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Introduction

The Department of Sociology-Anthropology, University of Minnesota Duluth, requires that all students taking a major in either Criminology and/or Sociology complete an internship in an area related to their degree program. Students are expected to initiate the internship application process by enrolling in and successfully completing Sociology 4587, a one-credit internship preparation course. Students are then required to successfully complete an internship for academic credit (Soc 4597), ideally during a single semester. Students should enroll in Sociology 4587 with at least one semester between this course and the semester that the student expects to enroll in Sociology 4597, in order to allow time to search for, identify, and apply to internship sites.

An internship must be for at least 300 hours. Students can work additional hours if they desire, or if their agency requires them to. A student working extra hours may choose to take Soc 4597 for additional academic credits (as detailed below), but is not required to take additional academic credits.

For those students whose academic bulletin term/year is prior to Fall 2009, the “default” 300-hour internship requires that they register for Soc 4597 for 7 academic credits. The student who will log at least 343 hours at her internship site may choose to take Soc 4597 for 8 academic credits; the student who will log at least 386 hours may choose to take Soc 4597 for 9 academic credits. Note that while the one or two additional credits would count towards a student’s general degree requirements (i.e., 120 credits), only 7 internship (Soc 4597) credits count toward towards one’s Sociology or Criminology major.

For those students whose academic bulletin term/year is Fall 2009 or later, the “default” 300-hour internship requires that they register for Soc 4597 for 6 academic credits. The student who will log at least 350 hours at her internship site may choose to take Soc 4597 for 7 academic credits; the student who will log at least 400 hours may choose to take Soc 4597 for 8 academic credits. Note that while the one or two additional credits would count towards a student’s general degree requirements (i.e., 120 credits), only 6 internship (Soc 4597) credits count toward towards one’s Sociology or Criminology major.

Internships are considered an integral part of the student's academic program. In addition to attending the in-class seminars which are held each semester, students are expected to: (a) keep a daily log documenting activities and progress toward meeting objectives; (b) complete written assignments that are structured to provide an understanding of the

* This important date identifies which academic bulletin’s degree requirements apply to a given student. Because degree requirements change over time, it is important that students be cognizant of which academic bulletin term/year applies to them. Most students’ academic bulletin term/year will be the one that was in effect during their initial term at UMD, whether as a Freshman or a transfer student. Students can confirm their academic bulletin term/year by examining the top of their APAS (Academic Progress Accounting System) reports, available online.
organization with which the student is doing the internship; (c) meet the expectations of the field agency; and (d) share their internship experiences – both in person and via the Internet – with others enrolled in Sociology 4597.

**Program Objectives**

A student's practical experience, under supervision in a well-administered agency, office, or organization should be commensurate with his or her level of education and future career goals. While the evaluation of the student’s performance in the internship is based primarily on academic criteria, the practical experience the student gains is important in terms of sampling prospective career fields, and learning about her or his ability to function in a given occupational environment.

The selection of the internship agency or organization should be based on the student's interest in the placement and placement availability and is accomplished during the time the student is enrolled in Sociology 4587. The final decision on internship placement requires a joint effort of the student, the Internship Coordinator and the member of the internship field agency or organization.

The primary program objectives are to provide students with the opportunity to:

1. reflect on the applicability of concepts, principles, and best practices presented in previous course work;

2. develop insight into professional demands and required competencies;

3. assess the appropriateness of career choices and the developmental maturity which the choice demands; and

4. evaluate their academic preparation in relation to their goals, aspirations, and personal qualities.

**Selection and Application Procedures**

The applications for an internship should be started as early as a student’s Junior year. Internships can also be completed in the summer term after one’s Junior or Senior year. Current UMD policy allows Criminology and Sociology degree candidates to attend commencement exercises if the student needs 18 or fewer credits (inclusive of the internship) to graduate, and is registered for the required number of credits in the academic session immediately following commencement.
Note: Students are advised not to attempt to make arrangements for an internship without prior discussion with and approval of the Internship Coordinator. In order to earn academic credit for an internship towards the satisfaction of their major, students must be enrolled in Sociology 4597 while they are doing their internships; credit cannot be earned for an internship that took place prior to enrolling in Sociology 4597.

