

MA in Social Justice and Human Rights

Graduate Internship (JHR 584) Requirements

Graduate Internship (JHR 584) is a three credit course required for the MA in Social Justice and Human Rights program of study. In exceptional circumstances JHR 584 can be repeated for credit (total 6 credit hours) with the approval of the Program Director.

The MA in Social Justice and Human Rights program requires that students complete between 150 – 200 hours on-site during their internship. During an 8 week summer session this would be approximately 18 – 25 hours per week. During a 12 week summer session this would be approximately 12.5 – 17 hours per week. During a 16 week semester this would require between 9.5 – 12.5 hours per week. These requirements should be used as a planning tool as you begin to think about your internship and course load. Each graduate student will work independently with their faculty advisor, program director, and site-supervisor to determine the exact requirements for the internship. Exact requirements will vary depending on the student's goals, internship location, and the site requirements and will be decided upon prior to enrollment in JHR 584.

There are two initiating documents which need to be on file before a student will be permitted to register for JHR 584. All application materials for Internship must be completed by the last day of the regular registration for any semester. Students will submit the appropriate documents to the Graduate Program Coordinator after they have received all necessary signatures from the internship site, faculty advisor, and program director. All forms can be found online at http://newcollege.asu.edu/programs/social_justice.

Internship Requirements & Documents Checklist

Items 1 & 2 must be submitted prior to registering for JHR 584.

Complete	Date Submitted	Approved
_____ Affiliation Agreement	_____	_____
_____ NCIAS Internship Contract	_____	_____

**AFFILIATION AGREEMENT
ARIZONA STATE UNIVERSITY**

This Affiliation Agreement is entered into as of _____ (the "Effective Date"), between the ARIZONA BOARD OF REGENTS for and on behalf of ARIZONA STATE UNIVERSITY (the "University") and _____ (the "Facility").

1. Term. The term of this Agreement shall be for five (5) years, commencing on the Effective Date. The parties may revise or modify this Agreement only by a written amendment signed by both parties.

2. General Terms.

- a) The purpose of this Agreement is to establish an affiliation between the University and the Facility to provide an educational experience for students.
- b) The University and the Facility will agree on a schedule for student participation at the Facility.
- c) The student's participation should complement the service and educational activities of the Facility. Students will not be used in lieu of professional or staff personnel and will be under the supervision of a Facility representative.
- d) Each student is expected to perform with high standards at all times and comply with all written policies and regulations of the appropriate department of the Facility.
- e) Either the Facility or the University may require withdrawal or dismissal from participation at the Facility of any student whose performance record or conduct does not justify continuance.
- f) Neither the University nor the Facility is obligated to provide for the student's transportation to and from the Facility
- g) A meeting or telephone conference between representatives of the University and the Facility will occur at least once each semester to evaluate the educational program and review this Agreement.
- h) Statements of performance objectives for this educational experience will be the joint responsibility of University and Facility personnel.
- i) Whenever written notice is required or permitted to be given by any party to another, such notice shall have been deemed to have been sufficiently given if personally delivered or deposited in the United States mail a properly stamped envelope, certified or registered mail, return receipt requested, addressed to:

For the facility

Attn: _____

With copies to: (if applicable)

Attn: _____

For Arizona State University:

New College
Arizona State University
PO BOX 37100
Phoenix, AZ
Attn: Director, College Interns

- j) Each student must adhere to the Facility's established dress and performance standards.

3. Facility's Obligations.

- a) The Facility agrees to appoint an Educational Coordinator who is responsible for the educational activities of University students participating under this Agreement.
- b) The Facility agrees to submit to the University an evaluation of each student's progress. The format for the evaluation is established by the University in consultation with the Facility.
- c) The Facility is responsible for the acts and omissions of its employees and agents and must maintain adequate insurance (which may include a bona fide self-insurance program) to cover any liability arising from the acts and omissions of the Facility's employees and agents. The Facility is not responsible for maintaining insurance to cover liability arising from the acts and omissions of the employees and agents of the University.
- d) Students are responsible for providing their own health insurance. In the event of an emergency, the facility will provide such emergency care as is provided to its employees. The student will be responsible for any charge thus generated. The university will require students to comply with the health standards applied to the facility's employees.
- e) Nothing in this Agreement is intended to modify, impair, destroy or otherwise affect any common law or statutory right to indemnity or contribution that the University may have against the Facility by reason of any act or omission of the Facility or the Facility's employees and agents.

