

**Manual for Students and Agencies
Multidisciplinary Internship
Department of Social and Cultural Sciences
Marquette University**

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DEPARTMENT OF SOCIAL AND CULTURAL SCIENCES

MARQUETTE UNIVERSITY

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Form (Please use individual forms found on the SOCS website)

Required Forms

- Student Learning Agreement
- Midterm Evaluation
- Final Evaluation

Optional Forms

- Student Evaluation of the Internship Placement
- Agency Evaluation fo the Multidisciplinary Internship Process
- Student Reference Request Form

Multidisciplinary Internship Program Agreement

DEPARTMENT OF SOCIAL AND CULTURAL SCIENCES

MARQUETTE UNIVERSITY

Multidisciplinary Internship

The multidisciplinary internship is an academic internship. Students gain valuable “real world“ experience in a professional field of interest which is connected to academic learning objectives. The concurrent seminar class provides the opportunity for students to integrate academic knowledge with experience, share what they are learning at various internship sites and critically examine their reactions and thoughts regarding roles, responsibilities and social interactions at their placements. The multidisciplinary focus of the seminar stimulates students to think about human relations and behaviors in alternate ways, and incorporating viewpoints from different disciplines. The internship builds self confidence and broadens the student’s understanding of professional experience.

Nondiscrimination Statement

The Department of Social and Cultural Sciences Multidisciplinary Internship at Marquette University does not discriminate on the basis of race, color, gender, age, creed, ethnicity or national origin, physical disability or political or sexual orientation in the area of student internship acceptance or placement.

DEPARTMENT OF SOCIAL AND CULTURAL SCIENCES

MARQUETTE UNIVERSITY

Multidisciplinary Internship

Goals of the Multidisciplinary Internship

- A. To provide our students with the opportunity to experience the realities of working in placements related to their field of interest.
- B. To assist students in integrating the knowledge from their respective majors into practice at a beginning professional level.
- C. To facilitate students develop of interpersonal skills and life skills to assume the responsibilities of positions related to their field of interest.
- D. To provide students with an opportunity to share their experiences with other interns in a multidisciplinary context.

Structure of Internship

- A. Internship Coordinator - Faculty coordinator will be responsible for coordinating both the student placements and the seminar class.
- B. Students will spend a minimum of 140 hrs., 10 hrs./wk. in a qualified community agency.
- C. The internship coordinator will conduct the seminar for interns across disciplines. The overall goal of a faculty-directed seminar is to help interns integrate the knowledge gained from their internship.
 - 1. All students will register for one of the following: SOWJ 3986, CRLS 3986, SOCI 3986 or ANTH 3986. The seminar will consist the equivalent of weekly one two-hour meeting. The subjects to be covered include, but are not limited to: internship expectations, student, faculty and site-supervisor expectations, learning objectives, ethical concerns (e.g. confidentiality) and professional boundaries, safety concerns, sexual harassment, professionalism/professional demeanor, and how to communicate more effectively with supervisory staff and clientele, challenges encountered at their placement, and how to prioritize and organize activities. Choice of topics may be guided by student interest or need. Weekly journals and online discussion boards may be used and reviewed. Guest speakers may also be used. Students will be required to do final paper/presentations.
 - 2. Credit hours: The internship would be three credits (140 hrs./10 hrs./wk. + 2 hrs. of seminar). Some agencies may require additional hours as a condition of accepting an intern, but 3 credit hours are the maximum credit granted.
 - 3. All interns are required to attend the seminar.
 - 4. Expected Faculty/Student Ratio will be one faculty to 20 students.
 - 5. Students taking 2 semesters: These students will spend 2 contiguous semesters at the same agency. The seminar will be the Advanced Seminar CRLS 4986, SOCI 4986, SOWJ 4986, ANTH 4986.
 - 6. Only three internship credits can be counted toward CRLS, SOCI and ANTH majors. The additional 3 credits for a second semester will count as general university credit for CRLS, SOCI, ANTH.

