

**WILLIAM PATERSON UNIVERSITY**  
**Department of Sociology**

**SOCIOLOGY INTERNSHIP AGREEMENT**  
**SOC 691 (Graduate)**

**Course Description and Requirements**

This course provides students with opportunities to apply their knowledge and skills in real work settings. Students will practice their sociological knowledge in various organizational environments while learning through hands-on experiences under the supervision of an on-site supervisor in community and social service agencies, non-profit organizations, healthcare organizations or corporations. Students will receive feedback from the on-site supervisor as well as from the faculty coordinator through periodic meetings. Intern students will develop throughout the semester a formal proposal for a deliverable project. The project should have practical applicability for the placement, and also should demonstrate an integration of conceptual knowledge, research and analytic skills, and practical work experiences.

Students will work with the faculty coordinator and the graduate director to find their internship site. *Internships may take place at a student's place of employment, but the project must be distinct from normal work responsibilities in that job position and approved by the Graduate Director.* Students are responsible for constructing their learning objectives within the work environment of their internship placement and have their supervisor sign the internship agreement.

Student Name \_\_\_\_\_ Semester: Fall      Spring  
(PRINT)

WPU ID# 855 \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ School Email \_\_\_\_\_

Home Address \_\_\_\_\_

Number of Graduate Credits Completed: \_\_\_\_\_

Permit to Register for Internship Course (Y/N) \_\_\_\_\_

Internship Organization \_\_\_\_\_

Address (Provide full address) \_\_\_\_\_

Telephone \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Supervisor's Position \_\_\_\_\_

Your Position \_\_\_\_\_

**During the semester, each intern must do the following:**

1. Develop learning objectives and provide them to one's methodologist, supervisor, and coordinator;
2. Complete required hours;
3. Comply with all work-related instructions provided by his/her supervisor;
4. Meet with the supervisor for regular conference (once a week is recommended) and receive feedback;
5. Attend the seminar meetings scheduled with the faculty coordinator or with their project advisor (if any);
6. Complete the writing assignments as required by the course policies;
7. Develop a deliverable project and complete a formal proposal as the term project.

**The placement organization is expected to provide the following:**

1. Offer tasks and responsibilities that will contribute to the intern's learning;
2. Provide necessary orientation for procedures and rules of the organization;
3. Offer on-site training and regular supervision for tasks which the intern will perform;
4. Offer regular consultation for the intern in developing ideas for a deliverable project ;
5. Inform the faculty coordinator when any problem or concern arises;
6. Provide an end-of-the-term evaluation confirming the work hours and performances (A letter and a form will be mailed to the supervisor toward the end of the semester).

**The methodologist/mentor will:**

1. Help student with the research design of the project;
2. Hold periodic meetings with the student intern to provide consultations on academic and practical issues;
3. Oversee student's progress and provide guidance in the completion of the final project;

**The faculty coordinator will:**

1. Serve as the contact/liaison between the program and the internship placement;
2. Coordinate all necessary paperwork;
3. Advocate on behalf of the student.

Signing the application indicates 1) you accept the internship responsibilities described above and on the attached Informed Liability and Safety Responsibility Statement; 2) you understand that University grievance policy provides a procedure for supervisor and intern complaints (e.g., sexual harassment); and 3) all parties agree to adherence to the code of ethics established by the American Sociological Association, Association for Applied and Clinical Sociology, and American Association of Public Opinion Research.

A preliminary proposal, together with a statement of learning objectives, should be attached to this agreement.

Student Applicant \_\_\_\_\_ Date \_\_\_\_\_

Methodologist/Mentor \_\_\_\_\_ Date \_\_\_\_\_

On-Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Internship Director \_\_\_\_\_ Date \_\_\_\_\_

Credits to be awarded for internship \_\_\_\_\_

PLEASE PRESERVE THIS FORM IN A CLEAN AND UNWRINKLED MANNER.  
MAKE A COPY FOR YOUR OWN RECORDS.

# WILLIAM PATERSON UNIVERSITY

## Informed Liability and Safety Responsibility Statement

The daily managerial control and working conditions of the intern program are handled and are under the sole direction of the Internship Host Site. Consequently, as an intern, I understand that William Paterson University, its deans, directors, administrators, and employees, do not assume and cannot assume any liabilities, losses, or damages to the intern or others resulting from or in connection with acts, judgments, omissions, or negligence occurring during my internship.

In light of the above, the intern is urged to review with the Internship Host Site what employee benefits are made available to the intern, i.e. health and accident insurance, worker's compensation, and liability insurance. If adequate benefits are not available, the intern may wish to make his/her own arrangements. Students must learn and apply safety protocols associated with those sites that require training in safety processes and procedures.

I, \_\_\_\_\_, hereby understand that William Paterson University does not have nor can it assume any liability relative to my protection during the internship program period. I, for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I may have against William Paterson University, and its deans, directors, administrators, agents, employees and contractors and their representatives and any and all claims of damages, demands, actions whatsoever in any manner, as a result of my participation as an intern. I hereby release those parties from any and all claims, including those claims arising from their own negligence or the negligence of any one of them. I have read the above release and I understand and agree to the terms.

The student will maintain private health insurance or accept responsibility for medical costs that may be incurred at the Practice Experience site.

\_\_\_\_\_ Yes, I do have personal health insurance.

\_\_\_\_\_ No, I do not have personal health insurance. I understand that any medical care, including emergency care, I might receive will be my sole expense and responsibility.

Student Intern Signature \_\_\_\_\_

Date: \_\_\_\_\_