

**Internship Guidelines**

The internship program is for students who are interested in working in public and non-profit organizations and agencies. Middle Eastern and North African Studies majors/minors may receive up to three units of MENAS credit.

Grades available are S (Superior), P (Pass), F (Fail), I (Incomplete), or W (Withdrawal). The grade is based on the written Internship Evaluation Form provided to and returned from the Organization's Internship Supervisor, in addition to the evaluations by the Internship Instructor.

Students are expected to write a 5 page paper; it will include reflection of the experience and discuss how the knowledge gained in the classroom was represented in the internship experience.

Qualifications:

- Minimum 2.0 GPA.
- Have completed at least one semester at the University of Arizona.
- Have completed at least one course in MENAS or similar subject area.

Application Procedure:

1. Student is responsible for making the necessary contacts and securing the internship site by arranging an interview/meeting with the Organization Contact or Internship Supervisor.
2. Student meets with the Internship Instructor to determine the suitability of the proposed internship.
3. Student and the Internship Supervisor complete the *Middle Eastern and North African Studies Internship Form* and the *Assumption of Risk and Release Form* return to the Academic Coordinator prior to the first day of classes of the particular semester in which the internship is to be completed.
4. The Internship Instructor will review the application and determine the appropriate number of units. The Internship Instructor and Intern will discuss and generate academic learning objectives. The application will be signed and the student will submit a Change of Schedule form along with the application to the Academic Coordinator.
5. Student verifies the internship has been added to the semester schedule and pays for credit.
6. Internship Instructor communicates with the Internship Supervisor and sends the *Internship Evaluation Form* for completion at the end of the semester.
7. At the conclusion of the internship:
 - a. Internship Supervisor completes and returns the *Internship Evaluation Form*
 - b. Student attends final internship meeting during the last week of classes and turns in paper and Student Intern Evaluation Form.
 - c. Internship Instructor assigns a grade. No grade can be given until the *Internship Evaluation Form*, has been completed and received from the Internship Supervisor and the student has submitted a hard copy of the paper.

**School of Middle Eastern and North
African Studies
INTERNSHIP APPLICATION FORM**

STUDENT INFORMATION

Eligibility for an internship is based on the following qualifications:

1. Be in **good academic standing** with the University of Arizona and have maintained at least a 2.00 grade point average (major and cumulative) at the University of Arizona prior to enrolling for an internship.
2. Have completed at least one full-time semester at the University of Arizona.
3. Have completed at least one course in MENAS or similar subject area.
4. Be currently enrolled at The University of Arizona.
5. Be a declared major or minor in the department offering the internship. (Non-Majors and minors can earn elective credit but are held to the same standards and requirements.)

[Note: Students in the Honors College should consult with an Honors College advisor regarding Honors credit for an internship.]

The intern student agrees to the following:

1. Students must complete this form and obtain all signatures **prior** to submitting the Intern Application packet to the School of Middle Eastern and North African Studies, Academic Coordinator. Applications must be submitted by the end of the second week of classes.
2. Some must fill out a Change of Schedule form for internship credit {193/293/393/493} with appropriate signatures to submit along with the Intern Application.
3. Pay all registration fees associated with the credits to be earned. If you receive financial aid, consult with the Financial Aid and/or Scholarship Office prior to registering.
4. Discuss with your prospective supervisor at the work site the possible risks and dangers associated with the planned internship. Then complete and sign the **Internship Assumption of Risk Release Form** and submit it to the department offering the internship course.
5. Complete all academic assignments and reporting requirements of the internship as specified by the department.
6. Recognize that you are representing The University of Arizona as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.
7. Understand and follow the policies, procedures, rules, and regulations of the sponsoring organization.
8. Be prepared to perform your internship duties for the hours and duration specified. Talk with the supervisor about any University holidays.
9. For students in **paid** internships: indicate on the application form how the internship work hours and duties exceed the normal job requirements with the sponsoring organization.
10. Ensure that your direct supervisor is able and willing to submit an evaluation on your behalf. Some organizations have personnel policies prohibiting your supervisor from providing a written intern evaluation. If this is the case, special arrangements must be made for your supervisor to speak directly with the course instructor about your performance.
11. At the conclusion of your internship, complete the **Student's Internship Evaluation Form**, and give it to the course instructor.

Student Name

SID#

Local Mailing Address Zip

City State

() - _____
Local Telephone Number

() - _____
Work Telephone Number

() - _____
Cell Phone Number

E-mail Address

Major

Minor

Class Standing Projected

Expected Graduation Date

Cumulative GPA Semester

() - _____
Emergency Contact Name

Relationship

() - _____
Local Telephone Number

DEPARTMENT INFORMATION

The University and Board of Regents have set a standard for 45 hours of work for each unit of internship credit. The intern applicant has agreed to work _____ hours per week for _____ weeks. Therefore, the Department agrees to award units of credit for the following course _____ for the _____ semester.