Application Process
After successfully completing (earning at least a C in) Sociology 4587, students should proceed with the following steps:

**STEP ONE**
Use the online Final Agency Choices Form to submit the names of two agencies that represent your first and second choices for an internship placement. (You first complete and submit this form at the end of Sock 4587: Internship Preparation.) Access the Final Agency Choices Form via: [https://docs.google.com/a/d.umn.edu/forms/d/1nJNJaYbYjUqgL-Xntnrl_GC4pTAUNCtp3YDuqmX4cV4/viewform?formkey=dGwwMjJOZmICakgtTkw2MTJ2X2dKWXc6MQ](https://docs.google.com/a/d.umn.edu/forms/d/1nJNJaYbYjUqgL-Xntnrl_GC4pTAUNCtp3YDuqmX4cV4/viewform?formkey=dGwwMjJOZmICakgtTkw2MTJ2X2dKWXc6MQ)

NOTE: The Sociology major and Criminology major degree requirements specify that students must register for at least a 6-credit internship placement. It is necessary that you plan so that your schedule will accommodate your internship field work hours – you need to complete 20 hours/week to reach 300 hours by the end of a 15-week semester. Once you have submitted your final agency choices form you are responsible for keeping up-to-date with the status of your application. Information is initially posted at the end of the semester in which you are enrolled in Soc 4587.

**STEP TWO**
Verify that the following information in the Tentative Internship Posting (available via the bottom of the internship homepage: [http://www.d.umn.edu/~rweidner/internship/Internship.php](http://www.d.umn.edu/~rweidner/internship/Internship.php)) is correct: semester, credits, agency, contact person and phone number. If this information contains error(s) or omission(s), please submit a revised Final Agency Choices Form (refer to Step #1).

**STEP THREE**
When the status of your application (as listed on the Tentative Internship Posting) is “MAKE APPOINTMENT” or “SUBMIT APPLICATION”, it is your responsibility to follow through with the agency. Until you receive approval from the Internship Coordinator, you should not proceed to the next step.

**STEP FOUR**
Once you have an appointment with the agency contact person you must complete an
Academic Internship Contract (yellow form – available outside Cina 228) and turn it in to the department Internship Coordinator. Please do so before you meet with the agency representative.

STEP FIVE
Make an appointment for an interview with a representative of the agency. Before you go for your interview, please contact Professor Weidner in person (Cina 209), by e-mail (rweidner@d.umn.edu) or by phone (218.726.7320).

STEP SIX
Take the Field Agency Contract (beige form – available outside Cina 228) with you to the interview. The agency representative will review the placement contract and if appropriate, the contract will be completed and signed by you and the agency representative if there is agreement on your doing the internship with the agency.

STEP SEVEN
As soon as you know the result of the interview, please pass that information on to the department Internship Coordinator. A permission number to register for Soc 4597 will be granted only after you have a signed and returned the Field Agency Contract.

STEP EIGHT
You may now register for the section of Sociology 4597 for the number of credits which the Internship Coordinator and Field Supervisor have approved. If you are registering for only Sociology 4597 credits (i.e., are not taking any other courses) in a given semester or for the summer session, and your internship site is at least 75 miles from UMD’s campus, you may request a waiver of the Student Service Fees. This waiver request is to be obtained by downloading from:

http://d.umn.edu/onestop/forms/pdf/requestforwaiverofstudentservicefee.pdf

The form is to be completed and submitted to the Internship Coordinator and the Sociology-Anthropology Department Head. It is the student’s responsibility to obtain the waiver form and follow through with submitting it.

STEP NINE
Attend the first Internship Seminar as announced in the class schedule and posted on the Sociology 4597 Web page for the semester. An unexcused absence from any of the seminars is a basis for revoking the internship and/or receiving an N grade.
**Seminars**

**REQUIREMENTS**
The credits for Sociology 4597 are **academic credits**; this course is graded on a S/N (Satisfactory/Not Satisfactory) basis. The evaluation of your performance in the internship (i.e., whether or not you pass) will be based in part on: (a) how your Field Agency Supervisor rates your performance in person (during the Internship Coordinator’s site visit) and in writing (your supervisor’s responses on an evaluation form; see Appendix D); and (b) the quality of the “scholarly” assignments and papers for this course, and your attendance at the required course seminars.

**OVERVIEW**
One of the purposes of the seminars is to provide students with opportunities to become more skilled in oral and written presentations. In addition, the seminars provide students with opportunities to share their experiences and learning with others. Students will present summaries of their written assignments in the seminars. The summaries will be followed by a general discussion of the presentations.

**Seminar attendance is required** in order to receive a passing grade. Students whose placement is not within reasonable driving distance (approximately 75 miles from UMD) and who are not enrolled in other classes on campus during their Internship may be required to attend only the **first and last** seminars. All written assignments must be submitted in person at the time of the seminar meeting (or received by email, mail or fax, on or before the seminar date if the student is excused from attending a seminar).

There are **three** times during the semester when the interns meet as a group.