7. Students may, with permission from the Internship Coordinator, do an internship with a department faculty member acting as supervisor. In these situations, the faculty member must agree to take responsibility for supervising the student, the student must obtain placement through the Internship Coordinator, all internship paperwork must be submitted to the Internship Coordinator before a grade is given. All agencies must have a contract with the University.

Roles and Responsibilities of the Faculty Coordinator

- A. Review all applications for an internship to ensure that students meet the necessary criteria (e.g. grade point, class standing, interdisciplinary element).
- B. Conduct an initial interview with all prospective interns to discuss potential placements.
- C. Approve and confirm all internships.
- D. Monitor, develop and maintain relationships with internship sites.
- E. Conduct weekly internship seminar.
- F. Assign grades in consultation with agency supervisors.
- G. Consult with university counsel to maintain agency contracts and other legal requirements

Prerequisites for Internship

- A. Senior Standing
- B. Declared major in the Department of Social & Cultural Sciences.
- C. G.P.A. = 2.50
- D. Evidence of preparation for Internship as documented in the student application.

Student Grading

- A. Satisfactory/not satisfactory (S/U grading)
- B. Criteria to be used to grade the student
 1. Agency evaluation forms
 2. Syllabus requirements.

Criteria for Selection of Field Instruction Agencies

- A. The agency must consider and be able to provide for the education of undergraduate Social Welfare and Justice, Sociology, Anthropology, and Criminology and Law Studies students. They must consider supervising the internship to be a valid agency services, and provide the time and space necessary for student education.
- B. The agency must provide opportunity for students to interact meaningfully with regular staff members and agency clients.

- C. The agency must allow opportunities for students to develop contacts with appropriate related agencies.
- D. Both the agency and Marquette Internship Coordinator must agree on the selection of the agency supervisor for the student.

Criteria for the Selection of Agency Supervisors

- A. The agency supervisor must have a genuine desire to supervise a student and be able to meet with the student on a regular (weekly) basis.
- B. The agency supervisor must understand the objectives of the course and be committed to providing the student with experiences that will enable the student to gain the competencies appropriate to the entry level of professional practice.
- C. The agency and agency supervisor must provide opportunities for the student with a valid experience and opportunities to demonstrate various practice skills.
- D. The agency supervisor must have the educational background and professional expertise to provide a meaningful agency experience for the student

Responsibilities of MU Internship Coordinator

- A. The Internship Coordinator arranges and approves all student internship placements
- B. The Internship Coordinator provides the link to the MU Internship Handbook for Agency Supervisors and Students, and is responsible for developing and maintaining all materials included in this handbook.
- C. The Internship Coordinator will help develop a written learning contract between student and agency supervisor at the beginning of each semester of the internship placement.
- D. The Internship Coordinator will be available for consultation with the Agency Supervisor and/or student.
- E. The Internship Coordinator will meet/talk with the Agency Supervisor to evaluate student performance.
- F. The Internship Coordinator will instruct the Seminar class.

Responsibilities of the Student

- A. The student will contact the agency supervisor 2 weeks before the semester begins at the beginning of the semester of placement, and tentatively arrange hours of placement which fit into the student's academic schedule and are agreeable to his or her supervisor at the agency of placement. The student will begin the internship immediately according to this tentative schedule. The student will spend a minimum of 10 hours per week in the agency setting, a total of 140 clock hours for the semester
- B. The student will participate in the development of a written student contract with the agency supervisor and internship coordinator at the beginning of the semester of placement.
- C. The student will regularly maintain the days and hours agreed upon in this contract. The student will take responsibility to negotiate any necessary changes with the agency in advance; in the case of unforeseeable illness or emergency, the agency supervisor is to be informed as soon as possible; the

- student will make up any hours missed at times convenient to the agency supervisor. The agency supervisor must approve any schedule changes.
- D. Student will perform all tasks to the best of his/her ability.
 - E. The student will take responsibility for recording approved learning activities at the appropriate places on the evaluation forms.
 - F. The student will be available for supervision with the agency supervisor and consultation with the Internship Coordinator.
 - G. The student will attend and participate in the Seminar and complete all assignments.

