

AIS 497 – Internship Learning Contract

Quarter: _____ Year: _____ # of Credits*: _____ # of Hours Work / Week*: _____

**Note: A maximum of 10 credits of Internship may count toward the AIS degree. 1 credit equates to approx. 3 hours of work/week.*

Name: _____ Student #: _____

Email address: _____@uw.edu Telephone #: _____

Company/Org Name: _____ Company is: For-profit Non-profit

Internship will be (circle one): **Paid** **Unpaid**

If unpaid at a for-profit organization, student must provide written acknowledgment from employer that the internship adheres to the guidelines set by the U.S. Dept of Labor Fair Labor Standards Act: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

Learning Contract Guidelines

Please attach an internship proposal to this form, addressing all aspects of the internship using the items listed below as a guide. If you need assistance, your academic sponsor and field supervisor are your best resources for assistance.

Learning Goals - What do you want to learn as a part of this internship and how do these goals relate to your academic coursework at the University?

Job Description - What will you do as an intern with this organization? How will these responsibilities help you to fulfill your learning goals?

Academic Experience - How will you support this experience academically? Include readings, discussion, writing assignments, if any, as well as a proposal for your final paper or project which will integrate fieldwork with analytic, conceptual, critical, and/or theoretical knowledge and will NOT be simply a summary of the internship experience.

Expected Outcomes - Demonstrate that the learning goals have been achieved. For example keep a journal of assignments completed and what was learned from completing each assignment. Remember, you are agreeing to complete work outside of the time spent at the internship to integrate the experience with academic work.

Internship Site Supervision - Who in this organization is organizing your internship? What kind of training and assistance will you receive? How will you and the Site Supervisor evaluate your work and progress? Include your supervisor's contact information.

Academic Structure - How will you work with your faculty sponsor (e.g. weekly meetings, interim reports)? If applicable, please include a proposed schedule of meetings with your faculty sponsor.

The undersigned agree to this internship learning contract and the attached proposal.

Student: _____
 Print Name Signature Date

Site Supervisor: _____
 Print Name Signature Date

Academic Sponsor: _____
 Print Name Signature Date

Chair of Department of American Indian Studies: _____
 Print Name Signature Date

For Office Use Only		
<u>AIS 497 SLN:</u>	<u>Faculty Name/Code:</u>	<u>Date:</u>