**FIRST SEMINAR**  FIRST WEEK of the semester (specific time and location announced in the UMD class schedule and posted on the Internship Coordinator’s Web site)

**Purposes:**
1. to provide an orientation to and overview of the Internship program
2. to explain the written assignments (see Written Assignments, below)
3. to answer procedural questions
4. to explain the use of the Internet (i.e., Moodle) for completing some assignments

**SECOND SEMINAR**  FOURTH WEEK of the semester

**Purposes:**
1. to share experiences
2. to clarify procedures and assignments
3. to submit activity log for review and comment
4. to discuss the site visitation procedures and schedule
THIRD (FINAL) SEMINAR  THIRTEENTH or FOURTEENTH WEEK of the semester

Purposes:
1. to review requirements regarding the format and content of the final assignments
2. to address any outstanding procedural matters
3. to submit activity log for review and comment

ACTIVITY LOG
Interns are expected to keep an activity log that will provide them, the agency Field Supervisor, and the Internship Coordinator with an accounting of the intern's activities. The activity log will also provide the basis for keeping track of your time, progress towards meeting learning objectives, and as a reference for some of the course assignments.

The activity log should be kept in a 5x7 or 6x8-inch notebook (do not use an 8.5x11-inch binder); this logbook should be used only for this purpose, NOT for other classes, assignments, etc. Alternatively, you can choose to keep an electronic log book (i.e., maintain a record of the following information in a word-processed [e.g., MS Word] file). Irrespective of whether you choose to keep a paper or electronic log, it should have an entry for each day that you work hours at your internship. Each entry should contain:

- the date;
- hours worked (time in and time out);
- a description of that day's activities; and
- reflections about how that day's activities connect with/contribute to meeting one's objectives and/or what one learned (see Appendix C).

VERY IMPORTANT: All interns are subject to the confidentiality/privacy laws that apply to the agency or organization at which they are interning. To comply with these laws, when completing your log, never use any personal identifying information (e.g., names and addresses of agency clients) in your descriptions, nor reveal any organizational secrets that you are forbidden to share.

After each 100-hour interval of time put into the internship, you should ask the person supervising your internship to check the log for accuracy and to sign the activity log (the signature indicates that the log has been reviewed). Even if you are maintaining an electronic copy of your logbook, you still will be required to print it so that your supervisor can review and sign it after each 100 hours logged. On the day of the second seminar, you will submit your activity log to me so that I can review it to ensure that its content is adequate and that you are following the formatting guidelines presented herein.
PARTICIPATION IN ONLINE DISCUSSIONS
At various points throughout the semester of your internship, you will be required to do online postings of answers to different questions dealing with various facets of your internship. You will be encouraged to respond to/comment on these questions in light of how other students have responded to the same question – for example, contrasting your perception of a facet of the internship experience with a classmate’s. A purpose of this requirement is to generate a “virtual” class discussion in which students can share insights with each other, given that many students do their internships far from the UMD campus. Online discussions will be conducted using UMD’s Moodle system. Questions will be posted as the semester progresses. Whenever a new question is posted, you will be notified via email.

Written Assignments

Papers should be word-processed and edited for style and content (including spell checking). You should submit a copy of the papers to the Internship Coordinator. If you wish to have a copy of the papers, please make a copy before you submit the papers to the Internship Coordinator. The papers you submit will become a part of your internship file.

Communicating your internship experiences effectively is an important part of your task. Your papers must reflect how seriously you probed for information and detail and how well you understand the structure, the functions and the problems of your internship site.

It is very important that you maintain the confidentiality of the clients of your field agency. This means that you must not use names, addresses, or other information which could identify clients, their families, etc. Also, the purpose is not to engage in criticisms of personalities but rather describe and evaluate the experience and the training which you have received.

NOTE: It is not necessary for you to submit copies of your written assignments to your Field Agency Supervisor. If a request for copies is made by a representative of the Field agency, the Internship Coordinator will review the request with you.

OBJECTIVES ASSIGNMENT (due at the time of the second seminar)

This is a statement of your learning objectives for the internship. The objectives should include reference to the:

a. Skills you expect to develop (e.g., learn how to: do a pre-sentence investigation report [PSI], work with client case files, interview clients, describe consequences, establishing personal boundaries, etc.);

b. Knowledge you expect to develop (e.g., learn about: staff roles, consequence alternatives, intake procedures, agency rules and regulations, etc.); and
c. **Self-Awareness** you expect to develop (e.g., develop an understanding of: your level of comfort with being confronted by clients and/or confronting clients with consequences, working split-shifts, and managing large caseloads.