Responsibilities of Agency Supervisor:

- A. The agency supervisor will orient the students to the agency and help them understand the organization and structure, policies, and services of the agency.
- B. The supervisor will assign meaningful, relevant experience to the student that will help him/her achieve the stated objectives of the course. These tasks should involve both oral and written skills and a variety of practice experiences of intervention. The supervisor will orient the student to the special needs of consumers of agency services, and will orient the student to other available community agencies and services.
- C. The supervisor will orient the student to the special needs of consumers of agency services, and will orient the student to other available community agencies and services.
- D. The supervisor will provide guidance and supervision to the student, and meet with the student on a regular, normally one-hour weekly basis.
- E. The agency supervisor will meet in person with the Internship Co-ordinator and the student the first month for development of the student internship agreement.
- F. The agency supervisor will contact the faculty if circumstances arise which warrant special discussion.
- G. The agency supervisor has written evaluation forms ready for the faculty instructor for mid-term and final grades.

GUIDELINES FOR ADDRESSING PROBLEMS IN THE INTERNSHIP

Addressing Problems

Except, in the case of Involuntary Termination, the following steps should be taken to assist the student in achieving a successful internship.

- A. Clarify goals and responsibilities of internship
- B. Identify and inform students of any serious problem areas.
- C. Discuss alternative methods to handle problem areas.

Termination Process/Unsatisfactory Grades

- A. If any problem continues, contact Internship Coordinator.
- B. Written documentation in student evaluation forms should specify the problem areas and the steps required to resolve the problems.
- C. If at the end of the semester, the student continues to function at an unsatisfactory level, the Intern Coordinator will assign the student an unsatisfactory grade.
- D. Students who are unable to resolve identified problems and who cause significant disruption at the agency or within the seminar can be terminated from the internship.
- E. Students are also responsible for consulting the Internship Coordinator if students face circumstances that affect their performance at their internship.
- F. Students can also receive an unsatisfactory grade if they do not meet the requirements outlined in the syllabus of the Internship Seminar.
- G. Students who have a grievance can follow the steps outlined in the Grievance Procedure.

Involuntary Termination from Internship

Students can be immediately (involuntarily) terminated from their internship if any of the following occur:

- A. Evidence exists that shows the student's conduct to be in violation of the Student Conduct Code published in the Marquette Student Handbook.
- B. Evidence exists that shows that the student has engaged in conduct which significantly disrupts the internship, classmates, the essential functions of the agency or the safety of others.
- C. The Internship Coordinator in consultation with the agency and the Department Chair will determine if an involuntary termination is necessary.
- D. An involuntary termination may result in the student losing their opportunity to participate in any internship.
- E. Students who are involuntarily terminated from their internships will receive a grade of Unsatisfactory.

Grievance Procedures for Internship

Should a student have a grievance, there is a general policy for pursuing a student grievance.

- A. The student should first discuss the grievance with the Internship Coordinator.
- B. If the student is not satisfied with the way the grievance is handled by the Internship Coordinator, the matter should be taken to the Chair of the Department of Social and Cultural Sciences.
- C. If the matter is not resolved at the previous levels, the student may then submit an appeal in writing to the Dean of Arts and Sciences.
- D. Students who do not follow the steps outlined above will not have their grievances addressed.

Sexual Harassment Policy

According to the Marquette University Sexual Harassment Policy (March, 1999), sexual harassment is defined, within the workplace for employees and/or within the academic and/or residential experience for students, as any unwelcome sexual advances, demands, requests for sexual favors, innuendos or any other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual=s employment or education experience.
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially interfering with an individual=s work or academic performance by creating an intimidating, hostile, or offensive working or educational environment.