The Department and/or Course Instructor agree(s) to the following:

1. Select students who are in good academic standing.
2. Ensure that students are NOT awarded internship credit for their ongoing job.
3. Inform students of the necessity of complying with pertinent department and workplace policies and procedures.
4. Require that the instructor documents communications with the student and the work supervisor regarding internship activities.
5. Notify the student that, unless other agreements are made between the student and instructor, the instructor and department will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
6. Notify the student that neither the instructor nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student's work experience.
7. If the student's internship involves doing research with human subjects (e.g., collecting data), make sure that Human Subjects training is provided as appropriate to the student's assignment. [Check the Human Subjects Protection Program to determine if training is needed: <http://www.irb.arizona.edu/faqs.html>]
8. Address the kind and amount of compensation (if any) that the department permits for internship credit (e.g., volunteer work, paid employment, a scholarship, room and board).
9. Send to the supervisor of the sponsoring organization the **Supervisor's Internship Final Evaluation** for completion, along with an envelope addressed to the course instructor; specify the deadline for this form to be returned to the course instructor.

School of Middle Eastern and North African Studies
Department

Social and Behavioral Sciences
College/School

Internship Instructor

Title

PO Box 210158B, Marshall Room 440
Department Mailing Address

City State Zip

E-mail Address

() -
Telephone

Academic Advisor (if different from above)

Title

E-mail Address

() -
Telephone

SPONSORING ORGANIZATION INFORMATION

In order to participate in the Internship Program, prospective organizations are expected to provide a Letter of Agreement outlining the employer's understanding of the internship(s) it intends to offer (see instructions below).

An organization sponsoring an intern should assign a full-time professional as the Internship Supervisor and agree to the following:

1. Prepare a **Letter of Agreement** outlining the organization's understanding of the internship it intends to offer, typically under the following headings:
 - a) **Purpose of the Internship** -A brief statement that describes the purpose of the internship and includes a statement on how the program philosophy will be maintained.
 - b) **Status of the Intern** -A brief description of the intern's status within the agency: expected number of hours per week, hourly wage or salary (if any), eligibility for benefits or not, eligibility for promotion or not, etc.
 - c) **Minimum Qualifications** -A statement that describes the minimum qualifications required of applicants for the internship. Minimum qualifications should include education, work experience, personal qualities, and special skills and knowledge.
 - d) **Job Description** -A broad statement of the job function that describes the intern's duties and responsibilities, including the identification of a "chain of command" for reporting purposes. Also include the name and position title of the expected supervisor.
 - e) **Firm-Specific Guidelines and Requirements for Interns** -A detailed list of what the organization expects from the intern and a definition of the organization's obligations to the intern. The former may include items such as the intern's specific job functions and/or the intern's professional responsibilities with regard to the organization's policies for office conduct, etc. The later may include items such as conditions of continued employment, potential for full-time employment after graduation, mentoring by full-time professionals in the organization, formal communication lines between the supervisor and intern, etc.
2. Prior to advertising the internship position, submit the Letter of Agreement for approval to the department head. This is an agreement between the student, the organization, and the department.
3. Make individual arrangements, if agreed upon between the student and organization, for any wage, stipend or other benefit of service deemed appropriate.
4. Provide pertinent policies and procedures to students prior to the beginning of the internship.
5. Train and provide relevant education and training for the student intern.
6. Supervise and evaluate the intern's performance regularly throughout the term of the internship.
7. Maintain the intern status of the student, to be distinguished from employment status.
8. Notify the department of any decision to remove the student from an internship prior to the agreed upon time, due to the student's failure to comply with rules and regulations, and provide a written report to the department stating the reasons for intern's termination.
9. Complete and submit an Internship Final Evaluation form by the date specified by the department, and return this to the course instructor in the envelope provided.

Sponsoring Organization: _____

Division/Department: _____ Position Title: _____

Internship Supervisor: _____ Supervisor's Title: _____

Supervisor's Email: _____ Supervisor's Phone: _____

Supervisor Mailing Address: _____

Summary of job: _____

MINIMUM INTERN QUALIFICATIONS

Education: _____

Experience: _____

Attitudinal Aspects: _____

Specialized Skills/Knowledge: _____

SPONSORING ORGANIZATION INTERNSHIP AGREEMENT

Start Date: _____ End Date: _____
Month/ Day/ Year Month/ Day/ Year

Work Schedule: _____ Hours Per Week Expected: _____

Supervisor/Student Contact Hours: _____

The student will receive the following compensation for the internship **(circle all that apply)**:

\$____ Per Hr/Wk/Mo Room & Board Stipend Scholarship Pre-Professional Experience

Location of job: _____

On-site Activities/Responsibilities: _____

Physical Demands/Work Environment: _____

Equipment/Machinery To be Used: _____

Other: _____

Sponsoring Organization Internship Supervisor's Signature of Approval

Date

STUDENT'S LEARNING OBJECTIVES (to be completed by course instructor and student)