**AGENCY DESCRIPTION (due upon logging 150 hours at the internship)**

For this assignment, describe the following:

1. The internal structure and function of the agency. This description should include:
   
   a. an organizational diagram (usually available from the agency);
   b. a description of the funding and policy making structure; and
   c. a general description of the activities of the agency.

2. The role and linkage of the agency to a larger system. This should include:
   a. a description of the system of which the agency is a part; and
   b. a brief statement of the way that the agency relates to other agencies/organizations in the system.

**INTERVIEWS (due upon logging 200 hours at the internship)**

You are to conduct personal interviews with three different agency-related individuals. These interviews should be focused on the factors related to the career paths of the interviewees. You should consider questions that relate to:

   a. the way that the person entered the career field;
   b. the positive and negative aspects of the career;
   c. evaluation of the career field and the position; and
   d. things for those anticipating entering the career field to consider.

Write a 3 to 4-page paper summarizing your findings from these interviews.

**FINAL ASSIGNMENTS (due at or after the third seminar, upon completion of all hours)**

Your final written assignments are to be submitted after you have completed the required number of hours with the agency. Submit electronic copies of assignments 1-3.

For assignments 4-7, there are multiple submission options: you can submit paper copies of them at the last course seminar, or by U.S. mail or in person at a later date. Alternatively, you can scan them and attach the resultant electronic file to an email to me (rweidner@d.umn.edu).
1. Summary report and self-evaluation of internship; SUBMIT WORD-PROCESSED DOCUMENT (e.g., MSWORD FORMAT) VIA MOODLE

This 3-5-page (double spacing, 12-point font and 1-inch margins) paper should provide an overview of what you are taking away from your internship. It should be based on the learning objectives you developed earlier in the internship, and address the question of whether you met your objectives in the areas of knowledge, skills, and self awareness. Which objective(s) did you achieve? Are there any that you did not achieve? I encourage you to review your activity log (especially your reflections on your work) as you write this paper.

2. Resume; SUBMIT WORD-PROCESSED DOCUMENT (e.g., MSWORD FORMAT) VIA MOODLE

This resume should build upon the one(s) you have completed for Internship Preparation and Advanced Writing (WRIT 31xx). This resume should reflect your internship experience in its provision of information about your qualifications and experience. It should also include complete contact information (names, titles, phone, mailing address, email [if available]) of your references. (See the Career Services Office's online Career Handbook [http://www.d.umn.edu/careers/handbook/index.html] for examples of resumes.)

3. Recommendation for future interns

For this component, please carefully and thoroughly complete the following online form: https://docs.google.com/a/d.umn.edu/forms/d/1L8OJVjXkDhRwvTtNK5aTKva4IfGAo1tUB_E4th1A/viewform

4. “Final” internship activity log

Note that the last entry of the log should include your supervisor's signature. I would be happy to return your internship activity log after I have reviewed it. If you want to keep it, write "SAVE" in big letters after your last entry. If you want me to mail it to you, include a self-addressed envelope.

5. Job description of a position or an announcement of an entry level position which you have observed while interning

Find and submit to me a position announcement for an entry-level job at the organization at which you interned (or an organization that has a similar mission to the one at which you interned) that you might want to pursue. This description might relate to the position held by one of the individuals you interviewed or to one of those with whom you worked as an intern.

6. Copies of thank you letters

At the conclusion of your internship, write thank you letters to: (a) the person(s) who was your supervisor, and (b) the agency director/section director, in which you describe how you benefited from the internship. Make sure to carefully proofread these. In addition to sending these to the recipients, include copies of them with the materials that you submit to me.
The following are requirements for Sociology 4597 (Internship):

a. Attendance at THREE SEMINARS (unless prior approval to not attend has been given) irrespective of the number of credits of internship and completion of the assignments related to Sociology 4597.

   I understand that the DATES of the Seminars for the semester are:

   1: _____________________      2: ____________________         3: _____________________

   Note: These dates are posted on UMD’s course schedule page (under Soc 4597), on Prof. Weidner’s Internship Web page, and on his office door. Please make note of these dates on your personal calendar.

b. The submission of written assignments as described in the course syllabus and Internship Manual.

c. Maintaining an Activity Log which is to be reviewed by the Internship Coordinator and the Field Supervisor.

d. Participating in “virtual class discussions” by posting online responses to discussion questions dealing with one’s internship.

Sociology 4597 is graded on a S/N (Satisfactory/Not satisfactory) basis. The amount and quality of work required for a grade of S may not be less than that required for a C. The final grade will be based on performance on written assignments, seminar participation, and the agency evaluation. Failure to complete an internship is grounds for a grade of N.