Reporting Sexual Harassment

- A. Document in writing the time, place, person, and action. Keep a written record.
- B. Discuss with Agency Supervisor
- C. Discuss with Faculty Internship Coordinator
- D. Meeting will be held with the agency supervisor or their supervisor, and the Faculty Internship Coordinator
- E. If resolution cannot be reached, the student will be removed from the placement with a grade of “S” and an alternative placement will be sought.

DEPARTMENT OF SOCIAL AND CULTURAL SCIENCES

MARQUETTE UNIVERSITY

Forms

All of these forms are on our Web Site:

www.marquette.edu/socs

Internship information

DO NOT USE THE FORMS IN THIS MANUAL

Marquette University
Department of Social and Cultural Sciences
Multi-disciplinary Internship
Student Learning Agreement

Directions: To be completed for each semester a student is enrolled in an internship. This agreement must be signed by the student, the internship provider, and the faculty internship coordinator.

Course:		Credit Hours:	
Student's Name:		Student's ID:	
Cell Phone:			
Agency/Organization:			
Address		Phone:	Fax:
City:		State:	Zip:
Immediate Supervisor:		Direct Line/Cell:	Email

Agreement

THE STUDENT AGREES TO:

- ◆ Fulfill his/her agreement to report to work on the assigned days and hours
- ◆ Perform all assigned tasks to the best of his/her ability
- ◆ Be available for consultation with the faculty internship coordinator

THE INTERNSHIP SUPERVISOR AGREES TO:

- ◆ Provide the intern with the practical work experience of professional relevance.
- ◆ Provide a variety of work experiences to the student.
- ◆ Be willing to provide a mutually agreed time for the faculty internship coordinator to meet with the student intern and the internship provider.
- ◆ Discuss with the faculty internship coordinator any misunderstandings, problems, or termination of the internship before taking action.
- ◆ Assist the faculty intern coordinator in assessing the student intern's performance by completing an evaluation form.

THE FACULTY INTERNSHIP COORDINATOR AGREES TO:

- ◆ Be available for consultation at mutually agreed to times, with the other signatories of this agreement.
- ◆ Visit, by mutually agreed appointment, the student intern and the internship provider at the work place at least one time during the term. (If this is not possible, a telephone call to the internship provider will substitute for the visit.)
- ◆ Meet and/or talk with the internship provider to evaluate the student's performance at the end of the term.

Description of Internship (Conditions, duties, hours, etc.)

Student's Personal Goals:

A.

B.

C.

Signatures

Student Intern: _____ Date: _____

Agency Supervisor : _____ Date: _____

MU Coordinator: _____ Date: _____

MIDTERM EVALUATION: AGENCY EVALUATION OF STUDENT PERFORMANCE

STUDENT INFORMATION

Name of Student:

Agency:

Supervisor:

Supervisor's e-mail:

Total # hours completed to date:

ASSESSMENT OF WORK PERFORMANCE

	Above Expected Level	Expected Level	Below Expected Level
Understands job requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses time effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understands structure, organizations and administration of agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of work product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Integration of Academics into on Site learning

ASSESSMENT OF INTERPERSONAL RELATIONS AND ATTITUDES

Cooperates with other staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective use of communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Courteous and responsive to the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation to do the job well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Desire for self-improvement; assumes the initiative to expand knowledge and skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility and adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ASSESSMENT OF RELIABILITY

Follows instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Punctual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Available

Dependable

STUDENT GOALS (FROM AGREEMENT)

Student's Goals:

COMMENT ON STUDENT'S POTENTIAL IN TERMS OF ABILITY AND WILLINGNESS TO LEARN, PERSONALITY, ATTITUDES AND CAPACITY FOR OBJECTIVES IN THE FIELD. OTHER COMMENTS ARE ALSO WELCOME

