

LING593A Internship in Human Language Technology

Syllabus

CATALOG DESCRIPTION:

Specialized work on an individual basis, consisting of training and practice in actual service in a technical, business, or governmental establishment.

MORE DETAILED COURSE DESCRIPTION

The primary goal of an internship is to give students an opportunity to apply lessons learned in the classroom to a real-world experience set in a professional practice-oriented environment, with the intern's work preferably overseen by a professional. In particular, of the internship is give the student a practical perspective on problems and applications in Human Language Technology. In addition to offering students the opportunity to demonstrate and develop their technical skills, it allows students to develop professional skills such as teamwork, effective communication, social interaction and professional networking, an understanding of business procedures, leadership, and critical thinking. Finally, it should provide students with work experience within a semi-formal academic framework that carries with it official course credit from The University of Arizona.

The internship including the projects completed in the internship and the internship report serve in lieu of a master's thesis in the HLT program.

EVALUATION

Evaluation includes both corporate/organizational evaluative criteria and academic criteria. Grades are offered on the SPCDE basis. The final grade for the class is made by the Internship advisor (i.e., official course instructor) and is based 1) on an independent evaluation of the work done by the student, 2) input from the hosting agency's supervisor and 3) a report written at the end of the internship. The grading is divided thusly:

Submission of all required forms and documents	5%	
Evaluation by Hosting Agency's supervisor		10%
Examples of work done during the internship (the exact nature of which is to be determined in the letter of agreement)	35%	
An Internship Report		50%

The report should be written as an academic paper reporting the goals, methods, and results of project(s) the student has worked on including but not limited to (1) A Description of where the internship was carried out. (2) A summary of the project goals, activities and accomplishments (results etc.) in detail. For example, a conference-length description of results or algorithms, or a project documentation submitted to the company. (3) A discussion of the skills acquired.

APPLICATION AND PROCEDURES

This course is governed by the department of linguistics document "Policies, Procedures and Best Practice Guidelines for Internships: LING593A, Internship in Human Language Technology". Information on administration, application, regulations, and forms can be found there.

Master of Science in Human Language Technology

Department of Linguistics,
College of Social and Behavioral Sciences
University of Arizona

Policies, Procedures and Best Practice Guidelines for Internships

LING593A Internship in Human Language Technology

This version: October 28, 2008.

I. INTRODUCTION

The Master of Science degree in Human Language Technology at the University of Arizona includes an internship as one of the requirements for completion of the degree. The Internship and the subsequent report serve in lieu of a Master's Thesis.

These policies are designed for the use of the student, internship advisor, and supervisor in the host agency or organization. They shall be considered binding unless a variance is agreed upon by all parties; a petition is approved by the linguistics curriculum committee; and the revised agreements signed off on by the head of the Linguistics Department.

General questions regarding HLT internship matters should be directed to the HLT director or the Graduate Coordinator in the Department of Linguistics.

These policies are intended to be consistent with the University of Arizona non-binding guidelines on internships:

<http://www.registrar.arizona.edu/forms/InternshipGuidelines3-05.pdf>

Where the two documents vary, the HLT program policies shall prevail.

II. PURPOSE OF THE INTERNSHIP

i) The primary goal of an internship is to give students an opportunity to apply lessons learned in the classroom to a real-world experience set in a professional practice-oriented environment, with the intern's work preferably overseen by a professional. In particular, the goal of the internship is to give the student a practical perspective on problems and applications in Human Language Technology. In addition to offering students the opportunity to demonstrate and develop their technical skills, the internship allows students to develop professional skills such as teamwork, leadership, critical thinking, and effective communication, professional networking, as well as an understanding of business procedures and the types of social interaction relevant to working in industry. Finally, it should provide students with work experience within a semi-formal academic framework that carries with it official course credit from The University of Arizona.

ii) The internship has the following secondary goals:

- a) To improve communication between the university and practicing professionals.
- b) To give the faculty an opportunity to evaluate its graduate HLT program through feedback from interns and hosting agencies.
- c) To help students compare their abilities and interests with requirements in particular fields.
- d) To contribute to the effectiveness of the hosting agency, both through high-quality work and through bringing in new perspectives.

III. MINIMUM ELIGIBILITY QUALIFICATIONS FOR STUDENTS

Before applying for an internship, students are required to:

1. Be enrolled either in the M.S. in HLT or the Ph.D. in Linguistics with a specialization in Computational Linguistics at the University of Arizona
2. Prior to enrolling in the HLT Internship: M.S. students must be in **good academic standing** with the University of Arizona and have maintained at least a 3.00 grade point average; in addition, M.S. students must maintain a 3.5 GPA in courses with a LING prefix prior to enrolling in the HLT internship.
3. Have completed the following required course LING538.

