Poverty, Inequality, & Social Justice Minor

The Department of History
& the Blum Center on Poverty,
Inequality, & Democracy

INTERNSHIP LEARNING AGREEMENT

This agreement serves to clarify internship goals for both the student intern and the host organization. The information provided is used to ensure both parties have a record of internship expectations and commitments in relation to the Minor in Poverty, Inequality, and Social Justice.

Students are required to complete 120 hours of internship work during the 10-week academic quarter. In addition, academic credit is awarded for completed coursework (in course HIST/GLOBL/CHST 196SJ or a pre-approved alternative). This work includes students documenting new learning, insights, and skills acquired during the internship.

Students should complete the sections on p2 and p3, and then coordinate with their Internship Supervisor to jointly complete the sections on p4. Students are responsible for ensuring this form is completed with all necessary signatures and returned to Dr. Kashia Arnold, Assistant Director of the UCSB Blum Center (karnold@ucsb.edu), **ideally 2 weeks before the proposed start date of the internship.**

STUDENT INFORMATION

Name:	
Email:	
Major:	
Current Quarter/Year:	Have you already declared this minor (Y/N):
Current Year of Study:	Have you already taken HIST 74 (Y/N):

INTERNSHIP INFORMATION

Proposed Internship Site:
Address:
Supervisor Name:
Supervisor Title/Position:
Email:
Phone No.:

STUDENT COMMITMENTS

Goals: Please list 2-3 learning goals you hope to achieve through this internship in relation to your academic studies and/or career plans. For example, are you hoping to develop a specific skill, explore a career path, or learn more about particular approaches to addressing poverty and inequality?

Research & Preparation. What types of issues related to poverty, inequality, and/or social justice does this organization address, and how?

Why did you choose to intern with this specific organization?

What types of specific activities, tasks and projects will you be supporting through this internship?

Understanding your role within the organization: How will the projects you work on contribute to advancing this organization's goals and mission?

Progress: How will this work meet your learning goals? For instance, how will your assigned tasks contribute to your learning? You can also describe specific experiences/skills you hope to obtain through this internship.

Questions/Comments. Please share any other questions/comments you might have related to your prospective internship placement.

Please check all the following boxes to affirm your commitment to:

- ☐ Discussing your responsibilities as an intern with your designated supervisor
- ☐ Tracking the hours you spend at your internship
- ☐ Promptly answering emails from your internship supervisor, faculty sponsor, and Minor Internship Coordinator
- ☐ Contacting your supervisor and Minor Internship Coordinator if any problems at your internship site or elsewhere would prevent you from successfully completing your internship
- ☐ Completing all requirements for your internship course, including your internship hours, and other requirements as identified by the course syllabus
- ☐ Providing feedback on your experience to the Minor Internship Coordinator and/or future interns if requested
- ☐ Adhere to all safety protocols, as identified by your internship provider and relevant federal, state, and local requirements, if you engage in on-site / operational activities.
- ☐ Reading the UCSB Risk Management statement that accompanies this agreement

Student Signature:
[Sign or PRINT NAME]

Date:

SUPERVISOR/INTERNSHIP SITE COMMITMENTS

Organization Mission Statement:

Description of Duties and Learning. What will be this intern's responsibilities? What additional opportunities will they have to learn more about your organization, your field, and the issues you address (e.g. shadowing you at meetings, or participating in staff trainings)? Please describe:

Expected hours/week of this internship? (min. 120 hours over 10 weeks)
If known, what days/times will this intern work?
Will this internship be paid? If so, at what hourly rate?

Do you commit to providing this intern with the following? (Please check to confirm):

- ☐ Regular supervision to discuss the intern's progress (e.g. weekly meetings) and provide guidance
- ☐ Support for the intern to complete assigned tasks and pursue their learning goals (as stated in the above sections of this agreement).
- ☐ Training in the knowledge and skills the intern will need to succeed at your site
- ☐ A designated workspace (may be shared), and the tools/ equipment necessary to complete tasks, if on-site.
- ☐ A final evaluation of the intern's performance, which is reviewed with the intern. A template will be provided.
- ☐ Adherence to all safety protocols (if the internship involves on-site activities). If applicable, please outline key protocols below, and briefly describe how they meet relevant federal, state, and local requirements (including the provision of personal protective equipment), as well as how the intern will be informed of these protocols.

Supervisor Signature **(I have reviewed this document and the UCSB Risk Management statement with this intern) [Sign or PRINT NAME]:**

Date:

UCSB OFFICE ONLY: BLUM CENTER APPROVAL

Students must submit this form to Dr. Kashia Arnold, Assistant Director of the UCSB Blum Center (karnold@ucsb.edu), at least two weeks prior to their start date. Once signed, the Blum Center will send this form to the History Dept for final approval. After receiving approval, students taking HIST/GLOBL/CHST 196SJ will receive an add code from the Department Academic Advisor or Course Instructor. Students taking an alternative internship course will need to approve this form before starting their course.

Blum Center Signature: Date:

Departmental Advisor Approval Signature: Date: