

**UNIVERSITY OF MEMPHIS  
AFRICAN AND AFRICAN AMERICAN LEARNING CONTRACT  
INTERNSHIP**

**NAME:** \_\_\_\_\_ **University ID #:** \_\_\_\_\_  
Type

**SIGNATURE:** \_\_\_\_\_

**UoM E-Mail Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

Registration for the Internship will be for the:

**Spring**    **Summer**    **Fall**   **20** \_\_\_\_\_ **semester.**

Work will begin \_\_\_\_\_, 20\_\_\_\_ and end \_\_\_\_\_, 20\_\_\_\_ (Use the best estimates.)

Provide a brief description below of the proposed Internship and its value to your overall course of study.

**APPROVED:**

**Field Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Overseeing Faculty Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

This contract must be approved before you will receive a permit to register for AAAS 4501.

**FOR OFFICE ONLY**

Date received: \_\_\_\_\_

CRN Number: \_\_\_\_\_

Section Number: \_\_\_\_\_

Permit Issued: \_\_\_\_\_

## General Information

### Catalog Descriptions

**AAAS 4501 – Internship (1-6 hours)** Supervised internship working with public and private institutions to develop basic office and program skills. Students will attend seminar sessions to discuss and analyze problems facing interns. Students will complete a three-page paper reflecting on their experiences and making linkages to their AAAS coursework.

### **Credit-Hours and Work**

Ten hours of work per week for 15 weeks is necessary for receiving three hours of credit. (150 clock hours of work = 3 hours of college credit). All work should be completed in one semester.

### **Instructor**

The University of Memphis faculty member who is responsible for guiding the student's work is responsible for assigning a final grade. Completed work is assigned a grade a letter grade.

### **Field Supervisor**

A resource person in the work setting will supervise or coordinate the work of the intern and provide an evaluation at the conclusion of the internship.

### **Writing the Learning Contract**

- Learning Objectives: Clearly stated objectives make evaluation easier at the completion of the experience.
- Activities: Use verbs to outline what you will do. Be concrete: tell who, where, and how many.
- Resources: Include a bibliography (if applicable), persons, agencies, equipment and funds to be used. If the contract raises questions of liability, privacy, or legality, an explanation should be attached.
- Evidence of Readiness: Relevant professional experience and classroom study should be listed.
- Criteria and Procedures for Evaluation: Detail how your activities will be evaluated by the instructor.

### **Procedures**

- It is the student's responsibility to identify an internship site.
- If a student is employed, he/she may use the place of employment as the internship site with the stipulation that the field supervisor certifies that the internship experience will include learning activities other than regular job responsibilities.
- The student will complete the learning contract, secure signatures from the field supervisor and instructor, and submit it to the Director of AAAS before the regular registration period of the semester in which the field experience/internship will be performed.
- When the contract is approved, the student will be cleared to register. The original copy of the approved contract will be returned to the student. Copies will be sent to the field supervisor and instructor, and a copy will be placed in the student's file.

## **TO THE FIELD SUPERVISOR:**

### **GUIDELINES FOR A SUCCESSFUL INTERNSHIP**

The following guidelines are offered to make the internship an effective learning experience and to better utilize the time and talents of the intern while he/she is working under your supervision.

1. Coordinate the intern's talents/skills with the task to be performed whenever possible.
2. If multiple tasks are assigned, establish priorities to ensure that the most important elements are completed first.
3. Provide background information on the project/task assigned to the intern so that he/she will understand its relationship to the overall work of the organization.
4. Give specific, step-by-step instruction/explanation of the work to be performed. Support this information with a set of written instructions and samples of the desired results.
5. Maintain open lines of communication. Reassure the intern that you or another staff member will always be available to answer questions. Encourage the intern to ask questions regarding any aspect of the work about which he/she is uncertain.
6. Organize work by separating it into manageable tasks that can be completed independently to create a feeling of accomplishment.
7. Specify the deadline by which projects are to be completed. Set due dates to provide time for consultation with the intern.
8. Give constructive feedback that will assist the intern in developing professional skills.
9. While all staff members must occasionally do routine tasks, the intern should not be assigned the following tasks as part of his/her regularly scheduled duties:
  - a. Routine clerical duties such as typing of general correspondence, file maintenance, photocopying of quantities of routine material
  - b. Performing personal errands for staff members.
  - c. Serving exclusively as office receptionist.

**TO THE FIELD SUPERVISOR:**

Complete this page ONLY if the intern is regularly employed by your organization.

**CERTIFICATION OF INTERNSHIP DUTIES**

1. An employee of \_\_\_\_\_, \_\_\_\_\_'s  
Name of Company/Organization Name of Intern  
customary job duties are:

2. Listed below are the specific duties to be completed by \_\_\_\_\_  
Name of Intern  
Between \_\_\_\_\_ 20\_\_\_\_ and \_\_\_\_\_ 20\_\_\_\_ to fulfill  
Beginning month and day Ending month and day  
the requirements of the internship contract with the University of Memphis.

**To be completed at the end of the Internship**

3. I hereby certify that \_\_\_\_\_'s customary job duties have in no way  
Name of Intern  
been substituted for the internship duties.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TO THE STUDENT:**

1. If you will be taking other courses while doing your Field Experience/Internship, list the number of additional credit hours. \_\_\_\_\_ If you will be working in addition to doing your Field Experience/Internship, list the number of hours per week. \_\_\_\_\_
  
2. Specify what your learning objectives are; that is, what new knowledge, skills or abilities you expect to acquire through this Field Experience/Internship.
  
3. Where will you work? What activities will be performed? Be specific.
  
4. What resources will be used for the Field Experience/Internship? Specify titles of books, journals or other published information/data; names and titles of professional contacts; computer programs and/or special sources of information or experience.

5. What academic and/or professional background have you had to prepare you for this Internship?

6. What evaluation criteria and procedures have been agreed on by you, your Internship/Field Supervisor and your Instructor of Record/Faculty Member? Describe both (1) criteria and (2) procedures.

LOG OF HOURS SPENT

DATE	HOURS	WORK COMPLETED	INTERN'S SIGNATURE	SUPERVISOR'S SIGNATURE

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I have discussed the internship or field experience with the field supervisor and confirm that this student worked a minimum of 50 hours for each semester hour of credit. (3 credits = 150 internship hours.)

\_\_\_\_\_  
Signature of Overseeing Faculty Member

\_\_\_\_\_  
Date





**STUDENT EVALUATION**

To be prepared after work is completed.

Name: \_\_\_\_\_

University ID #: \_\_\_\_\_

Duration of Field Experience/Internship: \_\_\_\_\_ to \_\_\_\_\_

Student's comments on his or her own performance:

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

**Instructor's Evaluation**

To be prepared after work is completed.

Student's Name: \_\_\_\_\_ University ID#: \_\_\_\_\_

Semester Completed: \_\_\_\_\_ Grade: \_\_\_\_\_

Title of Field Experience/Internship: \_\_\_\_\_

Instructor's comments on student's performance:

Instructor: \_\_\_\_\_  
Print or Type

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date