The student assumes full responsibility for her/his behavior while carrying out internship activities. Liability claims against the student are not the responsibility of the University of Minnesota. Students will be responsible for observing all agency policies and regulations, particularly in the area of confidentiality. Interns may be dismissed if agency policies are violated. Once dismissed, reassignment to another agency cannot be guaranteed.

I understand and agree to the stipulations of this contract.

Signed: ___________________________ Date: ________________
APPENDIX B: Sample Field Agency Contract

FIELD AGENCY CONTRACT
Sociology 4597: Internship
Department of Sociology-Anthropology
University of Minnesota Duluth

<table>
<thead>
<tr>
<th>SEMESTER:</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>YEAR: 20__</th>
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Student's Name (please print) | UMD I.D. Number | Area Code & Phone Number

__________@d.umn.edu
UMD e-mail Address

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<tr>
<th>Agency Name</th>
<th>Address</th>
<th>Zip Code</th>
<th>Area Code &amp; Phone Number</th>
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Supervisor's Name | Supervisor's Title

I, _____________________________, majoring in ______________________ at UMD, will enroll in Sociology 4597, Internship, for _____ credits for the period ___________ through ___________ and will enter herewith into a contract of agreement with ______________________________ to complete _____ hours of field work. I will be under the supervision of ______________________________, who agrees to:

1) guide my activities so as to meet the learning objectives of the Internship;
2) verify my weekly field log; and,
3) complete the final evaluation form of my field work performance.

I will observe all rules, policies and standards of the Field Agency and I will carry out the responsibilities assigned to me as an internship student.

STUDENT’S SIGNATURE: ___________________________ DATE: __________

AGENCY REPRESENTATIVE’S SIGNATURE: ___________________________ DATE: __________

AGENCY FIELD SUPERVISOR’S E-MAIL ADDRESS: ___________________________

SOCIOLOGY-ANTHROPOLOGY SIGNATURE: ___________________________ DATE: __________
APPENDIX C: Sample Internship Activity Log

INTERNSHIP ACTIVITY LOG

Semester: _______ Year:___________

(AGENCY) __________________ (SUPERVISOR) __________________ (STUDENT)

THE LOG SHOULD CONTAIN ENTRIES FOR EACH DAY OF THE INTERNSHIP.

<table>
<thead>
<tr>
<th>DATE &amp; HOURS WORKED</th>
<th>ACTIVITIES</th>
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<td>DESCRIBE THE ACTIVITIES FOR THE DAY</td>
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<td>REFLECTIONS</td>
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<td>HOW DO THE ACTIVITIES CONNECT WITH/ CONTRIBUTE TO YOUR MEETING YOUR OBJECTIVES. WHAT DID YOU LEARN?</td>
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<td>DATE &amp; HOURS WORKED</td>
<td>SECOND DAY</td>
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<td>DATE &amp; HOURS WORKED</td>
<td>THIRD DAY</td>
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A 5”x 7” OR 6”x 8” NOTEBOOK IS RECOMMENDED

DO NOT USE AN 8.5” x 11” RING BINDER

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<tr>
<th>DATE &amp; HOURS WORKED</th>
<th>FOURTH DAY - ETC.</th>
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SUPERVISOR'S SIGNATURE: ____________________________ DATE: __________

NOTE: STUDENT SHOULD KEEP A RUNNING TALLY OF HOURS COMPLETED
### INTERNSHIP EVALUATION FORM

**DEPARTMENT OF SOCIOLOGY-ANTHROPOLOGY**

**INTERN'S NAME:** ____________________________  **Semester:** __________  **Year:** __________

**PERIOD COVERED:** FROM ____________________ TO ____________________  **Year:** __________

**AGENCY/DEPARTMENT:** __________________________  **PHONE #:** __________________

**SUPERVISOR:** __________________________  **TITLE:** __________________

<table>
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<th>CRITERIA</th>
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<th>Below Average</th>
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<td>Follow through on tasks</td>
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<td>ATTITUDE TOWARD:</td>
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<td>1. Agency/Dept.</td>
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<td>2. Supervisor</td>
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<td>3. Staff</td>
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<td>5. Clients</td>
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</table>

**SUMMARY COMMENTS (please use reverse side if necessary):**

**Strengths:**

**Limitations:**

How well do you think this student is suited for the type of work that he/she performed during this internship?

[ ] very well suited  [ ] quite well suited  [ ] moderately suited  [ ] somewhat well suited  [ ] not well suited

If you were in the position to do so, would you hire this student for the kind of work that was done in the internship?

[ ] yes  [ ] no  [ ] not sure

**AGENCY DIRECTOR or INTERN SUPERVISOR:** ____________________________ **DATE:** ______________
Sociology-Anthropology Department Internship Coordinator Contact Information:

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