

SOC 371 – Directed Internship

Syllabus and Manual



Sociology Department
College of Humanities and Social Sciences
2022-23

Sociology Department Internship Program

Table of Contents

Course Overview	3
Materials for Student Intern	4
Frequently Asked Questions	5
Course Requirements and Schedule	7
Evaluation and Grading.....	13
Materials for Agency Supervisor	14
Introductory Letter	15
Evaluation Form	16
Appendices	17
Appendix A: Internship Contact Form.....	18
Appendix B: Internship Contract	19
Appendix C: Student Acknowledgement of Responsibilities	21
Appendix D: Medical Malpractice Insurance Program	23
Appendix E: Weekly Report Form	24

COURSE OVERVIEW

Course Objectives

The goal of SOC371 is to provide students with valuable exposure and concrete experience in a professional field related to sociology while building robust partnerships with local and global agencies. Students will have the opportunity to apply the knowledge they have gained in their sociology course work and to practice using sociological frameworks and methods in applied professional settings. Students will learn how to frame their internship experience as part of their broader education portfolio and to leverage that portfolio in their pursuit of post-graduation plans.

Academic Requirements

Prerequisites for enrollment:

- Student must be accepted into the sociology major.
- Successful completion of the Sociology 302 (Classical Sociological Theory) and 306 (Research Methods).
- Student must secure an internship with an agency (can work with Prof. Mogford on this aspect leading up to the beginning of the quarter)
- Completed the course contract and received the approval of the Sociology Department Internship Supervisor (Prof. Mogford) Liz.Mogford@wwu.edu

Strongly suggested for enrollment:

- Successful completion of a 300-level sociology course relevant to the substantive area of the internship.

Credits and Grading

This is a **five-credit course** and is repeatable for credit with instructor approval. Additional internships must be significantly different than the first internship – either in terms of location, focus, and/or duties. Students must discuss their interests and plans for an additional internship with the internship director before pursuing this opportunity for credit.

Students are evaluated by the internship director as well as their on-site supervisor. Both evaluations are part of student final grades for the course.

Course Structure

All interns are **expected to work at least 10 hours per week, each week of the quarter** at the work site, in the type of work specified in the contract. In addition, all interns must complete all of the academic assignments – including weekly reports and assignments due throughout the quarter. Further information on the course structure and assignments are outlined in the course requirements section of this document.

Materials for Student Intern



FREQUENTLY ASKED QUESTIONS

Q: When is a student eligible for the internship course (SOC371)?

A: Students must be accepted into the sociology department as a sociology major and successfully complete either Classical Sociological Theory (SOC 302) or Research Methods (SOC 306) before taking on an internship for sociology credit. It is strongly suggested that students also complete a 300-level sociology course that is relevant to the substantive focus of the internship before enrolling in the internship. Exceptions to these requirements can occasionally be made on a case by case basis by the Internship Director.

Q: When is the internship course offered for students? When should I do an internship?

A: The internship course is offered every year in the fall, winter, spring, and summer. Sociology majors are permitted to complete an internship at any point in their academic career as long as they meet the prerequisite requirements. While students may complete the internship at any point, an ideal time for the internship would be the summer before a student's senior year at Western. This is ideal for two reasons, 1) the majority of internship opportunities are available during the summer, and 2) timing the internship before the senior year will help students explore options as they prepare for their capstone experience and post-graduation plans.

Q: How do I find an internship? Where have sociology students interned before?

A: In general, students are responsible for finding their own internship placement. Students can access information about organizations where Western sociology students have interned in the past via the Sociology Department's webpage under "resources for students." In addition, students are encouraged to contact the Internship Director about potential internship opportunities that align with their specific interests.

Q: How do I contact an organization for an internship? Is there a formal application?

