

UNDERGRADUATE INTERNSHIP HANDBOOK

**T. Denny Sanford School of Social and Family Dynamics
Arizona State University**

**FAMILY AND HUMAN DEVELOPMENT (FAS 484)
&
SOCIOLOGY (SOC 484)**

Internship website: <https://thesanfordschool.asu.edu/internships>

Undergraduate Internship Coordinator: Stacie Foster

E-mail: <mailto:stacie.foster@asu.edu>

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Internships in the T. Denny Sanford School of Social and Family Dynamics Arizona State University

I. OVERVIEW

The Sanford School offers internship opportunities to a limited number of undergraduate majors. For academic credit, Family and Human Development students enroll in FAS 484 (Internship), and Sociology students enroll in SOC 484 (Internship). These internship courses include both *site work* (intern work responsibilities at the sponsoring site) and *academic coursework* (seminar classes (on campus students) or recorded lectures/discussion boards (ASUOnline students) with related course assignments). In-person and remote internships are available with numerous community partners including human service agencies, government departments, non-profit organizations, and schools.

Students play an integral role in planning, securing, and completing their internships successfully, and this handbook is designed to familiarize students with internship policies and procedures. The handbook includes:

- Goals and objectives for Sanford School internships.
- General information about the internship program, including intern eligibility criteria, course requirements, procedures for securing an internship position, and common questions about internships.
- A description of the responsibilities of the student intern, the Site Supervisor, and the Internship Coordinator.
- Required internship documents.

Additional information and materials may be found on the internship website (<https://thesanfordschool.asu.edu/internships>) or by contacting the Internship Coordinator.

WHAT is an internship?

An internship is a structured, supervised learning experience in a field setting for which students earn academic credit. Specific activities during an internship will vary for each student, but are guided by clearly defined learning goals that relate to the individual student's educational, personal, and professional interests. Students also complete academic work designed to aid them in processing and reflecting on what they are learning.

WHY should I complete an internship?

Internships provide students with opportunities to apply knowledge and theories learned through their coursework to real-world situations, while gaining valuable professional and interpersonal skills and making an active contribution to organizations within the community. Students can explore the practical and concrete aspects of their field of study and consider potential professional and educational paths. Students also gain knowledge of local organizations and services, and can begin building a network of professional contacts. Potential employers and graduate programs look favorably on students who have relevant internship experiences.

WHO can complete an internship?

Internships are available for campus-based and ASUOnline students with a major or minor in either Family and Human Development or Sociology (students with other majors may be considered on a case-by-case basis). Internships offer students opportunities to apply what they have learned in the

classroom to real-world experiences, and community organizations expect that interns will have sufficient academic preparation for the work in which they will engage. Therefore, students should have completed at least 60 credit hours within their degree program and at least 12 credit hours within their major prior to beginning an internship. Transfer students need to have completed a semester (12 credits) at ASU prior to beginning an internship. Students must apply and gain approval from the Internship Coordinator in order to participate in an internship.

WHERE can I complete an internship?

Internships are available within schools, government departments, advocacy organizations, human service agencies, and a variety of other sites. Students may consult the *Sanford School Internship Site List* (available on the internship website) for a listing of potential sites and contact information. Students may also identify new sites, with the approval of the Internship Coordinator.

WHEN can I complete an internship?

The internship course (FAS 484 or SOC 484) is offered each academic year during the fall and spring semesters, and students may enroll in the course for multiple semesters (for up to 12 total credit hours). Opportunities to continue an internship into the summer may be possible as well, with approval of the Internship Coordinator and enrollment in the summer internship course. Students should consult with their faculty advisor to discuss how an internship may fit into their program of study.

HOW do I begin the internship process?

Students must complete the online pre-internship orientation. Students may also want to email and/or meet with the Internship Coordinator in order to discuss specific educational and career goals and interests. Students must also submit a completed application (available on the internship website). With the subsequent approval of the Internship Coordinator, students may register for the internship course (FAS 484 or SOC 484). Students are responsible for researching and arranging their internships, with the assistance of the Internship Coordinator. The *Pre-Internship Preparation Guide* (available on the internship website) provides step-by-step guidance and resources for exploring and securing an appropriate internship placement.

II. INTERNSHIP GOALS AND OBJECTIVES

Internship program goals

The major goals of the Sanford School internship program are to provide students with opportunities to:

- Apply theories and knowledge learned in the classroom to everyday experiences in the field.
- Gain relevant professional skills and knowledge.
- Expand their awareness of social issues and community needs.
- Become familiar with organizations, services, and systems of care within the local community.
- Explore potential career options.

Student learning objectives

Upon successful completion of the internship, students will be able to:

- Complete internship responsibilities regarding their site and their coursework in a competent, organized, and timely manner.
- Communicate and collaborate effectively with professionals and peers in the field and in the classroom.

- Describe the application of specific academic knowledge to experiences in the field.
- Describe the mission, goals, services, and manner of operations at their internship site.
- Describe the roles and responsibilities of professionals at their internship site and/or the broader field.
- Reflect critically on the role of their own beliefs and attitudes in impacting their work in the field.
- Reflect critically on their internship and their own performance as an intern.
- Identify strengths and areas for growth as related to determining a career path.
- Network with professionals in the field.

III. INTERN ELIGIBILITY CRITERIA AND APPLICATION DEADLINES

Applications for the Sanford School internship program are available on the internship website. The application deadline for internships beginning in the fall semester is **May 15**. The application deadline for internships beginning in the spring semester is **November 30**. Be aware that some internships may take two months or more to secure and finalize, and that some sites may have separate internship application processes and earlier deadlines, so plan to begin the process early. Completed, signed applications may be completed online at the Sanford School internship website.

To be approved for the Sanford School internship program, you must:

- Be an FHD or SOC major or minor (other majors will be considered on a case-by-case basis).
- Complete at least 60 credits by the beginning of your internship.
- Complete at least 12 credits in your major by the beginning of your internship.
- Be in good academic standing, with a current (at the time of application) GPA of at least 2.5.
- Demonstrate a professional demeanor and positive interpersonal skills.
- Complete the online pre-internship orientation.
- Plan to complete an approved remote internship or in-person internship located in your local area.

Students should be aware that some sites may have additional requirements for specific internship positions (e.g., higher GPA, specialized training).

IV. INTERNSHIP COURSE REQUIREMENTS

Internships involve two components: site work and academic coursework. Students must enroll in FAS 484 or SOC 484 while completing the internship in order to earn academic credit. Students may enroll for 1 to 12 credit hours of internship during one semester, and may repeat the course in multiple semesters (at the previous or a new site). Under certain circumstances it is possible to complete internships at more than one site within a given semester, with the approval of the Internship Coordinator.

Site work requirements

As with any ASU course, each internship credit earned requires 45 hours of work. For example, an intern enrolled for 3 credit hours will work a total of 135 hours during the semester. Students must complete 100% of their required hours in order to earn full points for the site work portion of their final grade, and students will not pass the course if they fail to complete at least 75% of their total required hours. Students must monitor their accumulation of hours carefully throughout the semester using the time

logs, which will be verified and signed by the Site Supervisor. Internship hours must be completed during the inclusive dates of Session C for the given semester (i.e., from the first day of classes through the last day of classes; internship hours must be completed prior to finals week).

The specific internship responsibilities and work schedule will be arranged between the intern and the sponsoring site. The intern and the Site Supervisor will collaborate in developing learning goals that will serve to guide the planned internship tasks and activities throughout the semester (see the *Guide to Developing the Internship Learning Agreement* and the *Internship Learning Agreement* at the end of this Handbook). The intern, Site Supervisor, and Internship Coordinator will participate in a mid-semester meeting during the semester to discuss the student's progress in meeting these goals and other feedback about the internship experience. Finally, students must complete and submit a number of internship-related documents by stated deadlines, including the University Internship Application (UIA), *Internship Learning Agreement*, time logs, and a final evaluation of the internship (many of these documents may be found at the end of this Handbook). Site Supervisors will submit a final evaluation of the intern's performance throughout the semester as well.

At all times, students are expected to conduct themselves in a professional manner at their internship sites. Students will be asked to review and sign the *Sanford School Intern Behavioral Expectations* (at the end of this Handbook) to indicate that they understand and agree to these guidelines.

The table below lists the total required number of internship hours per credit hour, as well as the approximate number of hours per week. Weekly hours are calculated based on a 15-week semester, as interns are expected to be available to work at their sites regardless of ASU breaks. Students should anticipate the possibility of site closures or student illnesses and should plan their schedules accordingly in order to avoid falling short of their total required hours. Final evaluation of the intern's work and verification of completed hours will be submitted by the Site Supervisor.

Internship work hours required per academic credit hour

Credit hours	Approximate weekly internship hours in fall/spring (based on 15 weeks*)	<u>Minimum</u> internship hours required to pass* (Total required x 75%)	Total required internship hours per credit hour (# credits x 45)
1	3	34	45
2	6	68	90
3	9	101	135
4	12	135	180
5	15	169	225
6	18	203	270
7	21	236	315
8	24	270	360
9	27	304	405
10	30	338	450
11	33	371	495
12	36	405	540

*For students continuing an internship in the summer, the summer course is offered during Session C, which is 8 weeks in length. Approximate weekly hours during the summer semester would be twice the number that is listed for the fall/spring semesters.