IV. DEFINITIONS AND AUTHORITIES

1. The **Faculty advisor/Internship advisor** is a member of the regular or adjunct faculty appointed, cross appointed or courtesy appointed to the Department of Linguistics at the University of Arizona. Faculty from other units within the university may petition to perform this role by vote of the departmental faculty. The faculty advisor is normally (although need not be) the same person as the internship advisor. The Faculty advisor/internship advisor oversees students' academic work; i.e. issues students' grade(s).

2. In the event that the Faculty advisor is different from the Internship advisor, substitute Faculty advisor for all signatory instances of Internship advisor in the document below.

3. **HLT director** refers to the faculty member appointed to direct and advise students in the HLT program by the chair. This person may be the same person as the Internship advisor, but does not have to be.

4. In the event that the internship advisor cannot sign a document, the HLT director may sign in his/her stead.

5. In the event that the HLT director is not available, the Graduate Advisor for the Linguistics Department or the chair of the department may sign in his/her stead.

6. **Graduate Coordinator** refers to the Linguistics Department administrative support staff person who coordinates all graduate programs in Linguistics at the University of Arizona and maintains graduate student files and legal paperwork pertaining to internship and coursework.

7. **Company/Agency Internship Supervisor** refers to agency employee who supervises/manages/oversees student's internship.

V. INTERNSHIP POLICIES

1. Internships may be in private companies, for profit organizations, non-profits, and governmental agencies. Internships may also be held within an academic organization such as a University, college or school.

2. Internships may be paid or non-paid, regardless of credit awarded. International Students should consult with the International Scholar's office before pursuing an internship to investigate the visa requirements, including practical training waivers, required of them and the effect these requirements will have on future visa status.

3. Hours of employment. 1 credit = 45 hours of internship work per Arizona Board of Regents (ABOR) policy. HLT Students are expected to complete a minimum of 6 credits and a maximum of 9 credits.

a) The total number of units may be divided into work contracts with different hosting agencies, each worth a minimum of 1 credit.

b) Internships are typically conducted on a full time basis, but split appointments and part time appointments are also acceptable with permission of the HLT director/internship coordinator

4. The Internship is normally taken in the summer between the first and second year. However, the timing of this is flexible to meet the needs of the hosting agency and the

student. Students should discuss the timing of the internship with the HLT director/internship coordinator. Note that the assumption of a full-time continuing position upon the completing of the MS course requirements will not normally serve to fulfill the internship requirement.

5. The student, the HLT director, the internship advisor or a representative of the hosting agency may all initiate internship placement discussions
6. Terms of employment (Letter of Agreement), including duties, pay and other remuneration and costs shall be laid out in a letter of agreement. This letter must be signed by a duly designated representative of the hosting agency, the student, the Internship advisor (or in their absence, the HLT director). A copy of the Letter of Agreement should be forwarded to the Graduate Coordinator (Jennifer Columbus) and the Internship advisor. This letter is not a contract, but is meant to ensure that the expectations of all parties are consistent. The letter should contain the following things:
 - a. **Purpose of the Internship** - A brief statement that describes the purpose of the internship and includes a statement on how the academic goals of the student and the mission of the hosting agency will be balanced.
 - b. **Status of the Intern** – A brief description of the intern’s status within the agency: expected number of hours per week, hourly wage or salary (if any), eligibility for benefits or not, eligibility for promotion or not, etc. If significant costs will fall on the student then these too must be detailed.
 - c. **Minimum Qualifications** - A statement that describes the minimum qualifications required of the intern. Minimum qualifications should include education, work experience, personal qualities, and special skills and knowledge.
 - d. **Job Description** – A broad statement of the job function that describes the intern’s duties and responsibilities, including the identification of a “chain of command” for reporting purposes. Also include the name and position title of the expected supervisor.
 - e. **Organization-Specific Guidelines and Requirements for Interns** – A detailed list of what the organization expects from the intern and a definition of the organization’s obligations to the intern. The former may include items such as the intern’s specific job functions and/or the intern’s professional responsibilities with regard to the organization’s policies for office conduct, etc. The latter may include items such as conditions of continued employment, potential for full-time employment after graduation, mentoring by full-time professionals in the organization, formal communication lines between the supervisor and intern, etc.
 - f. **Restrictions on access to the productive output of the intern.** See point 7 immediately below
7. HLT students typically provide a portfolio of their work at the end of their degree program. This portfolio will normally include examples of code and/or final product software or hardware that were produced by the student during the internship. This portfolio is evaluated by three faculty in the linguistics department (student’s M.S. committee). In the event that the internship involves work on (1) patented material, (2) corporate secrets or (3) governmentally clearance-restricted material, then the agreement letter should include any clearance/secretcy documents that the committee has to sign, and a *clear* statement of the limitations on the access to the code or product. The hosting agency is entitled to restrict access to the code or product, but should endeavor to provide the evaluation committee with sufficient materials so that they can judge the quality of the student's work. (For example a small stand-alone part of code that can be run, written by the student).
8. Students are expected to be good corporate citizens and perform as directed by their supervisor at the hosting agency. However, hosting agencies are expected to assign no more than 10% of the student's time to clerical or other duties not directly related to an HLT project. The student's duties and responsibilities should be commensurate with his/her

experience and training.