A: Once a student identifies a set of organizations and then checks in with the Internship Director about potential opportunities, the next step is to reach out to individuals at the organizations they are interested in. Students should call or email the organization expressing their interest in an internship opportunity, briefly outlining any particular skills or experiences that might be relevant. Ask the Internship Director for examples of an email script to use when contacting organizations. Make sure to check each organization's website to find the correct contact information for internship opportunities. Each organization is different and some may have a formal application process. Make sure to check their website for information about applying for internships and whether or not they have an online inquiry or application form that you need to fill out.

Q: Can I register for the internship course before I find an organization to intern at?

A: No. You must have confirmation from an organization before being granted access to register for SOC371. Once you have confirmation you must reach out to the Internship Director for registration access.

Q: Does my internship have to be in Bellingham? Where am I allowed to intern?

A: Although many students choose to complete their internship at organizations in Bellingham, each student is welcome to intern in a location that works best for them. Students are encouraged to consider internship options located across Washington, in other regions of the US, and internationally. Students are welcome to discuss location with the Internship Director when considering organizations to contact for potential opportunities.

Q: Can I do more than one internship for credit in the sociology department?

A: Yes. SOC371 is a five-credit course and can be repeated for credit with permission of Internship Director. Additional internships must be significantly different than the first internship – either in terms of location, focus, and/or duties.

Q: I did an internship in the past. Can I retroactively get credit for that experience?

A: Unfortunately, no. You must be actively enrolled in the internship course (SOC 371) while completing your internship to receive university credit for the experience.

Q: Can students be paid for internships and still receive credit?

A: In general internships are unpaid, but some agencies do offer a stipend. Students are permitted to participate in either a paid or unpaid internship as part of the sociology internship course while receiving credit.

Q: Is an internship required to major in sociology? What are the benefits of doing an internship during college?

A: No, the internship course (SOC 371) is not a required part of the sociology major, but it is strongly encouraged. There are a number of significant benefits associated with internship experiences during college. Completing an internship during college will give students a perspective of how their sociology degree would translate to professional work in a given field. Internships provide students with valuable and practical experience in their areas of interest that can translate into more competitive portfolios as they pursue post-graduation career and education pathways. Finally, internships can be a fun way to practice sociology in the world!

COURSE REQUIREMENTS and SCHEDULE

1. **Meet with Internship Director** (in the quarter before you plan to do an internship)
 2. **Intern Contact, Contract, Responsibilities Forms** (Due before registering in the course)
 3. **Student Intern Individual Meetings** (2 times during the quarter)
 4. **Internship Field Notes and Report** (Due weekly on Friday by 11:59pm)
 5. **Resume and Potential Pathways Assignment** (Due Friday of week 4 by 11:59pm)
 6. **Organizational Profile Assignment** (Due Friday of week 7 by 11:59pm)
 7. **Program Intervention Assignment – Final** (Due Thursday of finals week by 11:59pm)
 8. **Site Supervisor Evaluation** (Due Wednesday of finals week by 11:59pm)
-
-

1. **Meet with Internship Director** – (a quarter or more before you plan to do an internship)

If you are interested in pursuing an internship you must email the Internship Director (Prof. Liz Mogford) to set up a preliminary meeting. This meeting can be completed in-person or digitally via zoom or another platform. Expect this meeting to last about 30 minutes. In this meeting you will discuss the internship course, your personal timeline for completing an internship, potential organizations and areas of interest, and any questions you have about the process.

If you have already secured an internship: Awesome! You are well on your way. Bring information about your selected organization, what your planned internship duties will be, and any questions you have to this meeting.

If you have found organizations you are interested in but haven't secured an internship: Great! Bring your list of organizations, your areas of interest, any contact information you have found for those organizations, and any questions you have to this meeting.

If you aren't sure where to start in getting an internship: That's okay! You do not need to have an internship before this meeting, but you should spend some time thinking about what areas of work you are interested in, if you want to do an internship in Bellingham or elsewhere, and what you are hoping to get out of the internship. Bring these ideas and any questions you have to this meeting.

