



Washington University in St. Louis

COLLEGE OF ARTS & SCIENCES

Internship Learning Agreement

Students may receive credit (P/F) for an unpaid internship. Students receiving monetary compensation for an internship may earn general credit.

The Internship Learning Agreement is completed by the student, in collaboration with their faculty sponsor and site supervisor. This agreement serves several purposes:

- To provide a framework or structure for the internship experience;
- To serve as a reminder to all learning partners of the purpose and activities of the internship;
- To provide the basis for evaluation and validation of the learning experience.

This Learning Agreement must be completed and filed with the department's academic coordinator, with copies given to the student's faculty sponsor, and site supervisor **no later than two weeks from the start date of the internship**. It is important for learning objectives, expectations, and requirements to be set at the beginning of the internship. Therefore, **credit cannot be awarded retroactively**. You will not be allowed to enroll in their designated faculty advisor's section of the SOC 4910: Internship in Sociology course if you do not submit this Agreement. You will also be ineligible for departmental and required two units of Capstone credit. Thus, **you will want to complete this document well before the semester's Add/Drop deadline**. NOTE: If you are completing an internship during the summer, you must complete and submit this agreement prior to beginning at your internship site; however, you will receive academic credit for the Internship in the following Fall semester.

For each one academic, elective credit in which a student enrolls, they must work 45 satisfactory hours at their approved internship site. **To complete the Capstone requirement, students should work no less than 90 satisfactory hours at their internship site and complete all assignments laid out by their faculty sponsor**. Three-credit internships must work 135 hours, and complete additional academic projects beyond those expected of a normal Capstone project. In addition to completing the hour requirement, you must work a minimum of eight weeks to earn three credits or a minimum of six weeks to earn one or two credits.

To complete their internship and receive credit for their work, students must sufficiently complete all academic projects (reflective journals, research paper) designated by their faculty sponsor prior to grading deadlines set by the advisor. Additionally, **students must secure a signed letter from their internship site supervisor stating that they have completed the required number of hours and have performed their work satisfactorily. This signed letter should be delivered to the Academic Coordinator as early as possible, but no later than the end of the internship semester's final exam dates**. If students do not complete the academic or experiential work agreed upon by their faculty advisor/site supervisor – or if they do not submit the appropriate documentation in a timely fashion, they may be penalized through being given incompletes for their course grade, reduced course credits equivalent to the hours worked, having to perform additional work to fulfill their course and Capstone requirements, or being requested to re-do their internship altogether.

*Questions? Contact Kaitlyne Motl (Sociology Academic Coordinator)
at kaitlyne.motl@wustl.edu or 314.935.5790*

Please complete the following information:

Student Information

First Name:

Last Name:

Student ID:

Email Address:

Phone Number:

Organization / Company Information

Company Name:

Department:

Address:

City:

Supervisor Information

Name:

Title:

Email Address:

Phone Number:

Faculty Sponsor Information

Name:

Department:

Email:

Phone:

Campus Box:

Internship Details

Position Title:

Start Date (MM/DD/YYYY):

End Date (MM/DD/YYYY):

Total weeks:

Hours per week:

Additional Information

How did you find this opportunity?

What tasks will you be responsible for at this internship?

What do you want to gain from this internship? For example, do you hope to explore career possibilities, develop new skills, test theories learned in class, etc.? Please list/describe your objectives.

What perspectives and insights do you hope to gain?

How will you present to your faculty sponsor that you accomplished the goals outlined in the “educational objectives” section? Examples include a journal, samples of work completed, a paper, etc.

Please obtain signatures of all relevant learning partners and be sure all parties have a copy of this agreement. Completed original copies should be submitted to the Academic Coordinator no later than two weeks after the internship begins.

Intern’s signature:

Date:

Site Supervisor:

Date:

Faculty Sponsor:

Date:

Academic Coordinator

**PLEASE EMAIL A SCANNED COPY OF THE FORM TO
kaitlyne.motl@wustl.edu AND RETURN THE ORIGINAL TO:**

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