

JUSTICE & PEACE STUDIES PROGRAM

INTERNSHIP PLACEMENT FORM

Student name: _____ UST ID# _____

Last First MI

Email: _____@stthomas.edu Phone # _____

Year in school: _____ Major(s): _____

Academic advisor: _____

Term for internship (circle): Fall / J-term / Spring / Summer Year: _____

☐ This internship fulfills a requirement for another major: _____

Site supervisor's name & title: _____

Organization: _____

Address: _____

Supervisor's phone # _____

Supervisor's email: _____

1. *For the student:* Attach to this form a short paragraph describing the internship position. If the organization has provided you with a formal job description, simply attach it as is. If not, describe the position in your own words as it has been explained to you by your organization.
2. *For the student (in conversation with the site supervisor):* Attach a list of 4-7 learning goals, indicating particular skills or activities *you* hope to accomplish throughout the course of the internship. Each goal should be a phrase beginning with a verb, and containing a description of a measurable outcome; e.g., “Develop competency assisting community members preparing for their citizenship test,” “Learn how to work successfully with a team designing and carrying out X campaign,” “Organize and run a successful fall fundraising event,” etc.

Signature of student: _____ Date: _____

I commit to working the equivalent of 6-10 hours per week over the course of a normal semester, carrying out my learning goals in order to have a successful internship experience.

Signature of site supervisor: _____ Date: _____

I have reviewed the intern's learning goals and commit to consulting with the student periodically about progress toward learning goals. I will contact the internship Supervisor with questions of concerns.

Signature of JPST internship supervisor: _____ Date: _____

I commit to being available to consult with the student and site supervisor as needed throughout the semester in order to assist both in completing a successful internship experience.

Return to: Mike Klein, JPST Internship Supervisor
Mail #4059, 2115 Summit Avenue, St. Paul, MN 55105
or email to: mcklein@stthomas.edu