2. Intern Contact, Site Contract, Responsibilities Forms – (due prior to registration)

You must submit a completed Internship Contact Form, Contract Agreement, and Responsibilities Form to the Internship Director in order to receive an override to register for the internship course (SOC371). You will work with your site supervisor at the organization that you will be completing your internship at to fill out and sign these three documents (See Appendix A,B, and C). You may either deliver the signed forms to the Internship Director's mailbox in the sociology main office (Arntzen 510) or scan the original document and email it to liz.mogford@wwu.edu Once the Internship Director receives your fully completed agreement you will be granted access to register for the internship course (SOC371).

Students who are involved in counseling or direct client contact may be required to purchase medical malpractice insurance from the University (\$19). See Appendix D for information.

3. Student Intern Individual and Group Meetings (Weeks 3 and 9 during the quarter)

You will meet with the Internship Director for check-ins two times throughout the quarter. These meetings will take place in week 3 and week 9 of the quarter. The exact dates of these meetings will be determined at the beginning of the quarter through a scheduling poll. Depending on course enrollment, students will meet individually or in groups with the Internship Director. These meetings are mandatory and students will not pass if they do not meet with the Internship Director during the four mandatory meetings of the quarter.

4. Internship Field Notes and Weekly Report (Due weekly on Friday by 11:59pm)

You are required to keep detailed field notes of your experience during your internship and include them in a weekly report that you will submit to the Internship Director (see Appendix E for the weekly report form).

Weekly Report: You will fill out a weekly report that briefly covers the activities you worked on for the week, a reflection on the skills and knowledge you are learning, notes on any help you may need from the Internship Director, and your field notes. Your responses on the weekly report can be succinct but should include sufficient detail to inform the Internship Director of your progress in the internship.

Field Notes: You should regularly record field notes of your activities and reflections on your internship. You should make an entry for every day you worked in your internship capacity. Some entries might be longer than others. Only the Internship Director will view your field notes. Your field notes will be evaluated in terms of appropriate number of entries as well as the thoughtfulness of the comments. For example, a mere record of the activities is insufficient. Your field notes will be included in the weekly report form.

Here is an example of what a good field note entry might look like: *Monday, January 3, 9-11 a.m. – sat in on staff meeting where it was announced that there was going to be a major funding cutback to the agency. Everyone in the room became tense as the director began to announce how the individual departments would be affected. At least one staff position will be cut. I wondered how the decision will be made. I know that it will be difficult since everyone is already overworked and underpaid. It made me wonder if I would be able to work in this kind of unstable environment.*

Here is an example of what not to do for your field note entries: *Monday, January 3. 9-11 a.m. sat in on staff meeting; Wednesday, January 5 responded to client phone calls.*

5. Resume and Potential Pathways Assignment (Due Friday of week 4 by 11:59pm)

Your second major assignment in this course is about thinking through how to leverage your internship experience and sociology degree as valuable assets to your post-graduation plans. This assignment has four major components.

Resume: You will complete a full resume that details your education, work experience, volunteer experience, and relevant coursework. When constructing this resume, you should frame it for potential future positions that you are interested in applying for after you complete your degree. If your immediate plan after completing your bachelors at Western is attending graduate school, you can tailor your resume for that application.

Post-Graduation Plans: You will identify your immediate goals after graduating from Western and a potential alternative (i.e.; finding work in a particular field, graduate school, a post-bac program, etc.). You should be as specific here as possible. So, if you are interested in graduate school you need to pick a level (MA, JD, PhD, etc.) and an area of study (Sociology, social work, school counseling, etc.). If you are interested in starting your career you also need to be specific. So, for instance, “educator” is not sufficient – instead, you would narrow it down to something like “public middle school teacher.” If you are not sure what your immediate goals are, that’s not a problem at all! Use this assignment to explore a potential trajectory you are considering now.

Sample Positions or Programs: Once you have determined your post-graduation goal and an alternative, you will then research two concrete positions (or programs in the case of further schooling) and outline information about each. If you are looking at positions, find one that is available for hiring now to work off of (even though it won’t still be open when you graduate). Your goal here is to provide all of the information someone would need to prepare an application for the positions.

