

**Northwestern Oklahoma State University
Internship Agreement Form for Social Science Programs**

_____ agrees to perform a minimum of 48
(name of student)

hours of experience (3 hours of college credit) at _____.
(name of agency)

This internship will be performed during the _____.
(semester/date)

Duties to Be Performed (State These Activities in General Terms)

The intern agrees to perform those work assignments that are deemed appropriate and educational as determined by the instructor and agency supervisor. The student agrees to hold the participating agency & university harmless regarding liability. The student will adhere to all ethical considerations of confidentiality, respect, and responsiveness in all matters pertaining to the agency and its clientele.

The student shall maintain a detailed activity log of time on duty and the type of activities performed each time. The activity log shall be turned into the instructor of record upon completion of the internship hours. The log of activities must be signed by both the student and the supervisor.

The student agrees to perform other assignments as designated by the instructor of record in order to receive a grade for the internship. These assignments must be submitted to the instructor upon completion of the Internship Experience. A grade will be assigned to the student based on the content and value of the assignments. These assignments include:

- A. Completion of the activity logbook with supervisory signature(s) in which all internship experiences are recorded submit for grade.**
- B. Obtain Agency Supervisor Evaluation at completion of Internship Experience-submit for grade.**
- C. Completion of a 3-5 page reflection paper over the internship experience. Student should discuss the problems, resolutions, and overall impression of the internship experience. Submit for a grade.**

Required Signatures: This Form Must Be Signed prior to the start of the Internship. Bring the original signed form to the instructor, and the student should retain a copy for his or her records.

Student Signature and Date _____

Instructor Signature and Date _____

Name of Agency & Supervisor Signature & Date _____

Intern Evaluation Form

**This form is to be completed by the Intern's Supervisor of Record
Student should submit form to Instructor of Record upon Completion of Internship**

Supervisor Instructions: Please complete this form, sign and date it, and enclose in a sealed envelope before submitting to the Intern. Your assistance and support of this program and the interns are deeply appreciated. Please check the most appropriate box for each question. Additional space is allocated at the bottom of the page for written comments. Thank you for your cooperation and time. If one of the following behaviors were not observed, write N/A beside the behavior.

	Exemplary	Proficient	Adequate	Poor	Unacceptable
Grasps Details of Job/Agency					
Worked Collaboratively					
Was on Time					
Followed Instructions					
Respectful toward Clients/Customers					
Solved Problems Independently					
Maintained Confidentiality					
Knowledgeable of Profession/Field					
Completed Assignments/Tasks					
Technologically Capable					

Written Comments

Would You Hire This Person If An Opening In Your Agency Became Available?

Yes _____ **Maybe** _____ **No** _____

Signature and Date: _____