Academic coursework requirements

This handbook is subject to change at the instructor's discretion

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On-campus students must attend and participate in an integrative seminar class held at the ASU Tempe campus (9 meetings per semester). Students are expected to attend each class but must attend at least 7 classes in order to pass the course. Time spent in the seminar every other week may be counted toward fulfillment of the internship hours. The Internship Coordinator will collect attendance at each seminar and record earned class hours. ASU Online students are required to participate in the Online course. Class participation will be assessed by students fully viewing the lecture materials and participating in the peer sharing discussion boards. Lectures will be viewed using PlayPosit, a tool that will allow students' views of the lecture to be tracked. Class participation will be tracked (viewing lecture/discussion board participation) and will count toward fulfillment of the internship hours. The seminars/lectures/discussions are designed to provide students with opportunities to reflect on their internship experiences, to receive support and feedback from peers and the faculty instructor, and to explore topics of relevance to work in community settings. Seminar topics include those such as legal and ethical issues, using supervision, and self-care. Students will also have opportunities to discuss educational and career options and to refine their resumes and interviewing skills.

Additional academic requirements include the completion of a journal recording the student's weekly experiences as an intern, and a final written assignment.

Returning students who have already completed one semester of internship do not need to continue attending the seminar (on-campus students) or viewing the lectures/completing discussion boards (online students) in subsequent semesters (although they are welcome to do so at any time). However, these students must complete all other assignments and requirements for the internship course.

Grading

FAS 484 and SOC 484 are offered for graded credit. That is, successful completion of the internship will result in a grade in the range of "A" through "E", which will be computed as a part of the student's GPA. A plus/minus grading scale will be used.

Grades will be determined based on successful and timely completion of the following requirements:

- Completion of the required number of internship hours.
- Submission of all internship-related documents.
- Participation in the seminars/lectures/discussions.
- Completion of the ongoing internship journal.
- Participation in the mid-semester internship meeting.
- Completion of the final internship evaluation.
- Quality of the final supervisor evaluation of the intern.
- Completion of the final paper and all other coursework.

Termination

It is expected that students will fulfill their internship responsibilities in a professional manner, to the best of their abilities. However, unsatisfactory intern performance, violation of site policies, or other conflicts between the intern and the site may result in termination of the internship, which would be a joint decision made by the Site Supervisor and the Internship Coordinator. In the event of termination, the student's final grade may be impacted, or the student may be withdrawn from the course by the Internship Coordinator and will not receive all or any credits.

If students have concerns about their internship experience during the semester (whether their own performance or the quality of their internship), they should seek assistance from the Internship Coordinator as soon as possible. Refer to the *Sanford School Intern Behavioral Expectations* (at the end

of this Handbook) and to individual site manuals and policies to review expectations for professional conduct and responsibilities.

V. INTERNSHIP COURSE REGISTRATION

All students (both campus-based and online) must be enrolled in FAS 484 or SOC 484 during each semester that they intern. Once students have been approved for the Sanford School internship program, they are eligible to register for the course. Upon approval, students will receive an email notifying them that they may register for the course. When registering, students must choose the desired number of credits (1-12). Students are encouraged to register for the course once being approved for the course by the internship coordinator. Students do not need to have obtained an internship yet in order to register for the course. If you are unsure of how many credit hours to enroll in, enroll in 3 credits and then you can change the number of credits after you obtain an internship, if necessary.

VI. PROCEDURES FOR SECURING AN INTERNSHIP

Choosing and securing an internship that provides the student with opportunities to engage in meaningful work that is relevant to the student's interests and goals is the key to a successful experience. Students should plan to begin this process at least several months prior to the beginning of the semester in which they plan to intern. The Internship Coordinator is available to guide students and help ensure that their placement is a good fit for their needs.

Students are responsible for researching and making arrangements for their own internship placements, with the assistance of the Internship Coordinator. Students must research potential internship placement sites, initiate inquiries with sites of interest, meet with site representatives, complete any site-specific requirements (e.g., applications, interviews, etc.), and maintain communication with the Internship Coordinator. All internships must be individually approved by the Internship Coordinator, and all necessary paperwork must be finalized before the student can begin working as an intern.

Please refer to the *Internship Selection Questions* and the *Pre-Internship Preparation Guide* (both available on the internship website) for guidelines and step-by-step instructions for researching, obtaining, and finalizing an appropriate placement. The Internship Coordinator will provide support and information to students throughout this process.

