INTERNSHIP EXPERIENCE CONTRACT
Part I

EDC 364C: Fieldwork in Youth and Community Studies is devoted to providing students with opportunities to gain valuable, real-world experiences relevant to their Youth and Community Studies professional concentration (e.g., coaching, early childhood, physical education, special populations, and youth and social services). In this course, students will complete 135-hour internship (10-hours per week) over the course of the semester. Enrollment in this course means you have been approved to earn fieldwork credit by working at an agency considered off-campus. You must register for this class for a letter grade; pass/fail is not an option.

STUDENT INFORMATION

Student Name: ____________________________________________  UTEID: __________________

Email:

________________________________________________________________________

YCS Concentration: ____________________________________________________________

INTERNSHIP EXPERIENCE INFORMATION

Supervisor’s Title: _________________________________________________

Email: _____________________________________________________________

Highest Degree Earned and Name of College or University
(EDC 364C Students must be supervised by a person with a four-year college degree)

________________________________________________________________________

College or University  Degree

Name of Internship Site: _________________________________________________

Address: _______________________________________________________________

Nature of Site (clinic, hospital, gym, school, etc.): _______________________________
Intern’s Job Title: ________________________________

Competencies, Tasks, and Responsibilities: Please list each competency the intern will obtain as a result of their internship experience. Under each competency, describe the tasks and responsibilities that will be assigned to the intern in order to assure she/he obtain the competency. *Important: Please be specific. Use an additional page if more space is needed.
For example: **Scheduling:** Intern will be responsible for scheduling client appointments, publishing weekly schedules, and communicating scheduling needs and requirements to staff.

______________________________________________________________________________
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______________________________________________________________________________

**ETHICS REQUIREMENTS**

The parties mutually recognize that in the course of the student’s internship, the student may have access to, and may acquire knowledge of, confidential and proprietary information. This information includes, without limitation: marketing and strategies; customer names, needs, and other information; client potential; and other types of information that could place the internship site at a competitive disadvantage if known by, or revealed to, competitors or customers. The parties mutually recognize that, in the course of the student’s internship, in addition to company information, the student will receive special assistance and special training in management and/or marketing which is not generally available elsewhere and which could harm the internship site if known by, or revealed to, its competitors or customers.

Accordingly, the student agrees:

1. Not to disclose to any person or entity any of the company’s confidential information or its confidential marketing and training programs.
2. That the student will not create, or bring to market, a separate or competing business during the time of the internship.
3. That the student will not have any contact with, and will not solicit, clients or customers of the internship site for a period of six months after completion of the internship without written consent of the internship site.

STUDENT COMMITMENT STATEMENT

I have met and discussed my duties at this internship site with my supervisor, and I understand the course requirements for the EDC 364C: Fieldwork in Youth and Community Studies offered by The University of Texas at Austin. By my signature below, I agree to work at this agency during the __________ semester; to fulfill the tasks and responsibilities assigned to me by my supervisor; to display professional behavior (timeliness, courtesy, efficiency, etc); to exhibit ethical behavior; and to have appropriate professional consideration for all with whom I will interact while at this work site. I have read the Syllabus and Instructions Pages and understand what I need to turn in to Dr. Wiebe.

______________________________________________
Student Name (Please Print)  Signature  Date

SUPERVISOR COMMITMENT STATEMENT

I have read the attached letter describing my responsibilities as the supervisor of this University of Texas at Austin student and agree that I will: (a) submit written evaluations of the student at mid-term and at the end of the semester; (b) give the student oral feedback on her/his performance throughout their internship experience; (c) attempt to involve the student in meaningful work at my agency so that the student has a positive learning outcome from this experience; and (d) inform Dr. Molly Trinh Wiebe immediately if I have serious concerns about the student’s ethics, job performance, or demeanor.

______________________________________________
Supervisor Name (Please Print)  Signature  Date

Students are expected to adhere to U.S. Department of Labor guidelines for internships.

