**Internship Proposal and Agreement Form**

IAS graduate students have the opportunity to conduct internships with non-profit organizations, public agencies, companies, institutions, and UW campus units as a means of gaining practical experience while fulfilling elective degree credits. In addition to fulfilling the functions of the internship position, students seeking academic credit are responsible for completing a specified number of hours, establishing a set of learning goals, and submitting an academic product.

Students are responsible for securing internships and may apply for advertised positions or design an internship in collaboration with an internship site. The Graduate Office is available to help students locate options and negotiate relationships.

Students who are interested in developing an internship should (1) consult the online resources for “Internships” on their program website, (2) discuss the internship opportunity with their primary faculty advisor, their faculty internship supervisor, and the internship’s site supervisor, (3) and then complete this form and email it to their advisor, internship supervisors, and the Graduate Office at [iasgrad@uw.edu](mailto:iasgrad@uw.edu). Once the Graduate Office has confirmed all approvals, it will provide the student with the registration codes needed to enroll for their respective internship course, as below,

Elective internship course offerings, by program, are:

(Check one)

MACS: BCULST 520, Internship (2-5 credits, max 10)

MAPS: BPOLST 520, Policy Internship (2-5 credits, max 10)

MFA: BCWRIT 520, Internship (2-5 credits, max 5)

Student Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Faculty internship supervisor: Click or tap here to enter text.

Primary faculty advisor name: Click or tap here to enter text.

Internship site: Click or tap here to enter text.

Site supervisor name:Click or tap here to enter text.

Mailing address: Click or tap here to enter text.

City, State, Zip: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Internship state date: Click or tap to enter a date.

Approximate end date: Click or tap to enter a date.

Number of hours per week: Click or tap here to enter text.

Total estimates hours: Click or tap here to enter text.

Quarter/Year seeking credit: Click or tap here to enter text.

Number of credits: Click or tap here to enter text.

Please describe your learning goals as they relate to the functions of your internship position.

1. Please describe your responsibilities as an intern with this organization (*job description may be attached*).
2. What do you want to learn as a result of this internship experience? How does this relate to your educational and career goals?
3. What anticipated outcomes or product(s) will emerge from this internship?
4. What will you submit to your Faculty internship supervisor at the end of the internship to document and assess your learning? Please outline details of this agreed-upon academic product, which make take the form of a written chronicle, a series of blog posts, or an evaluative paper, among other forms. *Note: Any products intended for public audiences must be reviewed by and negotiated with your Internship site supervisor.*

**Student**

I have discussed m intent to conduct this internship with my primary faculty advisor. I agree with the duties, learning goals, and academic product(s) outlined in this form. I also agree to maintain regular contact with my Faculty internship supervisor and Internship site supervisor to ensure any issues are addressed.

In addition, I will provide my Internship site supervisor the opportunity to review and negotiate any products intended for public audiences.

* Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

*(In lieu of signature, you may email your agreement with this form to the IAS Graduate Office:* [*iasgrad@uw.edu*](mailto:iasgrad@uw.edu)*)*

**Faculty internship supervisor**

As Faculty internship supervisor, I agree with the duties, learning goals, and academic product(s) outlined in this form. I also agree to support the student’s internship experience by:

* Making myself available to the intern and site supervisor during regular office hours or by appointment
* Meeting with the student to discuss his/her internship experience and to evaluate the academic portion of the internship
* Assigning a final grade
* Faculty internship supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

*(In lieu of signature, you may email your agreement with this form to the IAS Graduate Office:* [*iasgrad@uw.edu*](mailto:iasgrad@uw.edu)*)*

**Internship Site Supervisor**

I agree with the duties, learning goals, and academic product(s) outlined in this form and will work with the student and their Faculty internship advisor in providing an educational internship by:

* Orienting the student to my organization, its policies, and our employees
* Considering the feasibility of projects based on the intern’s skills, talents, and time
* Maintaining communication with the student during the internship and providing a review at its completion.
* Reviewing and negotiating any products intended for public audiences
* Internship site supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_

*(In lieu of signature, you may email your agreement with this form to the IAS Graduate Office:* [*iasgrad@uw.edu*](mailto:iasgrad@uw.edu)*)*

*Please initial the following statements to indicate agreement.*

\_\_\_\_\_ Upon my review and approval, the student has my permission to make the results of his/her internship publicly available.

\_\_\_\_\_ Upon my review and approval, the student has my permission to publish portions of his/her academic project at a later date (please attach an addendum, if needed).