Internship criteria

Internship positions are not the same as volunteering (which is essentially focused on "helping" or contributing to the organization or community, rather than on training the student). Although both volunteering and internships enhance the work of the organization, internships are explicitly designed to include activities that will support the intern's specific learning goals and professional growth, and internships require the involvement of a qualified supervisor. Different sites may use various terms for these intern positions (e.g., internship, fieldwork, practicum, or even volunteering). Additionally, some "internships" offered by sites may actually be no more than volunteer work. Regardless of the title, it is important to keep in mind the Sanford School internship criteria when researching potential internships.

All internship positions must be approved by the Internship Coordinator each semester. As internships are essentially an extension of classroom learning, they must be thoughtfully planned, supervised, and supported.

Appropriate internship positions must:

- Be directly related to the fields of family and human development and/or sociology.
- Provide meaningful professional experiences that are relevant to the student's career or educational goals.
- Include a balance of structured and independent tasks designed to support the intern's stated learning goals.
- Include tasks that support the development of knowledge and skills that can be applied across a range of employment or service contexts.
- Include only minimal "routine" work (at most, 25 % of the intern's time). Routine work includes activities such as filing, cleaning, and other tasks that do not support new learning. Some internship positions require more office/clerical work than others due to the nature of the organization, and some interns spend more time in these activities at the beginning of the semester, when it helps them gain an understanding of the organization or its service users. Interns should be willing to engage in these tasks as needed. However, the majority of the intern's time across the semester should be in activities that support the development of new knowledge and skills.
- Ensure regular access to an identified, qualified supervisor who can dedicate time to developing a relationship with the intern, collaborating on learning goals for the intern, structuring the intern's learning experiences, and providing monitoring, mentoring, and feedback to the intern throughout the term.
- Provide enough learning and work opportunities for interns to fulfill their required site work hours for the semester.
- Support the work of the sponsoring site.

Internship positions should not include:

- Unsupervised clinical work (e.g., providing counseling to service users).
- Unsupervised home visitation.
- Activities that jeopardize the intern's personal safety.
- Substantial and/or prolonged "routine" work that does not support new learning.
- Substantial and/or prolonged unstructured time that does not support new learning.
- Activities that the intern feels are beyond their own qualifications, competencies, and/or authority to complete.

Appropriate internship activities will differ based on the nature of the sponsoring site and might include a combination of activities such as the following examples:

- Participating in training and professional development activities.
- Planning, developing, and/or facilitating a program activity with individuals or groups.
- Conducting developmental assessments.
- Observing home visits.
- Observing staff meetings.
- Researching and developing curricula, workshops, or presentations.
- Collecting and/or documenting data about program activities and/or service users.
- Creating materials for use in program services, publicity, or special events.
- Organizing or assisting with fundraisers and other events.

- Researching specific program issues/needs through reviewing literature and writing summaries/reports
- Conducting research to locate specific information and resources.
- Assisting in preparing reports or grant applications.
- Conducting outreach with community members or community organizations.
- Networking with professional staff, visit, and/or observe at related organizations or agencies.
- Working with legislators, government officials, or advocacy groups.
- Shadowing clinical services.

Exploring internship positions

Students may access the *Sanford School Site List* on the internship website. This spreadsheet includes a listing of local Arizona community partners which have sponsored Sanford School interns in the past. Students may also view the *Remote Internship Opportunities List* that includes a list of online/remote internship sites that have hosted/are interested in hosting Sanford School interns. Both of these lists include site contact information and internship position descriptions. Students may also use other resources to explore internship opportunities at additional organizations or agencies within their local community. These opportunities might be found as a result of suggestions from faculty within the Sanford School or other departments, Internet searches for organizations or services within the student's area of interest, or networking with peers, family, or community members.

All internship positions (including those at sites who have hosted Sanford School interns in the past) must meet the criteria for Sanford School internships and must be approved by the Internship Coordinator each semester. If seeking an internship at a site that does not currently have a partnership with ASU (e.g., a new site), students must be in communication with the Internship Coordinator at least two months prior to the beginning of the semester to allow adequate time for the internship to be approved and finalized.

Please consult with the Internship Coordinator, your academic advisor, and refer to the *Internship Selection Questions* (available on the internship website) for guidance in identifying internship options that will meet your educational and professional needs.

Securing an internship position

Please consult with the Internship Coordinator and refer to the *Pre-Internship Preparation Guide* (available on the internship website) for guidelines and detailed, step-by-step instructions for researching, obtaining, and finalizing an appropriate placement. Steps include:

STEP 1: Learn about the Sanford School Internship Program

STEP 2: Apply and gain permission to register for the internship course (FAS 484 or SOC 484).

