

Application and Learning Agreement Form for SCSS 198: Internship

Name _____ Student ID _____

Address _____ Phone _____

_____ E-mail _____

Total hours completed at Drake _____ Overall GPA _____

Total hours completed for Soc major _____ Sociology GPA _____

Semester/year that internship will be completed _____ How many credits? _____

Name and location of internship placement: _____

Name of supervisor at internship site: _____

Job title/description of site supervisor: _____

Name of supervising faculty member: _____

Summary of Proposed Internship Placement

The following section should be complete in cooperation with your site supervisor (the contact person at your internship site who will be overseeing your activities). You may attach a separate page if necessary.

1. Placement Mission: The placement is where you are interning. Write a brief description of the overall mission, including the general purpose of the agency or organization and who is served.

2. Internship Role: Write a brief description of your role as intern. What will be your expected responsibilities, assigned duties, additional opportunities, scheduled hours, and any other relevant details? Include a minimum number of hours that you are expected to work at the site. This minimum number of hours should be approved by the student, the site supervisor, and the supervising professor.

Summary of Learning Goals and Academic Requirements

Attach documents that explain the following three sections of this agreement form. This agreement form should be completed in cooperation with your supervising faculty member. Completion of this agreement form is necessary for the approval of the internship. All internships have to be submitted to and approved by the Culture and Society's Curriculum Committee.

I. Description of Learning Goals

In collaboration with your supervising professor, develop learning goals that will guide your critical analysis of your experiential learning experience. It is recommended that you have at least five learning goals. In addition to guiding your learning experience, a report on these goals should be incorporated into a final project. See the internship application instructions for a more detailed description of learning goals along with some examples.

II. Academic Requirements

Include a description of the academic requirements that you and your supervising professor have developed. Each internship needs to include a rigorous academic component. You and your supervising professor will decide together the most appropriate types of assignments. There is a suggested model of academic requirements for the internship that outlined in the application instructions, including a learning journal, an annotated bibliography, an ethics assignment, and a final project. Whether or not you decide to follow this standard model or you develop other requirement, please prepare a detailed description of the requirements including tentative due dates. All requirements should be completed by final weeks of the semester you are enrolled for SCSS 198.

Signature of Student _____ **Date of**
application _____

Signature of Supervising Faculty Member _____

Signature of Chair of Curriculum Committee _____

Signature of Culture & Society Dept. Chair _____