's ability to function in the proposed position including any criminal background as well as information about any potential conflicts of interest or other ethical concerns.
4. Participate in establishment of desired learning goals and experiences.
5. Documenting activities on an ongoing basis as required by either the internship supervisor or faculty advisor.
6. Notifying the internship supervisor and faculty advisor of any change of circumstance that will interfere with the student's ability to complete the agreed upon tasks or which will require the student to miss work.
7. Participating in completion of the learning contract, midterm and final evaluations.
8. Providing a written evaluation and final report on the internship experience as well as an oral report to the internship class during the final weeks of the semester.
9. Being honest and ethical in all of their dealings regarding both their academic and internship roles and remembering that their actions will reflect upon both UHH and the internship agency.

Criteria for Student Selection of an Internship

Internships are assigned to maximize learning opportunities by matching the opportunities available with the learning needs of students. The matching process begins when a pool of available affiliated agencies and supervisors is identified by the faculty supervisor. Students are invited to make requests or

suggest and identify additional potential placements. The final decision regarding appropriateness of a placement will be left to the judgement of the faculty advisor.

Internships in Place of Employment

Internships in a student's ongoing place of employment are normally not approved. In exceptional circumstances, an internship may be approved provided that;

1. The internship experience is distinct from the normal duties for which the student is paid.
2. The internship supervisor is not the student's work supervisor.

Internship Remuneration

No financial remuneration from UHH is available to the student while in placements. In rare cases agencies may provide a stipend for interns. This is generally not the case and is not expected by the University. Agencies, in accordance with their own incidental expense policies are expected to reimburse students for expenses incurred when carrying out the responsibilities of the internship.

Occasionally, work-study compensation may be available to qualifying students. Internships will be considered on a case-by-case basis for work-study students. The primary consideration involves whether or not the student's work is considered to involve activities that will contribute to their development of professional skills.

Evaluation Processes and Procedures

Evaluation is seen as an ongoing process and is intended to highlight the strengths and learning needs of the student. The assessment of educational needs and the progress of every student is to be formally articulated at the beginning, middle and end of the academic semester or term on the prescribed evaluation forms.

Student, internship supervisor and faculty advisor are expected to meet for evaluations at midterm and again at the end of the semester. The student is

responsible for identifying dates and times for these meetings that fit into both the internship supervisor's and faculty advisor's schedule.

The internship supervisor is asked to meet with the student intern to discuss written evaluations before meeting with the faculty advisor so that the focus of the discussion during the evaluation sessions can be on the student's accomplishments.

A template of the learning contract, midterm evaluation and final evaluation forms can be found at the end of this document.

Faculty Advisor Contact Information

Dr. Alton M.Okinaka
Division of Social Sciences
University of Hawaii at Hilo
200 W. Kawili St.
Hilo, HI 96720-4091
Email: alton@hawaii.edu
Office: UCB 345
Office phone: 808-932-7117
FAX: 808-932-7098

Messages can be left with the Social Sciences Division Office:
UCB 308 Phone: 808-932-7100

**Internship Agreement
Sociology Department
University of Hawai'i at Hilo**

Student's Name:

Date:

Intern Contact Number(s):

Field Placement Site:

Supervisor's Name:

Supervisor's Contact Number(s):

Instructor's Name: Alton M. Okinaka

Instructor's Contact Number: 808-932-7117

Purpose of Services Provided by Agency

(2-3 sentences about the overall mission and 2-3 sentences about individual project's purpose)

Student's Goals for Field Placement

(Work with supervisor to develop a list of three to four basic learning or skill development goals you hope to achieve this term)

Examples:

1. Develop techniques and approaches to interviewing clients.
2. Learn to conduct admissions assessments according to program criteria.
3. Acquire familiarity with funding streams of non-profit agencies.

Services to be Provided by Student

(Work with your supervisor to develop a list of three to four basic services or activities you hope to provide this term)

Examples:

1. Attend intake assessments under supervision by agency personnel.
2. Conduct criminal background investigations (relevant to position).
3. Assist supervisor in scheduling assessment meetings.
4. Supervise youth program activities for the project.

Placement Hours

Include the following words (adjust number depending on credits enrolled):

I will provide 140 hours of work between (include beginning and end dates) on agency related business as part of my internship placement. I will not be paid for this work as performed. I will be serving as a volunteer to the agency and not acting as an agent of the University of Hawai'i at Hilo.

Include a breakdown of how many hours you plan to work each week and your schedule if one has been developed.

Support to be Provided by the Instructor

1. Provide feedback to the student intern and placement agency supervisor.
2. Availability to the intern and agency supervisor to assist with problem-solving relevant issues.
3. Ethical treatment of all information drawn from agency and clientele.