STEP 3: Explore internship opportunities.

STEP 4: Prepare your resume.

STEP 5: Contact prospective internship sites.

STEP 6: Apply and interview with internship sites.

STEP 7: Accept an internship placement offer.

STEP 8: Submit internship placement details to the Internship Coordinator.

STEP 9: Complete necessary site requirements.

STEP 10: Begin your internship!

VII. INTERNSHIP RESPONSIBILITIES

Student responsibilities

Responsibilities pertaining to site work

- Research, select, interview, and finalize arrangements in securing an internship placement.
- Comply with all work policies and guidelines established by the internship site.
- Comply with all internship policies and guidelines established by ASU and the Sanford School.
- Collaborate with the Site Supervisor in developing specific and appropriate learning goals and supportive activities.
- Perform internship tasks and responsibilities to the best of one's abilities.
- Demonstrate enthusiasm for internship tasks and activities.
- Conduct oneself in a professional manner.
- Comply with legal and ethical expectations regarding confidentiality and the nature of helping relationships.
- Establish and maintain positive and professional relationships with the Site Supervisor, site staff, and service users/community members.
- Seek guidance from the Site Supervisor and staff as necessary.
- Invite and respond positively to feedback.
- Use initiative in seeking out new responsibilities and challenges to support continued learning (in collaboration with the Site Supervisor).
- Participate in a mid-semester internship meeting.
- Keep the Internship Coordinator informed of progress, new developments, and any difficulties pertaining to the internship.
- Express appreciation to site staff and send a written thank-you to the Site Supervisor within two weeks of ending the internship.

Responsibilities pertaining to academic coursework

- Enroll in FAS 484 or SOC 484.
- Complete and submit all required paperwork regarding the internship.
- Participate in seminar classes (on-campus students) or online lectures/discussion boards (ASUOnline students).
- Complete all required academic assignments.
- Complete 45 hours of internship work for each academic credit hour earned.
- Complete a final evaluation of the internship experience.
- Provide feedback to the Internship Coordinator to improve the quality of the internship program.
- Notify the Internship Coordinator of any changes to the internship placement details or to course credits.

Site Supervisor responsibilities

Responsibilities pertaining to the intern

- Create an atmosphere in which the intern feels comfortable and welcome.
- Provide an orientation to the intern regarding the organization and its mission and services, as well as relevant site policies, procedures, and regulations.
- Provide a description of the tasks and responsibilities that the intern is expected to complete.
- Provide relevant training to the intern for the completion of internship tasks and responsibilities.
- Assist the intern in developing specific and appropriate learning goals and supportive activities.
- Provide high-quality, meaningful responsibilities and assignments that will promote the intern's growth in the identified learning goals.
- Provide monitoring, mentorship, and constructive feedback to the intern throughout the term.
- Assist the intern in reflecting on their own work.
- Discuss mid-semester and final evaluations with the intern.
- Serve as a professional role model to the intern.

Responsibilities pertaining to the Sanford School internship program

- Verify the intern's time logs.
- Participate in a mid-semester internship meeting with the intern and Internship Coordinator or Internship Teaching Assistant.
- Complete and submit a final evaluation of the intern's performance.
- Consult with the Internship Coordinator regarding any concerns or difficulties with the internship, or any ways in which the Internship Coordinator could be of assistance in supporting supervisor or student needs.
- Provide written notification to the Internship Coordinator of any decision to terminate the internship prior to the end of the semester, including reasons for the intern's termination.

Faculty Internship Coordinator responsibilities

Responsibilities pertaining to students

- Conduct presentations for classes and groups of students for the purposes of raising student awareness and providing information about the internship program.
- Admit students into the internship program who meet eligibility criteria and are in good academic standing.
- Communicate and clarify the academic and site work expectations to students.
- Assist students in identifying internship placement opportunities that are relevant to their educational and career goals.
- Ensure that internship positions and site supervision meet the criteria of the Sanford School internship program.
- Assist students in making initial contacts with potential sites and Site Supervisors.
- Guide students in considering possible learning goals.

- Communicate with students on an ongoing basis in order to monitor student internship experiences and provide feedback.
- Ensure mid-semester internship meeting occur between the student, Site Supervisor, and Internship Coordinator/Internship TA.
- Act as a liaison for the students, Site Supervisors, and/or site administrators in providing support and assisting in resolving any difficulties pertaining to the internship.
- Provide relevant training and education by planning and facilitating the FAS/SOC 484 seminar/online classes.
- Evaluate and provide feedback on student coursework.
- Review the final site evaluation of the intern.
- Assign final grades based on student coursework, site work completed, and site evaluations.
- Serve as a professional role model to students.