Please type your name (this serves as your signature)

SUBMIT

RESET

FINAL EVALUATION: AGENCY EVALUATION OF STUDENT PERFORMANCE

STUDENT INFORMATION

Name of Student:

Agency:

Supervisor:

Supervisor's e-mail:

Total # hours completed to date:

ASSESSMENT OF WORK PERFORMANCE

	Above Expected Level	Expected Level	Below Expected Level
Understands job requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uses time effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understands structure, organizations and administration of agency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of work product	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Integration of Academics into On-Site Learning			

ASSESSMENT OF INTERPERSONAL RELATIONS AND ATTITUDES

Cooperates with other staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective use of communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Courteous and responsive to the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Motivation to do the job well	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Desire for self-improvement; assumes the initiative to expand knowledge and skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexibility and adaptability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ASSESSMENT OF RELIABILITY

Follows instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attendance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Punctual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Available	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Dependable



STUDENT GOALS (FROM AGREEMENT)

Student's Goals:

Comment on students potential in terms of ability and willingness to learn, personality, attitudes and capacity for objectives in the field. Other comments are also welcome.

Any comments regarding the overall process of this internship or suggestions for changes or additions that could be helpful to you as a supervisor.

Please type your name (this serves as your signature)

SUBMIT

RESET

INTERNSHIP PROGRAM AGENCY EVALUATION OF INTERNSHIP PROCESS

AGENCY INFORMATION

Agency:

Supervisor:

Name of Student:

Supervisor's e-mail:

THE UNIVERSITY

	Above Expected Level	Expected Level	Below Expected Level
Overall, information provided was helpful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Process setting up internship	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning contracts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluation forms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Individual contracts with coordinator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group meetings with coordinator, students and others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Suggestions:



THE STUDENT

Adequately prepared regarding purpose and expectations to begin internship

Academically prepared to begin the internship

Performance met agency expectations for an intern

Active participant in the learning process

Prepared for supervision

Brought insights or questions from the classrooms to the supervisor

WHAT WAYS COULD WE BETTER PREPARE STUDENTS FOR INTERNSHIPS?

Prepare students:



Will you be willing to have an intern in the future?

Yes

No

Please type your name (this serves as your signature)

SUBMIT

RESET

MULTIDISCIPLINARY INTERNSHIP APPLICATION FORM

Applying for:

Fall Spring Both (Year)

Please select 

I. Demographic Information:

First/last name:

MU ID#:

College:

Major(s):

Cell Phone:

E-mail:

II. Academic Information:

Expected date of graduation:

Overall GPA:

Major GPA:

III. Area of interest:

(i.e., age group, population, type of setting) Be as specific as possible

Do you have any specific agency/type of agency in mind for your internship?:

Yes

No

If yes, please specify:

Specify Contact Person:

What are your goals and expectations for your internship?

Will you have a car?

 Yes No

IV. Informed Consent:

(If your agency requires the following screenings, will you agree to undergo these screenings?)

Health Screening:

 Yes No

Criminal/Caregiver Background Check:

 Yes No

Alcohol and Drug Screening:

 Yes No

Do you agree to pay any costs incurred from this screening?
(Typical cost is \$2.00 to \$25.00)

 Yes
 No

By submitting this form, I am certifying that all the above information on this application is correct and if accepted for this internship, I agree to fulfill all the requirements and obligations set forth by Marquette University and the agency in which I am placed. Failure to obtain a placement by the last day of finals the semester preceding your intended internship will disqualify you from participation

Advisor Name:

SUBMIT

RESET

DEPARTMENT OF SOCIAL AND CULTURAL SCIENCES

**MARQUETTE UNIVERSITY
Student Feedback of the Internship**

Agency: _____ Date: _____

Supervisor: _____

As a service to students who follow you, please complete the following evaluation:

	Exceed Expectations	Met Expectations	Below Expectations
Your overall satisfaction			
Relevance to your major in _____			
Useful to future career planning			
Availability of opportunities to develop skills			
Quality of supervisor			
Agency policy procedure			
Assigning appropriate tasks			
Processing experiences			
Relating experiences to major course work			
Basic needs met:			
Space to work			
Phone			
Special Consideration:			
Need for a car			
Unusual hours			
Independent home visits			
Foreign Language			
List personal characteristics that are necessary for a successful experience:			
List Learning Opportunities:			
Would you recommend this placement for future students? Yes ♡ No ♡			

MARQUETTE UNIVERSITY
STUDENT REFERENCE REQUEST FORM

Student name (please print): _____

Marquette Student ID Number: _____

I, the above-named student, hereby request that
or.....(hereinafter "Employee(s)") serve as a
reference for me. This reference is for the following purpose(s): (check all that are applicable)

- application/reference for employment
- all forms of scholarship or honorary award
- admission to an educational institution/program

The reference may be given in the following form(s): (check one or both spaces)

- written
- oral

I authorize Employee(s) to release any and all information from my education records, as defined in the Family Educational Rights and Privacy Act (FERPA) and to provide an evaluation relating to my education at Marquette University (including but not limited to grades, coursework, internship evaluations and comments by agency supervisors) to the following: (check one)

- all prospective employers, educational institutions to which I seek admission and all organizations considering me for an award or scholarship OR
- only those specific employers, educational institutions and/or organizations listed on the reverse side of this form

I further authorize the release of information relating to student teacher evaluations, if applicable:

- Yes
- No
- Not applicable

I understand and agree that this authorization shall remain in effect until revoked by me, in writing, and delivered to Employee(s), but that any such revocation shall not affect disclosures previously made by Employee(s) prior to receipt of such written revocation. Further, I hereby agree to indemnify, defend and hold harmless Employee(s), and Marquette University, for any claim arising out of, or related to, any reference or information provided pursuant to this authorization.

Signature of Student: _____ Date: _____

Department of Social and Cultural Sciences Multidisciplinary Internship Program Agreement

This Agreement is made by and between Marquette University ("Marquette"), located in Milwaukee, Wisconsin and [insert agency] ("Facility") located in [insert city and state]. The participating institutions agree to cooperate in the conduct of educational activities as described below.

PURPOSE: The Department of Social and Cultural Sciences Multidisciplinary Internship Program at Marquette is comprised of a three-credit course which requires 2 hours in the classroom and the completion of 140 clock hours in an agency. Students are expected to attain competence consistent with entry level professional practice.

THE UNIVERSITY AGREES:

1. To refer for placement at the Facility only qualified students who have applied and been approved by the Internship Coordinator.
2. To provide telephone, e-mail, and on-site visitation and consultation for all internship students by the Faculty Liaison and to be available for assistance as the need arises.
3. To provide the Facility a Field Manual containing descriptive information concerning the Marquette objectives and outlines for the internship course, and copies of the learning contract.
4. To assign full responsibility for the internship grade to the Marquette Internship coordinator; a recommendation, however, is generally requested of the supervisor at the Facility.
5. To inform each student that he or she is responsible for:
 - a. arranging an exploratory interview with the Facility and informing the Internship Coordinator of the results in a timely manner.
 - b. following the administrative policies, standards, and practices of the Facility, including any health regulations; and background checks.
 - c. following the Marquette University internship policies and procedures as outlined in the most recent Marquette University Field Manual, and
 - d. maintaining confidentiality of information relating to the Facility's clients.

THE FACILITY AGREES TO:

1. To provide the student with an orientation to administrative policies, standards, and practices that are relevant to the internship.
2. To provide the student with internship experiences leading to competence at the beginning level of professional practice.
3. To provide a Facility Employee for supervision of student learning at the Facility.
4. To communicate to the Marquette Internship Coordinator, as early as possible, any problems pertaining to the performance by the student.
5. To provide the opportunity for its supervisors to participate in on-campus supervisors meeting at least once a year.

