



INTERNSHIP AGREEMENT Due by 5:00 pm on Friday of Week 10

Use the tab key to move through the fields

This Internship Agreement ("Agreement") is between the State Board of Higher Education acting by and through the University of Oregon-School of Planning, Public Policy and Management and the below named Student and Community Partner ("Community Partner" or "Site").

STUDENT INFORMATION

Table with 2 columns: Field Name, Click here to enter text. Fields include Name, Street Address, City, State, Zip, Phone, E-mail.

Degree Program (check all that apply)

Undergraduate

PPPM Major [ ]

PPPM Minor [ ]

Nonprofit Minor [ ]

Graduate

Master of Community and Regional Planning [ ] Master of Public Administration [ ]

Master of Nonprofit Management [ ] Graduate Certificate in Nonprofit Management [ ]

SITE INFORMATION (Community Partner)

- Site Supervisor Click here to enter text.
Position/Title Click here to enter text.
Organization/Unit Click here to enter text.
Mailing Address Click here to enter text.
City, State, Zip Click here to enter text.
Phone Click here to enter text.
E-mail Click here to enter text.
Website Click here to enter text.

INTERNSHIP PERIOD

Table with 4 columns: From: Enter month, Enter year, To: Enter month, Enter year. Row 2: Average hours/week: Enter hours/week, Paid internship? Yes [ ] No [ ]

ACADEMIC CREDIT

One credit is earned for every three hours internship per week (1 credit=30 hours of internship during the course of a 10-week term). Summer term is 11 weeks. Attendance during finals is not required.

Credit hours per term

Table with 4 columns: Fall, Winter, Spring, Summer. Row 2: Enter credits, Enter credits, Enter credits, Enter credits

For good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as provided above and as follows:

**INTERNSHIP DESCRIPTION:** See Exhibit A on page 4.

### **STUDENT RESPONSIBILITIES**

- Develop learning goals in collaboration with the site supervisor and Career Services Director (graduate students)/Undergraduate Internship Director.
- Work with site supervisor to complete Exhibit A: PPPM Internship Description.
- Represent the site and PPPM in a professional manner. Students are expected to follow the site's policies and standards of professionalism (e.g., dress, e-mail, and cell phone usage).
- Maintain regular attendance. Notify the site supervisor if an absence is required.
- Contact the Career Services Director/Undergraduate Internship Director in a timely manner if any problems related to the internship should arise.
- Complete all assignments by the due dates listed in the course syllabus on Canvas.

### **SITE SUPERVISOR RESPONSIBILITIES**

- Work with student to develop tasks and responsibilities and complete the PPPM Internship Description, a copy of which is attached to this agreement as Exhibit A: PPPM Internship Description.
- Orient student to the site and its culture, including standards of professionalism.
- Communicate site policies.
- Provide training that supports the achievement of student's learning goals.
- Ensure that supervision is adequate for student to complete assigned tasks.
- Provide on-going feedback and complete midterm and final student evaluations. **Discuss the evaluations with student prior to submitting to the Career Services Director (graduate students) / Undergraduate Internship Director.**
- Provide student with opportunities to observe operations of the site, including staff meetings.
- Provide opportunities for student to network and interact with staff, managers, and volunteers in the professional field. This may include participation in community meetings and events or attendance at conferences and trainings.
- Provide safe working conditions and the necessary workspace, tools, equipment, and supplies for student to complete the internship. Provide a background check if required.
- Contact the Career Services Director/Undergraduate Internship Director if attendance or other work performance issues arise.
- Ensure that no regular employees are displaced by the student.

### **CAREER SERVICES DIRECTOR/UNDERGRADUATE INTERNSHIP DIRECTOR RESPONSIBILITIES**

- Assist student in selecting an internship site and developing learning goals.
- Pre-authorize PPPM 404/604 Internship.
- Monitor student's attendance and progress and mediate problems related to the internship.
- Evaluate student's performance on a pass/no pass basis.

### **UNIVERSITY INFORMATION**

Contact	Julie Voelker-Morris, Career Services Director (Graduate Students) <a href="mailto:jvoelker@uoregon.edu">jvoelker@uoregon.edu</a> , 541.346.2179 Jessica Matthiesen, Undergraduate Internship Director <a href="mailto:jessicam@uoregon.edu">jessicam@uoregon.edu</a> , 541.346.3604
Department	Planning, Public Policy and Management
Address	1209 University of Oregon, Eugene, OR 97403-1209
Fax	541.346.2040



**Name:** [Click here to enter text.](#)

**Site:** [Click here to enter text.](#)

**Term:** [Click here to enter text.](#)

## Exhibit A

### PPPM INTERNSHIP DESCRIPTION

#### Due Monday of Week 2

*Please type by moving through the fields with the tab key.*

Describe **three to five** learning goals using the format below. Learning goals should include the new knowledge you expect to acquire, the skills you want to learn or enhance, and the areas of competence or abilities you seek to develop or improve. Each learning goal must be supported by **at least two** tasks and responsibilities statements. Tasks and responsibilities may include research, writing, analysis, client contact, presentations, and reports.

Learning Goal #1: [Click here to enter text.](#)

To be met through the following tasks and responsibilities:

- A. [Click here to enter text.](#)
- B. [Click here to enter text.](#)
- C. [Click here to enter text.](#)

Learning Goal #2: [Click here to enter text.](#)

To be met through the following tasks and responsibilities:

- A. [Click here to enter text.](#)
- B. [Click here to enter text.](#)
- C. [Click here to enter text.](#)

Learning Goal #3: [Click here to enter text.](#)

To be met through the following tasks and responsibilities:

- A. [Click here to enter text.](#)
- B. [Click here to enter text.](#)
- C. [Click here to enter text.](#)

Learning Goal #4: [Click here to enter text.](#)

To be met through the following tasks and responsibilities:

- A. [Click here to enter text.](#)
- B. [Click here to enter text.](#)
- C. [Click here to enter text.](#)

Learning Goal #5: [Click here to enter text.](#)

To be met through the following tasks and responsibilities:

- A. [Click here to enter text.](#)
- B. [Click here to enter text.](#)
- C. [Click here to enter text.](#)