Responsibilities pertaining to sites

- Communicate and clarify the internship expectations to Site Supervisors/administrators.
- Communicate with Site Supervisors/administrators in answering questions and coordinating the internship placement and required paperwork.
- Ensure mid-semester internship meeting occur between the student, Site Supervisor, and Internship TA.
- Act as a liaison for the students, Site Supervisors, and/or site administrators in providing support and assisting in helping students meet their learning goals and in resolving any difficulties pertaining to the internship.

Responsibilities pertaining to the Sanford School internship program

- Develop and maintain partnerships with community organizations, in support of the goals of the Sanford School internship program.
- Ensure that internship placements reflect the academic guidelines established by ASU and the Sanford School.
- Manage and maintain student internship and academic records.
- Evaluate and document the quality and success of internship experiences and the overall internship program.

VIII. POST-INTERNSHIP TASKS

With the assistance of Site Supervisors and the Internship Coordinator, students will begin preparing for the end of their internship at least a month before it ends. Termination of the internship is a process that includes reflecting on the internship experience, assessing areas of growth, identifying continued professional development needs, and creating closure around the endings or transitions in relationships between students and their internship supervisors, coworkers, clients or service users, and classmates.

After completing the internship, students should:

- Write a letter of appreciation to the Site Supervisor, and other site staff with whom they have worked with closely.
- If appropriate, request a letter of recommendation from the Site Supervisor or inquire about including him/her as a reference in future applications for educational programs or employment.

- Update their resume and/or portfolio to reflect their internship experience.

IX. INTERNSHIP FAQs

Do I have to pay for the internship course?

Students must be enrolled in FAS 484 or SOC 484 while completing internships. Just like for traditional courses, students must pay tuition for each internship course credit, for each semester in which they are enrolled.

Will I be paid for the work that I do as an intern?

Most internship opportunities related to Family and Human Development and Sociology are unpaid, due to the generally limited resources of organizations and agencies in these fields. It should be recognized that hosting and training interns comes as a cost to the site, as it requires time and energy on the part of the Site Supervisor and other site staff as well. If students are aware of a paid internship opportunity, they should consult with the Internship Coordinator early in order to verify that the internship fits the criteria required by the Sanford School. In the case of a paid internship, additional documents must be reviewed, completed, and submitted by the sponsoring site. This process can take up to 2 months and must be finalized before the student can begin the internship.

May I earn credit for an internship or volunteer work that I have already completed?

Students may only earn credit for Sanford School-approved internships that they are currently completing. Students must be enrolled and actively participating in FAS 484 or SOC 484 while completing their internship.

May I earn internship credit for my current employment?

Internships taken for course credit are to provide students with new opportunities for learning and professional development. Thus, students may not receive internship credit for current job duties. However, it may be possible for students to take advantage of new or additional learning opportunities offered by their employer. In this case, students and the potential Site Supervisor must verify that the internship position will include work that 1) closely relates to the goals of the Sanford School internship program and to the fields of Family and Human Development and/or Sociology, 2) offers opportunities for the student to gain new skills and knowledge that are relevant to their educational and career objectives, and 3) is beyond the student's regular paid job responsibilities and work hours. Students must consult with the Internship Coordinator early to discuss this possibility, and will be expected to adhere to all existing internship policies, procedures, and deadlines.

May I complete an internship during the summer?

Because students must attend the internship seminar (on-campus students)/participate in the online course (ASUOnline students) during their first semester as interns and because mid-semester internship meetings are required (which are only conducted during the fall and spring), new internships and transferring to new internship placement sites cannot occur during the summer. However, students who have already completed a semester of interning may continue at the same site during the summer, provided that they enroll in FAS 484 or SOC 484 for summer session C. Students should discuss this option with the Internship Coordinator in order to gain approval for the summer internship course. Students also have the option of completing an internship during the summer with the CISA department for OGL 484 credit. For more information about this option see <https://cisa.asu.edu/internships/earn-credit/cisa-484>

What schedule will I have as an intern?

Intern work schedules are determined by individual students, in collaboration with their Site Supervisor.

May I begin interning before the semester begins?

Students may not work in an intern capacity prior to or after the semester in which they are enrolled in the internship course. That is, internship hours must be completed between the first and last day of classes for the given semester. This ensures that the student intern is covered by the terms contained within the Affiliation Agreement (UIA or SPA) between the site and ASU.

May I begin interning before the Affiliation Agreement (UIA or SPA) has been signed by ASU, as long as my site has signed it?