List the name of the organization and the title of the position (or the name of the school and the program). List out everything that is required for the application. If you are looking at school programs, you should also note when the annual applications are due – is it once a year? Do they have “rolling admissions”? For both jobs and school, you should list out any requirements like GPA, test scores, work experience, degrees obtained, certifications, etc. If it is a job, what is the

salary? If it is a school program, what is the tuition? Do they offer a stipend or aid? Do this again for the second position/program.

Write a paragraph summarizing what it is about this position or program that you are specifically interested in – and then frame how your education, work/internship experience has prepared you for this job/program. Write a second paragraph addressing any qualifications or experiences that you feel you need to be a competitive candidate for this position/program and determine ways you might gain them before you graduate Western. Do this again for the second position/program.

Pathways to Your Plans: Your final task for this assignment is to create a timeline between right now and applying for these positions or programs. If you've detailed specific job listings in the steps above, assume that similar jobs will be posted in the spring or summer of your senior year. Your timeline should include important dates and deadlines as well as when you plan to seek opportunities and experience needed to enhance your application portfolio.

You will turn in this assignment to the Internship Director by 11:59 on the Friday of Week 4. You will receive written feedback on your resume and responses and then meet one on one to discuss and strategize the steps needed to get you from where you are now to the kinds of positions you have researched in this assignment.

6. **Organizational Profile Assignment** (Due Friday of week 7 by 11:59pm)

During your first few weeks in your internship you will gather information about your organization in order to complete a full organizational profile. Your goal is to describe the organizational structure, focus, and a cross-section of positions within the organization. To complete this assignment, you must provide the following information in full sentences.

Organization Name, Date of Founding, Number of Employees: Provide this information

Organizational Mission: This may be found on their website (a few sentences to a paragraph)

Population Served: Explain and describe the population that your organization serves with the work that they do (1 paragraph)

Organizations or Agencies that they Partner With: Describe their major partnerships and the work that they do (1-3 paragraphs)

Sources of Funding: Explain where and how much the organization receives annually from major funding sources (1 paragraph)

Description of Work: Explain the major work that the organization that you are interning at does broadly. If there are multiple programs within the organization give an overview of each. If you

are interning in a specific office or division of the organization, you should detail that separately. (1-3 paragraphs)

Supervisor's Role: Explain and detail the work that your direct supervisor does at your organization. Provide information on the qualifications needed to fulfill that role. Provide information on your supervisor's experience with the organization. (2 paragraphs)

Entry Level Roles: Explain and detail the work that an entry level position does at your organization. Provide information on the qualifications needed to fulfill that role. Provide information on you're an employee's experience with the organization. (2 paragraphs)

Reflection: Provide a reflection on what you have found out about your organization. This could include, but is not limited to: Did you discover anything surprising? Are there aspects of your organization that the public probably isn't aware of? Are there areas of your organization that you think should be reimaged or expanded? (1-2 paragraphs)

Your organizational profile must include the following components:

- a) Data collected from official organizational sources. You will incorporate data from the organization's website, internal memos or handbooks, and informational interviews with your supervisor and one other (preferably entry level) employee.
- b) In-text citations whenever you provide information that is sourced from the organization's website, internal memos or handbooks, or interviews. See the documents on Canvas for citation formatting instructions.
- c) An organizational chart – which is a diagram of the authority of “reporting” structure within an organization. You may include either an official chart produced by the organization or one that you construct from your interview with your supervisor. Attach to the end of profile.

7. Program Intervention Assignment – Final (Due Thursday of finals week by 11:59pm)

Your final in this class is to develop a short preliminary proposal for the development of a program intervention at your organization. You can choose to focus your intervention on either

a) developing a new program within the organization **designed to resolve an internal organizational problem that you observed.** (*Example Organization:* Social services provider. *Example problem:* entry level staff feel alienated from more advanced and established staff. *Example Intervention:* creating a mentoring program that pairs established staff with entry level staff).

b) developing a new program within the organization **designed to resolve an external social problem that the organization is equipped to deal with but not currently focusing on.** (*Example Organization:* School district. *Example problem:* Lack of wifi access for all students doing distance learning. *Example Intervention:* Take unused school busses and turn them into mobile Wi-Fi hotspots and park them in different zones across the school district on a rotating schedule).

