

Internship Protocol

Sonoma State University Philosophy Department

March 4, 2011

The following guidelines regulate internships with outside agencies that are conducted by Philosophy majors in the Pre-Law & Applied Ethics Concentration:

- The student will have an on-site supervisor with the outside agency.
- The student will be supervised by a faculty member in the SSU Philosophy Department (the “faculty sponsor”).
- The student’s responsibilities with the outside agency will be determined jointly by the student, the on-site supervisor, and the faculty sponsor.
- The student, on-site supervisor, and faculty sponsor will jointly complete the SSU Internship Agreement form.
 - The “Objectives” should pertain to the pre-law and/or applied ethics concentration. Such objectives might include:
 - Increased knowledge about and/or service to a project with a significant social justice or ethical dimension
 - New knowledge regarding a career in a legal field
 - Preparation for law school or graduate school related to applied ethics
- The student has the right to call a meeting between the student, advisor, and the on-site supervisor to resolve serious on-site grievances that need mediating

- Responsibilities:
 - Consistent with SSU’s general internship guidelines, the student will perform at least 60 hours of service with the outside agency (for a semester-long internship).
 - The student will also have some academic responsibilities. What these consist in will be determined jointly by the student and the faculty supervisor, but they may include tasks such as the following:
 - Academic reading related to the outside agency and internship’s mission.
 - One or more writings on readings related to the internship.
 - A written reflection on the tasks performed during the internship.
 - On a schedule to be determined by the faculty sponsor, the faculty sponsor will provide regular supervision of the student, in part to confirm that the agency is meeting its responsibilities and in part to make sure that the student is fulfilling the agreed upon responsibilities.

Internship Agreement Supplement

Philosophy Department, Sonoma State University

I agree to follow the guidelines set out in the SSU Philosophy Department's Internship Protocol. This includes agreeing to perform 60 (sixty) hours of service for my internship and an academic project agreed upon with my faculty sponsor.

I also agree to provide regular updates, by email or in person, to my faculty sponsor, to let them know how I am progressing through my internship's responsibilities.

Finally, because I recognize that as an intern I am a representative of the university and the Philosophy Department, I agree to conduct myself in my internship in a responsible and professional manner. I understand that, among other things, this includes completing my tasks on the schedule set with my on-site supervisor, replying to email and other communications promptly and respectfully, and being responsive to the needs of my on-site supervisor. I also understand that I can bring any problems I have to my faculty sponsor.

Signed,

Student

Print name

Faculty sponsor

Print name

Confirmation of Internship Completion

Philosophy Department, Sonoma State University

This document confirms that the student has completed all requirements for her or his Internship in the SSU Philosophy Department.

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*I have completed all of the requirements for my internship.*

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

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I hereby verify that this student has completed all on-site requirements for the internship, including 60 hours of service, in a timely and professional manner.

On-site supervisor signature

Print name

Date

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*I hereby verify that this student has completed all academic components of the internship in a timely manner.*

\_\_\_\_\_  
Faculty Sponsor

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date