Students may not begin working in an intern capacity prior to the finalization of this Affiliation Agreement by both the site and ASU, even if this delays the internship start date until after the semester has begun. Students should plan ahead in order to allow up to two months for this process to be completed. Students who are delayed in beginning their internship for this or any other reason should expect to make up the missed hours throughout the remainder of the semester.

What happens if I have to miss my scheduled internship hours?

Internships should be viewed as the pre-professional positions that they are, and students are expected to be punctual and dependable. Even though internships are generally not paid positions, site staff need to be able to rely on interns to work their scheduled shifts, in order to maintain continuity and avoid interruptions in services or work flow. In instances when missing intern hours is unavoidable (e.g., significant illness), interns should be aware of and adhere to established policies at their site regarding notifying their supervisor in a timely manner, covering their shift, and/or making up missed work at another time. Overall, interns should avoid missing scheduled internship shifts when at all possible. Missed internship hours due to illness or other emergencies cannot be counted toward fulfillment of the student's site work requirement.

May I include travel time as part of my internship hours?

Travel to and from your site is not considered internship work.

Do I have to attend the biweekly seminar (on-campus students)/participate in the online lectures/discussion boards (ASUOnline students)?

Students must attend and actively participate in the mandatory biweekly seminar class (on-campus students) or participate in online lectures/discussion boards (online students) during their first semester of interning, and at 7 of the seminars must be attended (on-campus students) or at 75% of the online lectures/discussion boards must be participated in (online students) in order for the student to pass the course. Time spent in the seminar/participating in online lectures/discussion boards may be counted toward fulfillment of the internship hours. The Internship Coordinator will collect attendance/track participation and will record earned class hours.

Are students ever offered jobs at their internship sites?

There are approximately 10 - 15 students in the internship course each semester, and generally a couple of students receive immediate or post-graduation offers of employment. Participating in the internship and in the integrative seminar with peer interns also allows students to develop a working knowledge of relevant organizations and potential employers in their field of interest.

May I change my credit hours after I have begun my internship?

Students should collaborate with their Site Supervisor at the beginning of the semester to ensure the establishment of a schedule that meets both the student and site needs. If students decide to take on

additional internship responsibilities that result in an increase in work hours, they may increase their credit hours as needed. Students will need to notify the Internship Coordinator and complete the appropriate paperwork (students cannot simply change their credit hours; they must drop the class and re-enroll in the course with a different number of credit hours). If the drop/add date has already passed, additional approval will be needed from CLAS. In general, students may not DECREASE their number of credit hours simply because they have not fulfilled their required number of site work hours. A decrease in course credits will only be considered by the Internship Coordinator in exceptional, unforeseen circumstances in which the student has had no control over their ability to complete the required number of work hours (e.g., significant, prolonged illness; loss of a Site Supervisor; elimination of site services integral to the intern's position).

What if I don't have enough work to do at my internship?

The intern and Site Supervisor should thoughtfully develop the *Internship Learning Agreement* at the beginning of the semester, which will serve as a guide to the intern's activities and tasks. If interns find that they do not have enough assignments or tasks to fill their time, the intern should speak with the supervisor in order to identify additional activities that will meet their learning needs. Interns are ultimately responsible for the quality of their internship experience, so they should use initiative in seeking additional learning opportunities, in collaboration with the supervisor. Demonstrating enthusiasm and competence at basic tasks can show readiness for more complex, advanced assignments.

May I ask my supervisor for a letter of recommendation?

Unlike academic instructors, Site Supervisors observe interns engaging in direct practice. Thus, they are in an excellent position to write meaningful recommendations for students. Students should strive to perform to their best ability throughout their internship, and if possible, should find time to discuss some of their educational and career plans with their supervisor. If, at the end of the semester, the student feels that the supervisor has a positive view of their internship performance, it is appropriate for the student to inquire whether they may ask the supervisor to write a letter of recommendation in the future. If the supervisor does not feel that they could write a helpful letter, the student should thank them graciously, and may want to talk further with the supervisor about areas for growth and improvement.

X. INTERNSHIP DOCUMENTS

The remainder of this handbook contains documents and forms pertaining to the internship course. Copies of individual forms will be made available to enrolled students on the internship course website on Canvas. Additional documents and guidelines may be found on the internship website at <https://thesanfordschool.asu.edu/internships>. Please consult with the Internship Coordinator and check the website for updated documents.

Application deadlines are May 15 (for fall internships) and November 30 (for spring internships). Deadlines for additional internship-related paperwork may be found in the course syllabus, which is available to enrolled students on Canvas.

