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Student Name: \_\_\_\_\_

Student Bear Number: \_\_\_\_\_

Student UNC Email: \_\_\_\_\_@bears.unco.edu

Student Phone Number: \_\_\_\_\_

The above named student is a Sociology major or minor at the University of Northern Colorado. She/he has accumulated at least 60 credit hours and is therefore in her/his junior or senior year. To verify the student's acceptance as an intern at your agency we would appreciate you completing the AGENCY SECTION of this form.

For successful completion of the Internship, the student is required to:

- Have this form submitted to the Sociology Department before the final day to add classes.
- Complete 45 hours of agency contact for each credit hour enrolled (e.g., for 3 credits the student must complete 135 work hours at the agency). The student normally enrolls for 3, 4, 5, or 6 credit hours.
- The student must log the completed work hours each week and provide a brief explanation of the duties/activities with the agency during the week. The agency may also require the student to complete an additional log of hours.
- At the conclusion of the Internship, the student must submit a 2-4 page report that provides an overview of the internship experience, indicates the similarities and differences between the internship experience and material from relevant sociology courses, then conclude with lessons learned and how this experience has influenced the student's career goals.
- The student must receive a satisfactory final evaluation from the field supervisor.

Agency / Field Supervisor Responsibilities

- Around mid-term the field supervisor will be asked via email to provide feedback regarding the student's progress thus far. Obviously, the field supervisor is welcome to contact the internship academic advisor or the department chair (Professor Jennison) any time during the semester if questions or problems arise.
- Near the end of the term, the field supervisor will be asked to complete a one-page evaluation form (available at <http://www.unco.edu/sociology/Internship/InternFinalEval%20july%202011.pdf>) that will be used to determine whether the student completed the internship in a satisfactory manner. The field supervisor will also be asked to sign the form as verification that the student completed the required number of work hours.

\*\*\*\* SEE BACK PAGE FOR MORE INFORMATION\*\*\*\*

## AGENCY SECTION

The above named student has been accepted by this agency as an intern for the (Fall/Spring/Summer) semester 20\_\_\_\_. The student is scheduled to complete \_\_\_\_\_ work hours at the agency.

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Agency Supervisor Phone Number: \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

**Your signature(s) indicates your acceptance of this placement.**

X

\_\_\_\_\_  
Agency Supervisor Signature & Date

X

\_\_\_\_\_  
UNC Intern Student Signature & Date

Please fax this form to 970-351-1527, **OR** scan it and attach it to an email sent to [sociology@unco.edu](mailto:sociology@unco.edu)  
**OR** mail it to:

University of Northern Colorado  
Sociology Department, Campus Box 142  
501 20<sup>th</sup> Street  
Greeley, CO 80639