9. Internship-related work that involves research involving human subjects (including but not limited to field research, work with indigenous communities, surveys, psycholinguistic experiments, etc.) must be approved by the University of Arizona Human Subjects Program. Please contact Linguistics faculty member, Natasha Warner if work involves Human Subjects: nwarner@email.arizona.edu

VI. HLT INTERNSHIP APPLICATION PROCEDURE.

1. In the semester before the internship begins the student should discuss potential venues for the work with the HLT Director. If appropriate, the student should contact the potential hosting agency to inquire about availability and terms.
2. At the soonest possible time, preferably at least a month before the internship begins, student should submit a fully signed letter of agreement (point 6 on page 5) to Graduate Coordinator and Internship Advisor and/or HLT Director. This letter of agreement should contain a clear statement of duties, costs, remuneration, and any patent/secretcy restrictions on the work. It must be signed by the student, a duly authorized agent of the hosting agency, and the Internship advisor (or, in their absence, the HLT Director). Copy of Letter of Agreement should be forwarded to Graduate Coordinator and Internship advisor.
3. Student will then provide Graduate Coordinator with a University of Arizona Change of Schedule form signed by Internship advisor to add LING593A to course schedule (course registration) by the deadline specified for the semester in which the credit will be earned. (Note: Internship credits will not be awarded retroactively for internship duties performed at an earlier time).
4. The student should pay any registration fees associated with the credits to be earned, and if they receive financial aid, consult with the Financial Aid and/or Scholarship Office prior to registering.
5. Discuss with prospective Company/Agency Internship Supervisor at the work site the possible risks and dangers associated with the planned internship and complete and sign the **Internship Assumption of Risk Release Form** and submit to Graduate Coordinator, Jennifer Columbus.
6. If student's internship involves research with human subjects (e.g., interviewing, collecting data) then student and internship advisor are jointly responsible for ensuring that that Human Subjects training is provided as appropriate to the student's assignment. Check the Human Subjects Protection Program to determine if training is needed: <http://www.irb.arizona.edu/faqs.html> and consult with Linguistics faculty member, Natasha Warner.

VII. HLT INTERNSHIP EVALUATION.

1. All the parties (student, hosting agency supervisor & Internship advisor) agree to submit the following evaluations and reports, no later than 14 days after the completion of the internship:
 - a) Student: A **report** detailing the goals of the project(s), the nature of his/her participation, the methodology, results and a brief narrative evaluation of the experience, emphasizing what student learned. This report must emphasize the academic achievements of the work performed. This report functions, in part, in lieu of a Master's thesis.

- b) Student: In most cases, unless otherwise stipulated in the letter of agreement, the student should also submit samples of the work completed for the hosting agency.
 - c) Student: **An internship evaluation form** (attached below).
 - c) Hosting Agency: **An evaluation of Internship form** (attached below).
2. On the basis of the information provided in (1), the Internship advisor will assign one of the following grades:
- S, superior performance
 - P, pass, average performance
 - E, fail
- K grades are assigned when the internship crosses multiple semesters; it is replaced with an S, P, or E when all the requirements of the internship are completed.

Letter grades of S, P do not count towards the student's GPA. However E grades do, and are considered to be unacceptable for a master's level student. Such poor performance may result in sanctions from the department, particularly if they are coupled with poor performance in other requirements in the program.

3. The student and hosting agency evaluations may be used by the Internship advisor in the matching of future interns and agencies and to improve the internship as a learning experience.

VIII. SUPERVISION

- 1. The internship advisor and agency internship supervisor should maintain communication during the internship. Any problems should be quickly resolved by communication among the student, internship advisor and agency internship supervisor.
- 2. The intern should report to the internship advisor on a regular basis (for example weekly or bi-weekly) throughout the internship. This informal report should include (a) a brief comment on the allocation of the intern's time during that period (b) progress toward objectives, and (c) discussion of any significant difficulties or concerns with the internship.