THE UNIVERSITY AND THE FACILITY JOINTLY AGREE:

1. That students will be interviewed by the Facility prior to acceptance into internship at the Facility.
2. To comply with all applicable federal, state and local laws, regulations and ordinances. Both parties specifically agree not to unlawfully discriminate against any individual on the basis of race, creed, color, sex, religion, age, disability or national origin.
3. That the Facility may cancel the internship of any student whose performance is unsatisfactory. The Facility will provide the student and the Department with a written justification for any such cancellation. When possible, the Facility shall take reasonable steps to consult with the Marquette Internship Coordinator prior to the cancellation of a student from the program.
4. That this agreement form is for a term of one year beginning on the date signed by an authorized Facility representative and ending on August 14, _____. The agreement shall be automatically renewed for subsequent one year terms (August 15 to August 14 of the following year) unless terminated by either party. Either party may terminate this agreement by providing ninety (90) days written notice to the other party. Notwithstanding termination of this agreement, any student already enrolled and participating in the internship shall have the right to complete his/her internship at the Facility unless the student's internship is otherwise canceled pursuant to terms contained herein.
5. That this Agreement is not a third-party beneficiary contract, and confers no rights upon any students or employees of the parties.
6. That students are not employees of Marquette, the Department of Social and Cultural Sciences multidisciplinary internship of the Facility, and are therefore ineligible to receive Workers' Compensation or Unemployment Compensation benefits from either party. Further, Marquette faculty are not eligible for coverage under the Facility's Workers' Compensation or Unemployment Compensation insurance programs.
7. That Marquette shall indemnify, defend and hold harmless the Facility, its staff, agents and employees from and against any and all liabilities, claims, losses, lawsuits, judgments and/or expenses, including reasonable attorneys' fees, arising, either directly or indirectly, from any act or failure to act by Marquette, its faculty, students, agents and employees which may occur during or which arise out of the performance of this Agreement.
8. That the Facility shall indemnify, defend and hold harmless Marquette, its faculty, students, agents and employees from and against any and all liabilities, claims, losses, lawsuits, judgments and/or expenses, including reasonable attorneys' fees, arising, either directly or indirectly, from any act or failure to act by the Facility, its staff, agents and employees which may occur during or which arise out of the performance of this Agreement.
9. In order to protect against potential liability arising out of the activities performed under this Agreement, The School and the Facility each agree to obtain and maintain, in force and effect, insurance and/or self-insurance, as set forth below. The School agrees to maintain professional liability insurance, and/or equivalent self-insurance, with minimum limits of \$1,000,000 per occurrence and \$3,000,000 aggregate for its participating students, faculty, employees and agents. The Facility agrees to maintain professional liability insurance, and/or equivalent self-insurance, with the aforementioned limits for its employees and agents. Further, both parties agree to individually maintain comprehensive general liability (CGL) insurance, and/or equivalent self-insurance, with minimum limits of \$1,000,000 per occurrence and \$3,000,000 aggregate. Upon request, each party agrees to furnish to the other appropriate documentation of financial responsibility.
10. This document shall be construed in accordance with the laws of the State of Wisconsin. If any term or provision of this document shall be held illegal, unenforceable, or in conflict with any law governing this document, the validity of the remaining portions shall not be affected thereby.
11. This agreement shall supersede any and all prior agreements, written or oral, between the parties concerning this internship program. Further, this Agreement may be revised or modified only by written amendment signed by both parties.

Each person signing this Agreement warrants that he/she has full authority to do so and that his/her signature shall bind the parties for which he/she signs.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Authorized Facility Representative

Date

Authorized Facility Representative

Date

Dean, College of Arts and Sciences
Marquette University

Date

Chair of Department of Social and Cultural Sciences

Date