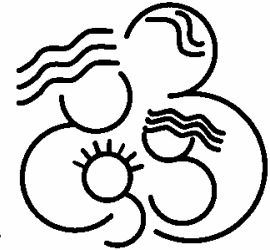


Internship Application

Institute for Children, Youth and Families
Service Learning Programs
PO Box 210033
Tucson, AZ 85721-0033
Phone: (520) 621-8931
Fax: (520) 621-3401
Service Learning Coordinator
Email: [serving@cals.arizona.edu](mailto:-serving@cals.arizona.edu)
<http://ag.arizona.edu/icyf/>



Institute for
Children, Youth & Families

Student Contact Information

Name:

Student ID#:

Mailing/Local Address:

Street

City

State

Zip Code

Permanent Address:

Street

City

State

Zip Code

Major:

Expected Date of Graduation:

Minor:

Home Phone:

Cellular Phone/Pager:

UA Email Address:

Emergency contact name, phone number, and relationship:

Organization/Supervisor Contact Information

Organization Name:

Mailing Address:

Street

City

State

Zip Code

Supervisor Name:

Supervisor Title:

Program/Department:

Business Phone:

Fax:

Email Address:

Organization Website:

Information About Your Internship

Briefly describe the role that you will take in the placement site. What will be your job responsibilities and activities?

Have you worked at this site before? Please explain what you did, when, and whether you received university credit.

Will you be receiving monetary compensation for your work with this site? If yes, please explain.

**If this internship site is not listed as an ICYF Community Partner, please attach brochures and other information about the organization.*

University-Student-Organization Agreement

Semester to Enroll: _____ Number of internship units: _____

This internship is scheduled to begin _____ and terminate _____.
Date Date

Approximate # of hours to be worked each week: _____
(3 units=9 hours per week; 6 units=18 hours per week, etc.)

The Intern agrees to the following:

1. Apply by the last day of the semester prior to participation. Students must complete this form and obtain all signatures prior to submitting the Internship Application packet.
2. Pay all registration fees associated with the credits to be earned. You may also be required to pay a fee to participate at the internship site for a criminal background check, training materials, or immunizations.
3. Discuss with your prospective supervisor at the work site the possible risks and dangers associated with the internship.
4. Complete all academic assignments and reporting requirements of the internship as specified by the internship instructor.
5. Recognize that you are representing The University of Arizona and The Institute for Children, Youth & Families in the community and abide by the Student Code of Conduct and Code of Academic Integrity.
6. Understand and follow the policies, procedures, and regulations of the internship site.
7. Be prepared to perform your internship duties for the hours and duration specified. Talk with the supervisor in advance about any University or religious holidays.

The ICYF agrees to the following:

1. Select students who are in good academic standing, and who meet the eligibility criteria.
2. Ensure that students are not awarded internship credit for their ongoing job.
3. Complete and keep on file documents pertaining to this internship.
4. Act as a support and liaison for students and partner organizations during the internship.
5. Address the kind and amount of compensation (if any) that the department permits for internship credit.
6. Send to the internship supervisor an evaluation form for completion, and specify the deadline for this form to be returned to the course instructor.

The Sponsoring Organization agrees to the following:

1. A description of the responsibilities and activities that the intern is expected to complete.
2. Make individual arrangements, if agreed upon between the student and organization, for any wage, stipend, or other benefit of service deemed appropriate.
3. Provide pertinent policies and procedures to students prior to the start of the internship.
4. Provide relevant education and training for the student intern.
5. Supervise and evaluate the intern's performance regularly throughout the internship.
6. Notify the instructor of any decision to remove the student from an internship prior to the agreed upon time, and provide a written report to the department stating the reasons for the intern's termination.
7. Complete and submit an Intern Evaluation form by the date specified by the ICYF, and return this to the course instructor.

