

Folklore and Public Culture Program INTERN LEARNING AGREEMENT

This Internship Agreement ("Agreement") is between the UO Folklore and Public Culture Program and the below named Student and Community Partner ("Community Partner" or "Site").

STUDENT INFORMATION

Name _____
Street Address _____
City, State, Zip _____
Phone _____
E-mail _____

FACULTY INSTRUCTOR OF RECORD INFORMATION

Name _____
Title _____
Email _____
Phone _____

Degree Program (check all that apply)

Graduate:

- Track One: General
 Track Two: Public Folklore

SITE INFORMATION (Community Partner)

Site Supervisor _____
Position/Title _____
Organization/Unit _____
Mailing Address _____
City, State, Zip _____
Phone _____
E-mail _____
Web site _____

INTERNSHIP PERIOD

From: month _____ year _____ To: month _____ year _____ Average hours per week: _____

Is this a paid internship Yes No

Is this internship required for your academic program? Yes No

ACADEMIC CREDIT

For the course, FLR 604 Internship, indicate below the number of credits you will enroll. Note that students should complete 30 hours of work for each credit they are registered. (Choose from 1 to 6 credits).

Credit hours: _____

STUDENT RESPONSIBILITIES

- ◆ Develop learning goals in collaboration with the site supervisor and Faculty Instructor of Record.
- ◆ Work with site supervisor to complete Exhibit A: Folklore and Public Culture Program Internship Description.
- ◆ Represent the site and the Folklore and Public Culture Program in a professional manner. Students are expected to follow the site's policies and standards of professionalism (e.g., dress, e-mail, and cell phone usage).
- ◆ Maintain regular attendance. Notify the site supervisor if an absence is required.
- ◆ Contact the Faculty Instructor of Record in a timely manner if any problems related to the internship should arise.

SITE SUPERVISOR RESPONSIBILITIES

- ◆ Work with student to develop tasks and responsibilities and complete the Folklore and Public Culture Program Internship Description, a copy of which is attached to this agreement as Exhibit A: Folklore and Public Culture Program Internship Description.
- ◆ Orient student to the site and its culture, including standards of professionalism.
- ◆ Communicate site policies.
- ◆ Provide training that supports the achievement of student's learning goals.
- ◆ Ensure that supervision is adequate for student to complete assigned tasks.
- ◆ Provide on-going feedback and complete midterm and final student evaluations. **Discuss the evaluations with student and provide a copy prior to submitting to the Faculty Instructor of Record (as designated in the individual agreements).**
- ◆ Provide student with opportunities to observe operations of the site, including staff meetings.
- ◆ Provide opportunities for student to network and interact with staff, managers, and volunteers in the professional field. This may include participation in community meetings and events or attendance at conferences and trainings.
- ◆ Provide safe working conditions and the necessary workspace, tools, equipment, and supplies for student to complete the internship. Provide a background check if required.
- ◆ Contact the Faculty Instructor of Record if attendance or other work performance issues arise.
- ◆ Ensure that no regular employees are displaced by the student.

FACULTY INSTRUCTOR OF RECORD RESPONSIBILITIES

- ◆ Assist student in selecting an internship site and developing learning goals.
- ◆ Monitor student's attendance and progress and mediate problems related to the internship.
- ◆ Evaluate student's performance and assess grade.

UNIVERSITY INFORMATION

General Oversight Prof. Martha Bayless, Director
Folklore and Public Culture Program, University of Oregon

Department Folklore and Public Culture Program
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Eugene, OR 97403-1287
PHONE 541-346-3930
EMAIL: mjbayles@uoregon.edu
FAX: 541-346-1509 (this is a program wide number; please indicate recipient)

Intern Name: _____ Site: _____ Term: _____

Exhibit A

FOLKLORE AND PUBLIC CULTURE PROGRAM INTERNSHIP DESCRIPTION

Note to student: If your internship period covers more than one term (as outlined on page 1), you are only required to update and resubmit Exhibit A: Folklore and Public Culture Program Internship Description (page 4) after the initial term of your internship.

1. Internship description:

Describe the roles and duties expected on-site. Include your anticipated weekly schedule (days and hours). 100 – 200 words

2. Learning Goals:

Describe **three to five** learning goals using the format below. Learning goals should include the new knowledge you expect to acquire, the skills you want to learn or enhance, and the areas of competence or abilities you seek to develop or improve. Each learning goal must be supported by **at least two** tasks and responsibilities statements. Tasks and responsibilities may include research, writing, analysis, client contact, presentations, and reports.

Learning Goal #1:

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #2:

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #3:

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #4:

To be met through the following tasks and responsibilities:

- A.
- B.
- C.

Learning Goal #5:

To be met through the following tasks and responsibilities:

- A.
- B.
- C.