You must do the following to complete this assignment:

1) Give your program a name.

2) Explain and describe the internal organizational problem or the external social problem that your intervention will address. You should give me enough detail to explain what is happening and why it is a problem. You must draw on at least 2 sociological sources to support your argument that what you are detailing is a problem that will likely have negative impacts for the individuals involved if an intervention is not made. (1-2 paragraphs)

3) You must explain and describe the structure of your program intervention. Give me enough detail here that I understand who this program is for, who will run the program, what resources will be needed and included, how will it be facilitated, who's labor will go into overseeing and running the program, what information or services will be provided, when will it occur, etc. If there is an information, training, or education component to your intervention, make sure you explain what that will include. (2-4 paragraphs)

4) You must explain two projected outcomes of the program. What are the potential benefits or positive impacts that instituting this intervention will bring. You need to be detailed here and draw on at least 2 sociological sources to support your argument. In the example above about mobile hotspots it would not be enough to merely say that a projected outcome would be "increased access to Wi-Fi for low-income students." I know that that will be an outcome because that is the intervention. You would take it a step further by making an argument about what outcomes that increased access to Wi-Fi might have for these students, drawing on existing research to support your argument (for instance, there is research that demonstrates that consistent and stable access to Wi-Fi has significant impacts on k-12 student GPA). (2 paragraphs)

5) You must consider and explain at least one potential barrier to developing your proposed program intervention. You do not have to come up with a solution to that barrier, but you can propose potential ways to overcome those barriers. Think sociologically about why there might be resistance to or constraints around your potential intervention. (1 paragraph)

6) You must provide a references page for all of your academic sources. In addition, you must provide in-text citations every time you draw on these materials – either explicitly with a quote or implicitly by paraphrasing. See the documents in canvas for help on formatting these citations.

8. **Site Supervisor Evaluation** (Due Wednesday of finals week by 11:59pm)

You must submit a signed evaluation from the on-site supervisor no later than Wednesday of finals week (by 11:59 p.m.). This evaluation must include the form provided (see page 16 for form) as well as narrative comments and examples to support the supervisor's evaluation. Your evaluation from your site supervisor will be incorporated into your grade for the course.

EVALUATION AND GRADING

Your grade in this class is calculated from your assignments and your evaluation from your site-supervisor. Individual and group meetings are not calculated into your grade; however, they are mandatory and students will not pass this course without attending all four meetings throughout the quarter.

Your grade will be comprised of the following components:

Weekly Field Notes and Reports:	20%
Assignment 1: Resume and Pathways:	20%
Assignment 2: Organizational Profile:	20%
Final: Program Intervention	20%
Supervisor Evaluation	20%

Letter grades will be assigned according to the following point system:

100-94 = A	90-93 = A-	89-87 = B+	86-84 = B	83-80 = B-	79-77 = C+
76-74 = C	73-70 = C-	69-67 = D+	66-64 = D	63-60 = D-	> 60 = F

Although assignments in this course will receive a letter grade, the emphasis will be placed on written feedback and meeting directly with the Internship Director to discuss student work and areas for potential exploration and improvement.

Materials for Agency Supervisor





Dear Agency Supervisor,

Thank you for agreeing to supervise a student intern from the Sociology Department at Western Washington University. While our department's program has been in place for a number of decades, we are currently in the process of expanding the program and prioritizing experiential opportunities for our majors in fields that are connected to sociology. As the Sociology Internship Director and member of the faculty, I greatly appreciate the time and dedication that you bring to this process, and I hope that your organization benefits from the skills, knowledge, and perspectives that our student brings with them into this internship.

