

POVERTY, INEQUALITY & SOCIAL JUSTICE MINOR

DEPARTMENT OF HISTORY and THE BLUM CENTER ON POVERTY, INEQUALITY, AND DEMOCRACY

INTERNSHIP LEARNING AGREEMENT

This agreement is meant to clarify the intern's learning goals and specify requirements between the student intern, internship provider, and the Minor Internship Coordinator, in relation to the Minor in Poverty, Inequality, and Social Justice. Academic credit is awarded for completed coursework (in HIST 196SJ or another qualified internship course) and documented new learning (e.g. new knowledge and/or skills), which takes place during the internship.

Students should complete the student section of this agreement on their own, and then meet with their internship supervisor to complete the supervisor section jointly. Students are responsible for ensuring this form is completed with all necessary signatures and returned to the Minor Internship Coordinator (Joanne Nowak, joanne.nowak@ucsb.edu).

THIS FORM SHOULD BE RETURNED AT LEAST TWO WEEKS BEFORE THE PROPOSED START DATE FOR THE INTERNSHIP.

STUDENT INFORMATION

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

INTERNSHIP INFORMATION

Proposed Internship Site:
Address:
Supervisor Name:
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 career aspirations and/or academic studies. For example, are you hoping to develop a specific skill, explore a career path, or learn more about a particular approach 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 of Role Within 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 could obtain through this internship.



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

In addition to the above, do you commit to (please check for yes):

- 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
- Attend the mid-quarter check-in (the Minor Internship Coordinator will be in touch to schedule this after your internship begins)
- Completing all requirements for the internship course, including all meetings and final evaluations
- Providing feedback on your experience to the Minor Internship Coordinator and/or future interns if requested

Student Signature:	Date:
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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:

How many hours/week is this intern committing to your site?
If known, what will this intern’s weekly schedule be?
Will this internship be paid? If so, at what hourly rate?

Do you commit to providing this intern the following? (Please check for yes):

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Regular supervision to discuss the intern’s progress (ideally weekly) and provide guidance <input type="checkbox"/> Support for the intern to complete assigned tasks and pursue their learning goals (as stated in the above student section of this agreement). <input type="checkbox"/> Training in the knowledge and skills the intern will need to succeed at your site <input type="checkbox"/> A designated workspace (may be shared), and the tools/equipment necessary to complete assigned tasks. | <ul style="list-style-type: none"> <input type="checkbox"/> If the intern is responsible for bringing anything to your site, please list:
<div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <input type="checkbox"/> An evaluation of the intern’s performance at the end of the quarter, which will be reviewed with the intern. An evaluation template will be provided by the Minor Internship Coordinator. |
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Supervisor Signature (I have reviewed the full document with this intern):	Date
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MINOR INTERNSHIP COORDINATOR APPROVAL

Students must turn in this form to the Minor Internship Coordinator at least two weeks prior to the proposed start of their internship. Once signed, the Internship Coordinator will send this form to the History Department for final approval. After receiving approval, students taking HIST 196SJ will receive an add code from the History Department Undergraduate Advisor. Students taking an alternative internship course will need this form to be approved before they begin that course.

Minor Internship Coordinator Signature:	Date:
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DEPARTMENTAL APPROVAL

Signature:	Date:
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