4. University's Obligations.

- a) The University will provide an administrative framework and a teaching faculty adequate in number, qualifications and competence to develop and carry forward its instruction and supervision.
- b) The University will be responsible for developing and carrying out procedures for student selection and admission.
- c) The University will designate a University representative to coordinate scheduling, provide course information and objectives, and assist in advising students.
- d) The University is responsible for the acts and omissions of its employees and agents and maintains insurance coverage through the State of Arizona's Risk Management Division

self-insurance program to cover liabilities arising from the acts and omissions of the University's employees, students, and agents participating under this Agreement. The University is not responsible for maintaining insurance coverage for liability arising from the acts and omissions of the Facility's employees and agents.

- e) The University agrees to instruct its students and administrative personnel to protect and maintain the confidential relationship of the facility and its clients and the confidential status of its records.

5. Arizona State Agency Provisions.

- a) Nondiscrimination. The parties agree to comply with all applicable state and federal laws, rules, regulations and executive orders governing equal employment opportunity, immigration, nondiscrimination, including the Americans with Disabilities Act, and affirmative action.
- b) Conflict of Interest. This Agreement is subject to Section 38-511, Arizona Revised Statutes. This Agreement may be canceled if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of University is an employee, consultant, or agent of the Facility.
- c) Arbitration. Notice is provided of Sections 12-1518 and 12-133, Arizona Revised Statutes.
- d) Facility's Records. To the extent required by Section 35-214, Arizona Revised Statutes, Facility agrees to retain all records relating to this Agreement. Facility agrees to make those records available at all reasonable times for inspection and audit by University or the Auditor General of the State of Arizona during the term of this Agreement and for a period of five (5) years after the completion of this Agreement. The records shall be provided at Arizona State University, Tempe, Arizona, or another location designated by University upon reasonable notice to Facility.
- e) Failure of Legislature to appropriate. If University's performance under this Agreement depends upon the appropriation of funds by the Arizona Legislature, and if the Legislature fails to appropriate the funds necessary for performance, then University may provide written notice of this to Facility and cancel this Agreement without further obligation of University. Appropriation is a legislative act and is beyond the control of University.

6. Miscellaneous.

- (a) Each party shall be responsible for its and its agents' negligence, actions and omissions.
- (b) Neither party shall have the right to assign this Agreement without the prior written consent of the other party.
- (c) This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter. No prior or contemporaneous agreement or understanding will be effective. This Agreement shall be governed by the laws of Arizona, the courts of which state shall have jurisdiction over its subject matter.
- (d) The individual signing below on behalf of Facility hereby represents and warrants that s/he is duly authorized to execute and deliver this Agreement on behalf of Facility and that this Agreement is binding upon Facility in accordance with its terms.

7. Termination.

In the event of a material breach of any provision of Agreement, the aggrieved party may terminate the same forthwith and without notice. This Agreement will be reviewed on an annual basis by both parties and renewed at appropriate intervals.

