SOS 484 internship registration checklist:

* Undergraduate Internship Agreement (this document, signed by student & internship supervisor)
* Supervisor Statement of Understanding (attached, signed by internship supervisor)
* Job Description (if not already on file with SustainabilityConnect)
* Student Placement Agreement (if not already on file, to be facilitated by SOS internship coordinator by DocuSign)

All materials should be submitted by email to the School of Sustainability Internship & Experiential Education Specialist: Caroline.Savalle@asu.edu

Students are recommended to keep copies of all materials for their records.

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| Name (Last, First):           | ASU ID (10 digit):           | Phone:          |
| ASU E-mail Address:        |  Date:       |
| **Internship Placement** |
| Internship Organization Name:      | Address & Phone number:      | Website:       |
| Internship Supervisor Name:      | Internship Supervisor Title:      | Email:      |
| Internship is: [ ] Paid [ ] Unpaid List hourly wage or stipend amount:       Internship is: [ ] In Person [ ] Virtual [ ] Hybrid (at least 50% of time should be spent on site) |
| **Academic Requirements** |
| Semester: [ ]  Fall [ ]  Spring [ ]  Summer   Year:        | Internship Start Date:           | Internship End Date:      |
| Course Section Request: [ ]  SOS 484 Capstone (4 credits) ocourse (ASU Online students only)[ ]  SOS 484 Capstone (4 credits) icourse (for Tempe campus based students, on a space available basis)[ ]  SOS 484 Capstone (4 credits) in-person class (Thursdays 4:30 to 5:45)[ ]  SOS 484 Elective (3 credits, icourse only)  |
| **This schedule will provide for the following total number of hours worked:** |
| Weekly Schedule Mon:      Tues:      Wed:      Thurs:      Fri:      Sat:      Sun:       |
| Hours/Week      | Number of Weeks       | Total Hours**Must add up to 135 (minimum)** |
| **Learning Objectives**  | What do you want to learn from this internship? Please create a knowledge-based goal, a skill-based goal, and a personal development goal. (ex: I plan on accomplishing [x] by doing [y] as measured by [z]) |
| 1.           |
| 2.       |
| 3.       |
| **Skills to be Developed**  | Please list at least 3 skills you hope to develop through the experience. |
| 1.           |
| 2.       |
| 3.       |
| **Internship Deliverables**  | Please list the primary *tangible outcomes* of your work. Will you create reports, perform analysis, write articles or newsletters, make presentations, manage a project, review and evaluate policy, establish a garden, document best practices, execute an event, etc.  |
| 1.           |
| 2.       |
| 3.       |
| **Evaluation Criteria**  | How will you be evaluated on your work? Please list ways in which you will know if you are meeting expectations. Discuss this with your supervisor. |
| 1.           |
| 2.       |
| 3.       |
| **Academic Calendar Acknowledgement** | Find the most updated version of the academic calendar at: https://students.asu.edu/academic-calendar |
| The intern has shared the academic calendar with the internship supervisor and reviewed semester deadlines. (mid-terms, semester breaks, finals, planned absences, etc) | Student Initials | Supervisor Initials |