The student releases The University of Texas at Austin’s Department of Curriculum and Instruction from all liability during the internship process. Students must submit a signed copy of the release of liability form, Student Internship Agreement, prior to enrolling in the internship.
The University of Texas at Austin, including the Department of Curriculum and Instruction and its faculty and staff, does not control the way in which the internship work experience and the internship site is structured or operates. Whether for academic credit or purely for the work experience, the University affirms that this internship, to the best of its judgment, is an appropriate curricular option but makes no other assurances, expressed or implied, about any travel and living arrangements the student has made.

The University of Texas at Austin, including the Department of Curriculum and Instruction and its faculty and staff, does not knowingly approve internship opportunities that pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the University and its agents or employees.

RELEASE
Please read carefully.

I, ___________________________________________________, ______________________
Student Name – Please Print
am a student at The University of Texas at Austin and plan to undertake an internship during
___________________________________________ semester _____________
Summer/Fall/Spring Year
at _________________________________________________________________________
Internship Site

__________________________________________________________________________
Address City/State/Zip Country

INSURANCE COVERAGE

Student interns are strongly urged to carry their own health insurance in the event of injury while in internship sites. Internship sites do not consider UT students employees; therefore, do not provide coverage. Health insurance options may include the UT Student Health Insurance, UT Special Events Insurance Plan, or outside parental or other health insurance.

I understand that I am responsible for sufficient health, accident, disability and hospitalization insurance to cover me during my internship. I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance, and I recognize that The University of Texas at Austin, including the Department of Curriculum and Instruction and its faculty and staff, does not have an obligation to provide me with such insurance.
I will release, defend and indemnify The University of Texas at Austin, including the Department of Curriculum and Instruction and its faculty and staff, from any liability for injury to myself or damage to, or loss of, my possessions.

I understand that if I use my personal vehicle for the benefit of the agency with whom I perform my internship, The University of Texas at Austin, including the Department of Curriculum and Instruction and its faculty and staff, has no liability for personal injury or property damage which may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by my internship agency.

I understand that although some internships may be paid, others are voluntary in nature and there may be no compensation for services performed. It is my decision as to whether I participate in an unpaid internship. I acknowledge that this internship, whether for college credit or not, involves real-life situations and provides educational experiences not obtainable in a classroom setting. I understand that I will not be entitled to unemployment compensation benefits upon completion of my internship. Further, I understand that The University of Texas at Austin, including the Department of Curriculum and Instruction and its faculty and staff, assumes no liability for personal injury, which I may suffer in the course of my internship, and that I am not covered under The University of Texas at Austin, including the Department of Curriculum and Instruction and its faculty and staff, workers’ compensation insurance policy.

PERSONAL CONDUCT

I understand that the responsibilities and circumstances of an off-campus internship require a standard of professional decorum. Therefore, I indicate my willingness to understand and conform to the professional standards of the internship site. I further understand that it is important to the success of the present internship and the continuance of further internships that interns observe standards of conduct that would not compromise The University of Texas at Austin, including the Department of Curriculum and Instruction its faculty and staff, in the eyes of individuals and organizations with which it has dealings. I agree that should my Advisor decide that I must be terminated from my internship because of conduct that might bring the program into disrepute or the internship into jeopardy, that the decision will be final and may result in the loss of academic credit.

It is further expressly agreed that the internship site and its use of any and all facilities shall be undertaken by me at my sole risk, and that The University of Texas at Austin, including the Department of Curriculum and Instruction and its faculty and staff, shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or to my property arising out of or connected with the internship and with the use of any and all services, or facilities associated with the internship, whether or not sponsored by The University of Texas at Austin, including the Department of Curriculum and Instruction and its faculty and staff. I release, discharge, defend, indemnify, and covenant not to sue The University of Texas at Austin, including the Department of Curriculum and Instruction and its faculty and staff, its governing board, employees or agents as to any and all liability that may arise out of injury or harm to me, death, or property damage, resulting from my participation in this internship.
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