Form 4: Internship Agreement

Academic Quarter/Year: Fall Winter Spring Summer Year: __________

Circle one: Direct Service Indirect Service Direct and Indirect Service

Student Name: _________________________________ Internship Quarter (circle): 1st 2nd 3rd 4th
Phone: _____________________________ Email: ________________________

Supervisor Name/Title: __________________________________________
Phone: _____________________________ Email: ________________________

Level of Education: Bachelor Masters Ph.D. Other:_______________________

Agency Name: _______________________________________________________
Agency Address: _____________________________________________________

Preceptor Name/Title (when relevant): _____________________________________
Phone: _____________________________ Email: ________________________

Instructions for Field Supervisor: Check each of the following boxes, to indicate compliance with each statement, and submit to student (retain copy for your records).

☐ I agree to:
   1. Review the roles and responsibilities of Field Supervisor (found in Field Studies manual).
   2. Oversee the student, in 120 hours of field studies, applying theory, knowledge, and skills required of generalist human services practitioners during the academic period.
   3. Share knowledge and experience to enhance positive student learning.
   4. Work with the student to complete the Learning Contract.
   5. Provide appropriate work experience that includes training and supervision.
   6. Clarify the philosophy, vision, mission, and goals of the organization.
   7. Brief the student on organization policy and procedure (including safety and confidentiality).
   8. Meet weekly with student to discuss progress and reinforce learning (typically 20 to 60 min/week).
   9. Attend one quarterly field visit with the University Instructor and student.
  10. Evaluate student performance at the end of the quarter.

☐ I have, with the student, reviewed and approved the Placement Agreement, the General Weekly Schedule and the Learning Contract that outlines what the student will learn and the activities in which I will guide the student toward the learning objectives.

☐ I assure that the agency and I demonstrate the characteristics of a quality placement outlined in the Field Studies Manual (see pages 17-18).

☐ I reviewed the NOHS ethical statements and will hold myself and the student to these standards.

☐ I understand that I am held to the same standards and policies as WWU staff while this placement agreement is in force. Policies can be found at: http://www.wwu.edu/policies/index.shtml

__________________________________________ Date: ______________
Field Supervisor Signature

__________________________________________ Date: ______________
Student Signature