Certification and Signatures

Student intern agrees to abide by ethical and professional guidelines set down by agency, especially regarding confidential agency and clientele information.

We agree to abide by the terms of this contract. Any major modifications will be in writing and agree to by all parties.

Student

Field Supervisor

Date

Date

Instructor

Date

Midterm Supervisor Evaluation Form

Please complete this midterm evaluation and return it to Dr. Alton M. Okinaka by March 6. The intent of this evaluation is to assist us in determining ways in which we can assist your intern.

Organization _____ Date _____

Supervisor's Name _____

Intern _____

Please rate the intern's work on a five point scale (1=Poor, 5=Excellent) by circling the appropriate rating:

Attitude/Motivation/Work Habits	Evaluation				
	Poor	Average	Average	Excellent	Excellent
Attitude/willingness to work	1	2	3	4	5
Responsibility	1	2	3	4	5
Timely completion of tasks	1	2	3	4	5
Cooperation/ability to work with others	1	2	3	4	5
Initiative	1	2	3	4	5

Number of hours completed _____

Are there any areas in which the intern needs to improve his/her efforts?

Is there anything I can do to assist you or your agency?

Final Supervisor Evaluation Form

Please complete this evaluation form prior to meeting with Dr. Okinaka for your intern's final evaluation during the last two weeks of April. Please meet with your intern to discuss your comments before we get together so that we can focus on the student's accomplishments in our discussions. Thank you!

Organization _____ Date _____

Supervisor Name _____

Intern _____

Please rate the intern's work on a five point scale (1=Poor, 5=Excellent) by circling the appropriate rating:

Attitude/Motivation/Work Habits	Evaluation				
	Poor	Average	Excellent		
Attitude/willingness to work	1	2	3	4	5
Responsibility	1	2	3	4	5
Timely completion of tasks	1	2	3	4	5
Cooperation/ability to work with others	1	2	3	4	5
Initiative	1	2	3	4	5

Types of activities performed by intern	Evaluation				
	Poor	Average	Excellent		
1. _____	1	2	3	4	5
2. _____	1	2	3	4	5
3. _____	1	2	3	4	5
4. _____	1	2	3	4	5

Number of hours completed _____

General Comments on intern's work

Recommendations for future endeavors or goals for intern

Intern's Journal

Journal Checklist

Journals should be kept on an ongoing basis—entries should be weekly summaries or daily (ideally) notes. These will constitute a log book that details the type and amount of work you have completed. Use this as a basis for term end reports. At the top of each page you should include the number of hours you have worked during the period covered by the page and the running total of hours you have worked since the beginning of the term. You may want to include the following information in the narration portion of your journal.

Hours worked

Activities/Sites

Worked with whom

Significant events

Positive or negative experiences

Problems and solutions

Skills or information learned

Ideas for improving tasks or services

Journal Template

Hours worked this period _____ Total hours to date _____

Week of _____

Placement Agency _____

Supervisor's Name _____

Activities/Sites _____

Worked with whom _____

Significant events or projects:

Positive or negative experiences:

Problems and solutions:

Skills or information learned:

Ideas for improving tasks or services:

Template for Final Report Internship SOC 391

Name:

Date of Report:

Internship Site:

Supervisor:

Semester:

Goals and Learning Objectives

In this section, refer back to your internship agreement to summarize your initial goals. Then describe how well you feel they were met or surpassed. If your circumstances prevented your meeting these goals, describe what happened.

Activities

Summarize your activities as stated in your internship agreement. Then recap the term, detailing your actual activities. Rely on your journal for information. Include relevant information about the organizational structure, personnel and environment of the placement site. Where there major changes while you were there? Did it affect your activities? How did you feel while working there?

How Learning Objectives Were Met

Discuss your learning objectives and skills development during the internship. How did it help you grow professionally? Mention and projects that challenged you or an problems you had to solve.

Strong Aspects of the Internship Experience

Describe the positive aspects of this internship.

Weak Aspects of the Internship Experience

Describe the limitations of this internship.

Sociological Significance

To what extent has your understanding of social processes or structures been impacted by this experience? There are many ways to approach this question. Does it relate to the theories covered in any of your Sociology classes? Does it relate to social problems or issues raised in classes? Has the experience brought added relevance to race, gender, age, or class issues? Could a greater understanding of Sociology improve the way the organization conducts its business?

Recommendations

Make any recommendations you feel might improve this placement site for other students. Your suggestions should include what students need to know before interning at your site. You might even suggest what type of student (“self starter”; “someone who wants direction”; “future law school student”) who would benefit from such a placement.