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| **OFFICIAL ACKNOWLEDGEMENT BY THE STUDENT** |
| STUDENT ACKNOWLEDGEMENTSI, as a student at Arizona State University, understand that my participation in the above-mentioned placement is elective and voluntary, and that it may involve risks not associated with the study on the University’s campus, including, but not limited to, risks associated with traveling to, from and/or at the internship destination. I recognize and voluntarily assume all such risks. I agree to conduct myself in accordance with the University’s policies and procedures. I certify that I am in good health and have no physical condition that would prevent participation in this placement. I further agree to use my personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment if such care is required.Before enrolling in SOS 484, I agree to consider the following conditions relating to my site: the amount of time required to drive to and from the site, the relationship the organization has with the University, and that I am acting on behalf of Arizona State University while at my site. **If I leave for any reason, I understand that I may fail the SOS 484 course, and that I may not be eligible to re-enroll in the course with another site.** RELEASE OF LIABILITY AND INDEMNIFICATIONIn consideration for my participation in the above-mentioned placement, I, individually, and also on behalf of my parents or guardians, heirs, successors, assigns and personal representatives, hereby release and forever discharge the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all injuries, illnesses, damages, losses (including death), I sustain to my person or property or both, including but not limited to any claims, actions, damages, expenses and costs, including attorney fees, which arise out of, result from, occur during or are connected in any manner with my participation in the above-mentioned internship. I understand that this release is intended to be and is as broad and inclusive as permitted by the laws of Arizona. I, individually, and also on behalf of my parents or guardians, heirs, successors, assigns and personal representatives, hereby release and forever discharge the University and its employees, agents, officers, trustees and representatives (in their official and individual capacities) from any and all liability, loss, damage or expense, including attorney’s fees, that they or any of them in cur or sustain as a result of any claims, actions, damages, expenses or costs, including attorney’s fees, which arise out of, or are in any way connected with, my participation in the above-mentioned internship, unless said liability, loss damage, or expense results from gross negligence or recklessness on the part of the University or its employees, agents, officers, trustees or representatives.IMPORTANT STATEMENT ABOUT HARRASSMENTArizona State University is opposed to and will not tolerate any harassment of an ethnic, racial, sexual, gender orientation, age-based or religious nature directed toward anyone on its campus. Because the University is unable to monitor off-campus behavior, should you experience or observe any harassment during your placement, you are encouraged to notify your internship coordinator as soon as possible. Although the University will not be able to assert a right on your behalf, it will take appropriate steps to assist you in handling the situation. IMPORTANT STATEMENT ABOUT BEHAVIOR POLICYAll Arizona State University students participating in off-campus placements are bound to adhere to the policies set forth in the Student Code of Conduct. Arizona State University policies apply to Arizona State University students at all times. Internship sites may have their own policies, and it is the student’s responsibility to learn about the site’s policies and to abide by them.MISCELLANEOUSThis Agreement is to be construed in accordance with the laws of the State of Arizona. If any portion of this Agreement is held invalid, the balance of this Agreement shall continue in full legal force and effect.**By signing below, I acknowledge that I have read this entire document, that I have had an opportunity to ask questions, that I understand its terms, that I agree to the terms stated, that by signing I am giving up substantial legal rights I might otherwise have, and that I have signed it knowingly and voluntarily.** |

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| **Signatures** |
| Intern | Date      |
| Internship Supervisor | Date      |

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| **Internship Supervisor Statement of Expectations** |

Dear Internship Supervisor,

Thank you so much for supporting the School of Sustainability Internship Program, and for supervising our student intern this semester.

As the student is registering for ASU credit for this internship, we respectfully request the following participation of our internship supervisors. Please read the following and confirm your agreement by signing below.

* Supervision should come from a person experienced in the field that will meet or talk with the intern on a regular basis, and provide direct and constructive feedback so interns can learn and improve their performance.
* The site supervisor serves as the primary point of contact for both the student intern and the School of Sustainability Internship Coordinator.
* The site supervisor will facilitate the signing of a Student Placement Agreement between the organization and ASU School of Sustainability (if needed).
* We ask that the site supervisor participate in the “site supervisor interview” assignment, complete mid-term and final evaluations of the intern’s performance, as well as verifying total number of hours completed (min. 135). Site supervisor interview, mid-term, and final evaluations may take about 30 minutes each.
* Provide training and orientation to the organization, and introductions to the larger team. Interns want to meet key players, as well as learn the structure and culture of the organization.
* The supervisor is expected to bring any concerns about the intern or the intern’s performance to the attention of the School of Sustainability Internship Coordinator.
* When possible, we encourage the supervisor to provide career mentorship or professional development opportunities to the intern. Please include the intern in larger office wide meetings, o, review their resume, offer words of wisdom as they embark on their professional career.

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| **Signature** |
| Internship Site Supervisor      | Date      |
| For any questions or concerns, please contact the School of Sustainability Internship Coordinator:Caroline Savalle at: Caroline.Savalle@asu.edu or 480-965-5487 |