

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

Student's Name:

Date:

Intern Contact Number:

Field Placement Site:

Supervisor (s) Name:

Supervisor Contact Number:

Instructor Name:

Instructor Contact Number:

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

(list 3-4 basic goals)

Examples:

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

Student's Theories/Skills Development

Examples:

1. Expand understanding of theoretical development about substance abuse prevention.
2. Develop counseling skills within the context of the clients served by this agency.
3. Develop professional skills relevant to working within a social service agency (be specific).

Services to be Provided by Student

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 recreational activities for the XYZ Project.

Placement Hours:

Include the following words:

I will provide **140** hours (280 hours if internship is six credits) of work between **(include the beginning dates and end dates)** on agency-related business as part of my internship placement. I will not be paid for this work 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.

Schedule

Each student should list the days and times they intend to work each week at the internship site. The purpose of the schedule is to make sure that a plan is in place to complete the required hours by the end of the term. This schedule is not binding and may be altered if the needs of the student or agency require.

Support to be Provided by the Instructor

1. Provide feedback to 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 respecting confidential agency and clientele information. We agree to abide by the terms of this contract. Any major modifications will be in writing and agreed to by all parties.

Student

Field Supervisor

Date

Date

Instructor

Date