

**University of Hawaii  
at Hilo  
Department of  
Sociology**

**Internship Field Education Manual**

Dr. Thom Curtis  
Chair, Department of Sociology  
808-974-7391  
thomc@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 Hawaii 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 pre-approved. 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 requirements. The remainder of the credits will count toward the general education requirements for degree completion.

## **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 to 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 as 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 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. Participating in establishment of desired learning goals and experiences.
5. Documenting activities on a continuing 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 identify additional potential placements. The final decision regarding appropriateness of a placement will be left to the judgment of the faculty advisor.

## **Internships in Place of Employment**

Internships in a student's 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 for Remuneration**

No financial remuneration from UHH is available to student while in placements. In rare cases, agencies may provide a stipend for interns. This is not generally 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.

## **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 evaluations sessions can be on the student's accomplishments.

Examples of the learning contract, midterm evaluation and final evaluation forms can be found in the appendices at the end of this document.

**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**

(Work with your 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 assessment 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 recreational activities for the XYZ Project.

**Placement Hours:**

Include the following words:

I will provide **140** hours 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.

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 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

# Midterm Supervisor Evaluation Form

Please complete this midterm evaluation and return it to Dr. Curtis by March 15. The intent of this evaluation is to assist us in determining ways in which we can assist your intern.

Please mail or fax this form to Dr. Thom Curtis, UH Hilo, 200 W. Kawili, Hilo HI 96720 or fax to: 974-7737. Mahalo!

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		
a. Attitude/willingness to work	1	2	3	4	5
b. Responsibility	1	2	3	4	5
c. Timely completion of tasks	1	2	3	4	5
d. Cooperation/ability to work with others	1	2	3	4	5
e. Initiative	1	2	3	4	5

Number of hours completed \_\_\_\_\_ (140 for 3 credits; 280 for 6 credits)

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

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

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## Final Supervisor Evaluation Form

Please complete this evaluation form prior to meeting with Dr. Curtis for your intern's final evaluation during the first two weeks of December. 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
a. Attitude/willingness to work	1	2	3	4	5
b. Responsibility	1	2	3	4	5
c. Timely completion of tasks	1	2	3	4	5
d. Cooperation/ability to work with others	1	2	3	4	5
e. 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 \_\_\_\_\_ (140 for 3 credits; 280 for 6 credits)

### General Comments on Intern's Work

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## 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 the basis for year-end reports. At the top of each page must you must type the number of hours you have worked during the period covered by that page and the running total of hours you have worked since the beginning of the term. You may 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 & Solutions

## Journal Template

Hours worked this period \_\_\_\_\_ Total hours to date \_\_\_\_\_

Week of \_\_\_\_\_

Placement Agency Name: \_\_\_\_\_

Agency Supervisor's Name: \_\_\_\_\_

Activities/Sites \_\_\_\_\_

\_\_\_\_\_

Worked with whom? \_\_\_\_\_

Significant Events or Projects:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Positive or Negative experiences:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Problems & Solutions

\_\_\_\_\_

\_\_\_\_\_

## **Template for Final Report Internship Soc. 391**

Name:  
Internship Site:  
Supervisor:  
Semester:  
Date of Report :

### **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 circumstances prevented your meeting these goals, describe what happened.

### **Activities**

Summarize your activities as stated in your internship agreement. Then recap the semester, detailing your actual activities. Rely on your journals for this information. This is a place to describe the internship placement site in some detail, mentioning something about the organizational structure, personnel, and environment. How did it feel to work there? Were there major changes in the organization during your internship period? How did this affect your activities?

### **How Learning Objectives Were Met**

Discuss your learning objectives and skills development during the course of the internship. How did it help you grow as a professional? Mention any projects that challenged you or any problems you had to solve.

### **Strong Aspects of the Internship Experience**

Describe the positive aspects of this internship assignment.

### **Weak Aspects of the Internship Experience**

Describe the limitations of this internship placement.

### **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. One way might be to think of a sociology course you've taken and apply some of the information from the course to your experience. Or, perhaps the population your organization is involved with has given you some insights into matters of race, gender, or class. If your program attempts to deal with a social problem, such as crime or homelessness, provide some sociological analysis of their efforts. Could a greater understanding of sociology improve the way your organization goes about 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 the type of student ("self-starter"; "someone who wants direction"; "future law school student") who would benefit from such a placement.