In addition to working for your organization 10 hours a week, your student intern will be completing a number of assignments throughout the 10-week quarter. In specific, they have been asked to complete weekly field notes and reports of their progress, an assignment where they construct a profile of your organization, an assignment where they focus on building their resume and research post-graduation plans, and a final project where they propose a programmatic intervention tied to your organization. All of these assignments are included in this manual if you are interested in looking more closely at what your intern will be doing in addition to their official role in your organization. Your student intern will come to you with questions and may ask you to point them in the direction of resources and information to fulfill these assignments. I want to thank you in advance for providing them with the information and direction they will need in these instances – your experience and mentorship is an invaluable resource to our students.

Your feedback on the internship process and experience is key to this program and helps provide an important set of information when evaluating student performance in this course. I ask that you please fill out the form included on the next page of this manual and attach a written narrative evaluation of your student intern's work and performance throughout the internship. In order to facilitate timely grading, the evaluation form and comments are due by the Wednesday of finals week via email to liz.mogford@wwu.edu. Your intern will be reminded to prompt you to send this evaluation in.

Thank you again for the time, mentorship, and opportunities you have so graciously provided for your intern. If you ever have any questions or feedback about the internship program or your role as an intern supervisor please feel free to reach out to me.

Sincerely,

Liz Mogford, PhD, MPH
Professor & Internship Director
Sociology Department
liz.mogford@wwu.edu tel:360-650-3002

INTERN EVALUATION

Intern's Name: _____

Date: _____

Agency Name: _____

Intern's Supervisor: _____

Title: _____

	A	B	C	D	F
	Superior	High	Average	Low	Failure
Completion of work on time.					
Quality of completed work.					
Initiative and independent thinking.					
Willingness to learn new tasks.					
Ability to communicate effectively with clients (if applicable).					
Ability to communicate effectively with co-workers.					
Ability to communicate effectively with supervisor.					

Please attach narrative comments/examples to supplement your evaluation, above.

Signature: _____

Intern's Supervisor

Appendices



Appendix A: Intern Contact Form

This form must be completed and turned in to the Internship Director prior to gaining access to register for the sociology internship course (SOC371)

Student's Name: _____

Student ID Number: _____ Student Email: _____

Student Phone: _____

Internship Agency Name: _____

Agency Address: _____

Internship Agency Supervisor: _____ Title: _____

Phone: _____ Email: _____

Internship Term: _____ Year: _____

Starting Date of Internship: _____ Ending Date: _____

Other Classes Enrolled this Quarter: _____

Brief Description of the Internship Organization:

Student Signature: _____ Date: _____

Appendix B: Internship Contract

To be completed by the student in accordance with the on-site intern supervisor. A copy should be provided to the student, the on-site intern supervisor, and the Sociology Internship Director.

Student Name: _____ Agency Name: _____

Supervisor Name: _____ Title: _____

Job Description: Describe, in detail, the student role and responsibilities in the internship. For example, list duties, and projects to be completed.

Supervision and Evaluation: Describe in detail the supervision that will be provided and who will provide this supervision, specifically (refer to instruction, assistance, consultation, etc., you will receive). How will work performance be evaluated and by whom?

Learning Objectives and Activities: What do you intend to learn through this experience? Be specific and use concrete measurable terms. Describe how your internship activities (on-site and off-site) will enable you to meet your learning objectives.

Internship Schedule:

Starting Date: _____ End Date: _____

Scheduled Hours Per Week: _____

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Intern Supervisor Name: _____ Title: _____

Phone: _____ Email: _____

This contract may be terminated or amended by student, faculty coordinator or internship supervisor at any time upon written notice, which is received and agreed to by the other two parties. Signature of the On-Site Internship Supervisor indicates that s/he has read and approved of the information outlined in this contract concerning the organization and the internship responsibilities.

Intern Signature: _____ Date: _____

Internship Supervisor Signature: _____ Date: _____

Faculty Director Signature: _____ Date: _____

Copies of this contract will be distributed to all parties. The Student and On-site Intern Supervisor must sign prior to the Faculty Director.