INTERN BEHAVIORAL EXPECTATIONS

FAS 484/SOC 484

I understand that 45 hours of internship work per credit hour are required for this course, and that I must complete at least 75% of the required internship hours and attend at least 75% of the seminar classes in order to pass the course (my final grade will be affected by anything less than 100% completion). I understand that I must submit all internship-related forms and academic assignments. I also understand that I must maintain continuous satisfactory performance in my internship position. Less than satisfactory performance and/or unprofessional behavior may lead to the termination of my placement. I understand that I **will not be allowed** to decrease the number of credits that I have signed up for.

I understand that I am representing Arizona State University and must abide by the Student Code of Conduct (<https://eoss.asu.edu/dos/srr/codeofconduct>) and the Student Academic Integrity Policy (<https://provost.asu.edu/sites/default/files/AcademicIntegrityPolicyPDF.pdf>).

In addition, I understand that the following guidelines for professional behavior must be adhered to at all times throughout my internship:

- Follow site guidelines regarding appropriate attire/presentation, as well as additional site work policies, procedures, and regulations. This includes abiding by rules surrounding masking and vaccination policies of the institutions/organizations at which I'm interning.
- Demonstrate punctuality and dependability. Notify my site supervisor of necessary changes to my schedule in a timely manner.
- Adhere to expectations regarding confidentiality at all times.
- Demonstrate enthusiasm and flexibility in completing internship tasks and activities.
- Develop and maintain cooperative and collegial relationships with your site supervisor and other staff members. Communicate effectively with those with whom you work.
- Develop and maintain positive and professional relationships with services users or community members with whom you interact as part of your internship.
- Seek assistance and guidance from site supervisors and staff as necessary. Ask clarifying questions when you do not understand. Use your internship to learn as much as possible.
- Respond positively to feedback and constructive criticism. A successful learning experience depends on your ability to receive and use feedback in a positive manner that supports growth.
- Use the time at your site for learning related to your internship. Time spent on activities not related to your internship (e.g., personal use of electronic devices, completing assignments for other classes, reading not related to your internship) is not to be included in your internship time log.

I have read and understand the information in this document, and agree to abide by these behavioral expectations throughout my internship (including internships in subsequent semesters).

Intern (print name) _____ **Semester/Year** _____

Signature _____ **Date** _____

INTERNSHIP LEARNING AGREEMENT

STUDENT INFORMATION

Name	_____	ASU ID Number	_____
Major	_____	Year	FR SO JR SR
Email	_____	Phone	_____
Emergency Contact:			
Name	_____	Relationship	_____
		Phone	_____

SITE INFORMATION

Site Name	_____
Address	_____
Site Supervisor of Intern	_____
Supervisor Email	_____
Supervisor Phone	_____

SCHEDULE

Internship start date	_____	End date	_____
Weekly schedule: Monday	_____	Friday	_____
	Tuesday _____	Saturday	_____
	Wednesday _____	Sunday	_____
	Thursday _____		
Total weekly hours:	_____	Total semester hours:	_____
Notes about schedule	_____		

ACADEMIC REQUIREMENTS

The following academic requirements are to be met by each intern (detailed in course syllabus):

1. **Journal:** Each intern will keep a journal in which to record daily reflections regarding their internship experiences.
2. **Professional Development tools:** Each intern will be required to upload professional Development tools.
3. **Paper:** Each intern will Complete a final paper option.

INTERNSHIP DESCRIPTION

To be completed by the Site Supervisor: Describe specific tasks, duties and responsibilities of the intern. Include daily responsibilities and special projects.

SUPERVISION

To be completed by the Site Supervisor: Below are requirements of the supervisor. Please initial next to each required item.

_____ **Mid-semester site visit meeting (required).** Your intern will schedule this meeting with the course TA. Please have a conversation with your intern regarding dates/times that work best for your schedule, as both you and the intern should be in attendance.

_____ **End of semester evaluation (required)**

_____ **Please share any contingency plans you have for the intern (e.g., remote work) should they require quarantine**

INTERNSHIP LEARNING GOALS AND SUPPORTIVE ACTIVITIES

To be completed in collaboration between the intern and Site Supervisor, for 3-4 internship goals.

LEARNING GOAL (What) <i>What do you as an intern want to learn/accomplish by the end of this internship? Be clear and specific.</i>	SIGNIFICANCE (Why) <i>Why is it important to you that you learn/accomplish these goals?</i>	SUPPORTIVE ACTIVITIES (How) <i>Describe the specific activities through which you will accomplish each goal.</i>
1.		
2.		
3.		
4.		

SIGNATURES

Intern _____ Date _____

Site Supervisor _____ Date _____