UNIVERSITY

FACILITY

ARIZONA BOARD OF REGENTS
for and on behalf of
ARIZONA STATE UNIVERSITY

By _____
Name _____
Title _____

By _____
Name _____
Title _____

Address

Address

Last revised: March 2008

**MA in Social Justice & Human Rights
Internship Contract**

I. Contract Partners

A. Student Intern:

First Name:		Last Name:	
Local Address:			Apt/Suite#:
City:	Zip:	Contact Phone:	
Email:		10 Digit Student ID:	
Internship Credit Semester (Check One): <input type="radio"/> Fall <input type="radio"/> Spring <input type="radio"/> Summer 5 Wk <input type="radio"/> Summer 8 Wk			
Date of Internship - From:		To:	
Faculty Supervisor:		Faculty ID (on suncard – begins with 1):	

B. Internship Agency:

Agency Name:	
Supervisor Name:	
Local Address:	Apt/Suite#:
City:	Zip:
Email:	
Contact Phone:	Fax Number:
Description of Agency:	

II. Terms

This agreement describes and establishes the learning, service objectives and activities of the internship, and sets out the responsibilities of the student intern, the agency and the faculty supervisor.

The student intern is required to work between 150 – 200 hours on-site during their internship. He or she is expected to do substantive work that is related to the mission of the agency, and that has a significant social justice and human rights component. In addition to specifying the nature of these activities in advance, the agency is required to designate a person who will supervise the student intern for the duration of the internship.

In order to fulfill the requirements for academic credit in the Social Justice & Human Rights MA program, each student will complete an internship portfolio due on the last regularly scheduled day of class. This portfolio should be turned into the faculty supervisor who will review and issue a grade for the semester. Items that may be included in the portfolio include, but are not limited to: time logs, weekly reflective journal, samples of the student's work, and a formal paper. ***This contract must be signed by all parties before the student is permitted to register for JHR 584: Internship and before the student is allowed to undertake any activities with the sponsoring agency.***

III. Nature of the Internship and Responsibilities

A. Statement of Purpose. The student hopes to gain the following from this internship:

B. Learning Objectives or Other Goals: The specific goals toward which the intern's efforts are directed as follows:

1. _____

2. _____

3. _____

C. Intern's Activities: The specific activities of the intern at the agency, and the means by which the intern's goals/objectives will be met, are as follows: (attach job description if available)

1. _____

2. _____

3. _____

D. Other expectations of the intern by the agency supervisor

1. _____

2. _____

E. Intern's Work Schedule

1. Weekly work schedule:

Mon:	Tue:	Wed:
Thurs:	Fri:	Sat/Sun:

2. Total hours per week: _____ Total number of weeks: _____

F. Supervision by Agency

1. The agency supervisor will meet with the intern to review work, explain projects, etc., according to the following schedule:

2. The agency supervisor agrees to complete an evaluation for the intern and send it to the faculty supervisor by the following date: _____. *Evaluation form available from Tosha.Ruggles@asu.edu.*

IV. Student Intern and Faculty Supervisor Agreement (attach separate sheet if necessary)

A. Portfolio Requirements

a. Research Paper (Length: _____)

b. Readings

- i. _____

- ii. _____

- iii. _____

c. Other Related Items:

- i. _____

- ii. _____

- iii. _____

B. Journal Requirement

1. The student is required to keep a journal containing regular entries. These entries should reflect the following:
 - a. The intern's activities at the internship;
 - b. The intern's impressions and perceptions of activities;
 - c. Reflections on how work relates to the student's service and learning objectives;
 - d. Outline action that the student plans to take based on experiences
2. Other journal requirements:
 - a. _____
 - b. _____
 - c. _____
 - d. _____

C. Meetings with the faculty supervisor: The minimum number of required meetings, and the approximate dates of those meetings are as follows:

D. Other expectations of intern by faculty supervisor:

V. Evaluation of Internship

The evaluation procedures are set out by the information included in this contract. The student will complete a self-evaluation, and the agency supervisor will complete an evaluation. The faculty supervisor will determine a letter grade. If problems arise at the internship, the student and agency supervisor agree to contact the faculty supervisor immediately.

Signature of Student

Date

Signature of Agency
Supervisor

Date

Signature of Faculty
Supervisor

Date

Signature of Program
Director

Date

*Original: Program Coordinator, Faculty Administration Building 301H
Copies: Intern, Faculty Supervisor, Agency Supervisor (electronic)*