Appendix C: Student Acknowledgement of Responsibilities

(A) **Reporting Requirements:** WWU students doing internship work at any site on or off campus are responsible for reporting concerns of safety or welfare of children and vulnerable adults who are participating in the internship work (POL-U5310.14).

- Vulnerable adult: Adult of any age who lacks the functional, mental, or physical ability to care for themselves, including persons who are developmentally disabled.
- Child/minor: any person under the age of 18 years.
- Abuse or neglect: Sexual abuse, sexual exploitation, or injury of a child. Negligent treatment or maltreatment of a child by a person responsible for providing care. Abuse or neglect of a vulnerable adult.
- Harassment, intimidation or bullying: Any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any illegally discriminatory characteristic, when the intentional electronic, written, verbal, or physical act: (a) physically harms a child or vulnerable adult or damages a child's or vulnerable adult's property; (b) has the effect of substantially interfering with a child's or vulnerable adult's welfare or safety; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

If you (the WWU student) observes, learns about, or has reasonable cause to believe a child or vulnerable adult has been abused, neglected, harassed, intimidated or bullied, you must report at the first opportunity, but in no case longer than 48 hours, to both: (a) law enforcement (University police 360-650-3911, or local 911) and (b) faculty supervisor or chair of the Sociology department. Exception: if there is imminent danger to the child or vulnerable adult, or a crime is in progress, the report must be made immediately to both: (a) law enforcement (University police 360-650-3911, or local 911) and (b) faculty supervisor or chair of the Sociology department.

(B) **Unsupervised Access to Children or Vulnerable Adults:** If you will have unsupervised access to a child/minor or vulnerable adult during the performance of your duties during your internship work, you must report this to your faculty supervisor within 48 hours for evaluation of whether you need to have a criminal background check, or a change in duties.

- Unsupervised Access – Being with a child/minor or vulnerable adult when not in the presence of: (a) another University representative; (b) another representative from a University co-sponsored program; or (c) any adult relative or guardian of any of the children or developmentally disabled persons or vulnerable adults. This does not include incidental contact with a single child which is minor or casual contact in an area accessible to and within visual or auditory range of others, such as passing a child or vulnerable adult while walking down a hallway. It does include being alone with a child or vulnerable adult for any period of time in a closed room or office.

(C) **Sexual Harassment:** If I am subject to sexual harassment I will report this to my faculty supervisor or chair of the Sociology department (see also WWU policy PRO-U1600.02A).

- Sexual harassment is a form of sex discrimination and is therefore prohibited by law. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct or activity is made either explicitly or implicitly a term or condition of an individual's employment or academic progress;
 - Submission to or rejection of such conduct or activity is used as the basis for employment or academic decisions affecting such individuals, or
 - Such conduct or activity unreasonably interferes with an individual's work or academic

- performance or creates an intimidating, hostile or offensive working or learning environment.
- Sexual harassment can occur between persons without regard to gender, age, appearance, or professional status.

In addition, I will comply with the sexual harassment reporting requirements of the workplace of my internship.

(D) Discrimination: If I am subject to discrimination (including sex discrimination) during an internship I must report the discrimination to my university advisor or chair of the Sociology department, as required under WWU policy POL-U1600.04 Preventing and Responding to Sex Discrimination Including Sexual Misconduct.

(E) Behavioral Expectations:

- Engaging in a consensual relationship with a supervisor, staff or client at the workplace of my internship is not allowed.
- Engaging in an activity outside of the workplace site and/or work hours of my internship with members of the staff of the workplace is allowed only when a minimum of five staff members are present, unless pre-approved by the WWU faculty supervisor.

(F) Acknowledgement of Risk and Hold Harmless: I acknowledge that I am responsible for identifying and assessing risks to my health, safety and well-being that may arise from the activities of the internship. If an activity has an unacceptable level of risk, I will immediately discontinue the activity and notify my faculty advisor or field site supervisor. Therefore, any activity of the internship in which I participate will be considered to have been undertaken with my understanding and acceptance of the risks.