1. _____

Percentage of Time Spent: _____

2. _____

Percentage of Time Spent: _____

3. _____

Percentage of Time Spent: _____

4. _____

Percentage of Time Spent: _____

5. _____

Percentage of Time Spent: _____

Course Instructor's Signature of Approval

Date

Student Intern's Signature of Approval

Date

CONDITIONS OF AGREEMENT

The Department and Sponsoring Organization, in finalizing this agreement, shall make no distinctions or discriminate against any applicant for internship credit on the basis of sex, race, creed, national origin, age, or handicap. In consideration of the opportunity to participate in this internship, the undersigned Student and Sponsoring Organization do for themselves, their heirs, administrators and assigns, hereby release, discharge, and indemnify the University of Arizona, the College of Social and Behavioral Sciences, the Department of Mexican American Studies, its representatives, administrators, employees, and students from any and all liabilities, losses, damages, claims, fines, suits or actions of any kind and nature, resulting from or arising out of any actions, omissions, or negligence of the performance of this agreement. Furthermore, the Sponsoring Organization will provide the student intern with safety procedures and information as is customarily provided regular employees of the Sponsoring Organization.

INFORMED LIABILITY STATEMENT

I understand that The University of Arizona and its representatives have arranged to establish an internship position with the Sponsoring Organization, which complies with academic, and employment regulations, policies, and procedures of The University of Arizona.

The daily managerial control and working conditions of the internship are under the sole discretion of the Sponsoring Organization and it's designated agents. Consequently, I understand that The University of Arizona, College of Social and Behavioral Sciences, the Department of Mexican American Studies, its deans, directors, administrators, and employees, do not assume and cannot assume any liabilities, losses, or damages to me or others resulting from or connection with acts, judgments, omissions, or negligence occurring during my work for and with the direction of the Sponsoring Organization or its agents. In consideration of this, I have been informed of the importance of securing employer benefits or making my own arrangements for personal and professional liability.

This agreement can be terminated at any time by mutual consent of the Sponsoring Organization, course instructor, and the student.

Student intern agrees to notify the Sponsoring Organization and the College/School Department two weeks prior to the end of the internship.

I have read and understand this document.

Student Signature

Date

Sponsoring Organization Supervisor

Date

Department Course Instructor

Date

Academic Advisor

Date

**University of Arizona Internship
ASSUMPTION OF RISK AND RELEASE FORM**

*THIS IS A RELEASE OF LEGAL RIGHTS -- READ AND UNDERSTAND BEFORE SIGNING
(If student is under 18 years of age, a parent or legal guardian must also read and sign this form)*

Student Participant: _____ **Date of Birth:** _____

Student ID: _____ **Major:** _____

Internship Course: _____ **Sponsoring Organization:** _____

I hereby agree as follows:

RISKS OF PARTICIPATION

I recognize that there are dangers and risks to which I may be exposed by participating in this internship. The following is a description and examples of specific, significant, non-obvious dangers and risks associated with the internship, as explained by the on-site supervisor:

I understand that the University of Arizona (the "University") does not require me to participate in the internship, but I want to do so, despite the possible dangers and risks and despite this Release.

I therefore agree to assume all of the risks and responsibilities that are in any way associated with the internship.

HEALTH & SAFETY

I understand and agree that the University and its governing board, administrators, and employees (the "Releasees") do not have medical personnel available at the Sponsoring Organization, which is the site location for my internship. I understand and agree that the Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury, damage or cost which might arise out of or in connection with such authorized emergency medical treatment.

I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this internship. I have arranged, through medical insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the internship.

I understand that neither the Releasees nor the Sponsoring Organization are obligated to provide transportation in connection with the internship. I understand that I am expected to carry my own automobile liability insurance coverage.

STANDARDS OF CONDUCT

I will comply with the University's Student Code of Conduct and Code of Academic Integrity, as well as the standards of conduct for employees of the Sponsoring Organization. I waive and release all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such codes and academic standards.

I agree that the University has the right to enforce the standards of conduct described at:
<http://studpubs.web.arizona.edu/policies/cofc.htm>,

as well as at:

<http://studpubs.web.arizona.edu/policies/cacaint.htm>,

and that the University will impose sanctions, up to and including expulsion from the internship or from the University, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the University, the department's internship program, the Sponsoring Organization, or other student participants.

The University has the right to make changes in the format and administration of the internship. I understand that the University has no control over the operations or premises of the Sponsoring Organization, and that I will be under the supervision of a representative of that organization while I am participating at the internship.

ASSUMPTION OF RISK AND RELEASE OF CLAIMS

Knowing the risks described above, and in consideration of being permitted to participate in the internship, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the internship. To the maximum extent permitted by law, I release and indemnify the Releasees from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the internship (including periods in transit).

I have carefully read this Release Form before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This agreement shall become effective only upon receipt by the University of Arizona in the Department of _____ and shall be governed by the laws of the state of Arizona, which shall be the forum for any lawsuits filed under or incident to this agreement or to the internship.

Signature of Student Participant

Date

Signature of Parent/Guardian *(if student is under age 18)*

Date