(G) If injured: If I am injured at an internship site or activity I must report the injury to my university advisor or chair of the Sociology department within 24 hours of the accident. The university advisor or chair completes the University's accident reporting procedures.

In consideration of my participation in the internship and to the fullest extent permitted by law, I agree to hold Western Washington University, its trustees, officers, directors, employees, agents, volunteers and assigns harmless from and against all claims arising out of or resulting from the internship, except for claims resulting from the negligent acts or omissions of Western Washington University, its trustees, officers, directors, employees, agents, volunteers and assigns. "Claim" means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. In addition, I hereby voluntarily hold harmless Western Washington University, its trustees, officers, directors, employees, agents, volunteers and assigns from any and all claims, both present and future, that may be made by me, my family, estate, heirs or assigns.

I have read and understand my responsibilities listed A, B, C, D, E above. I have asked and had any questions I have regarding these responsibilities answered.

Printed student name: _____ Date: _____

Signed student name: _____

Appendix D: Student Medical Malpractice Insurance Program

On-Line Enrollment and Cost: On-line enrollment only is available here

https://commerce.cashnet.com/RM1_RISKMGMT

The cost for this insurance is a flat fee of \$19.00 for 12 months of coverage from the date the fee is paid. The fee can be paid by a valid credit card (MasterCard, Discover and American Express cards are accepted) or debit card payment from your personal checking or savings account. It is the student's responsibility to make sure their premium is paid and their coverage is current.

Description: WWU's Student Medical Malpractice Insurance Program insures the professional liability of WWU students who furnish mental and physical healthcare-related professional services during internship or field experience work as required under a related degree curriculum. Students must be enrolled and engaged in an internship or field experience course, or any of the student's related degree curriculum courses, at the time of internship or field experience work.

Examples include athletic trainer, mental health counselor, school counselor, dance therapist, drug and alcohol counselor, marriage and family counselors, audiologist, language-speech pathologist, dietitian, physical therapist, social worker, occupational therapist, and services in the physical education, health and recreation fields. If you are unsure whether your position can be covered, e-mail paul.mueller@wwu.edu with your question.

Coverage: The policy provides professional liability insurance for the student, and also provides coverage for faculty who are supervising and instructing the students. It covers what the student or faculty may be legally obligated to pay for bodily injury or property damage caused by a negligent act or omission arising out of the rendering of healthcare-related professional services by the student. The limit of liability is \$1,000,000 per occurrence, with a \$3,000,000 annual aggregate per school. General liability insurance is also included with a limit of \$1,000,000. Higher limits are not available. Of course, coverage is limited to the insurance policy's terms, conditions and exclusions.

Evidence of Coverage: Evidence of coverage is not provided automatically. However, a student may request a copy of a certificate of insurance by e-mailing a request to paul.mueller@wwu.edu.

Claims: Potential and actual claims must be reported immediately to paul.mueller@wwu.edu by the academic department in charge of the student. Risk Management will administer the claim at that time.

Important Notice: This summary is designed to give you a general overview of the insurance coverage. It should be construed as a representation or legal interpretation of coverage. Coverage may change without notice. Contact Risk Management for specific information about the program and coverage terms, conditions and exclusions.

Appendix E: Weekly Report Form

Student Interns complete one summary sheet for each of the ten weeks of their internship. Please submit your reports via canvas each week by Friday at 11:59pm

Student Intern Name: _____ Agency Name: _____

Agency Supervisor: _____

Dates: _____ Hours worked this week: _____ Total hours worked: _____

How is your workload and level of structure?

Is there too much or too little supervision? Do you need more/fewer tasks?

Things That Went Well

List highlights/gains/accomplishments for the week.

Things That Did Not Go So Well

List disappointments in your internship, if any, that you experienced this week.

Need for Assistance

List any questions/problems you have for which you would like assistance from the Internship Director or Agency Supervisor.

Field Notes: Attach this week's field notes to the next page.