IX. SUGGESTIONS FOR THE INTERN

- 1. The internship is an essential part of the HLT Program. It is intended to provide a bridge between theory and practice, by giving students an opportunity to test classroom knowledge and skills in an operating environment.
- 2. An internship gives the agency an opportunity to get to know the student, but it carries no presumption of leading to a permanent position in that agency.
- 3. The student, in consultation with the internship advisor and host agency representatives, is responsible for preparing for the internship, including a proposal with specific task objectives. These objectives should be detailed in the Letter of Agreement.
- 4. An intern should not be viewed as either an outside consultant or an insulated researcher, but as a regular employee with a special, temporary work assignment. As such, the intern is expected to meet at least the same standards of performance as other agency employees.
- 5. The development of good working relations with supervisors and associates is a necessity for a successful internship. The intern and supervisor should also remember, however, that

the internship is part of the HLT program of study, and therefore has academic goals which must also be met.

6. The intern should keep daily notes to assist in preparation of the final internship report.
7. Regular informal reports (weekly or bi-weekly reports) to the internship advisor will help keep the intern on track toward a satisfactory final report, and will give the intern a chance to benefit from the internship advisor's knowledge and experience in a timely manner.
8. The intern must recognize that they are representing The University of Arizona as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.
9. The intern should understand and follow the policies, procedures, rules and regulations of the hosting agency.
10. The intern should be prepared to perform their internship duties for the hours and duration specified. Completion of any non-academic requirements imposed by the sponsoring organization supervisor is by agreement between the student and the supervisor.
11. The student should talk to the supervisor regarding expected University holidays. Keep in mind many organizations do not follow the University calendar.
12. The student should ensure that their direct supervisor is able and willing to submit an evaluation on their behalf. Some organizations have personnel policies prohibiting supervisors from providing a written intern evaluation. If this is the case, special arrangements must be made for their supervisor to speak directly with the course instructor about their performance.

X. SUGGESTIONS FOR THE HOST AGENCY

An internship provides organizations with an effective outreach to qualified and motivated students. The primary goal of the internship, as stated above, has educational and mentoring components that can be satisfied only through a formal partnership between the organization and University of Arizona Linguistics Department. It is the intent of the program that this partnership provides a meaningful learning experience to students as prospective professionals. In this manner, the organization becomes an important asset in the development of interns. As a secondary benefit, the organization has access to well-qualified students as potential candidates for full-time employment after graduation. As a tertiary benefit, the program allows supervisors to evaluate prospective long-term employees under actual work conditions at minimal cost. Initial contacts through the internship may lead to recruitment and eventual hiring, upon graduation, of an employee who has experience with the employer's operating procedures. In addition, multiple internships with the same student over his/her academic career may enable the intern to function at a higher level that will free full-time professional staff for more complex work.

By accepting an intern, the host agency recognizes that it shares responsibility for the success of the internship. The intern will rely on the agency's active participation and support, and will expect to receive assistance, advice and guidance.

The following suggestions will help ensure a successful internship:

1. Provide relevant education/training to the intern if it extends beyond the skills they have acquired in the HLT program.
2. Maintain the intern status of the student, to be distinguished from employment status.

3. In the early stages of the internship, the intern should get a comprehensive overview of the agency's goals, products, and philosophy, including an introduction to its major policies and procedures.
4. The agency supervisor should inform agency personnel of the purpose, role and expected performance of the intern.
5. The intern should be organizationally placed near the agency supervisor, to aid in observation of, and participation in, a wide range of activities. Whenever possible, the intern should be permitted to attend meetings of senior staff and research teams.
6. Intern work assignments should be educational and challenging, as well as useful for the agency. The intern should not be assigned routine office or clerical work, unless such work is a necessary, subordinate part of a more responsible assignment.
8. The intern should be supervised by a responsible professional to whom there is reasonable access. If possible, the intern should be assigned a desk and other office facilities near their supervisor.
9. The Agency supervisor should contact the Internship advisor or HLT Director whenever the progress of the internship is in question.
10. At the end of the internship, the Agency supervisor should complete an evaluation form and fax it to (520) 626.9014 or email to the Internship advisor and/or Graduate Coordinator. If this violates the hosting agency's policies, an alternative means of evaluation should be worked out in advance.

XI. ROLE OF THE LINGUISTICS DEPARTMENT AND HLT DIRECTOR & INTERNSHIP ADVISOR(S).

The internship reflects the essential partnership between faculty and those practicing the profession in the larger community. The department's role in the partnership is to send students who will be good UA ambassadors to the community and to ensure that students will have a quality "hands on" learning experience. An internship also enhances the lines of communication between faculty and professionals in business, industry and government. The internship is an excellent complement to the department's curriculum.

1. Internship advisor(s) and HLT Director should maintain an active list of internship opportunities and communicate this information to all eligible graduate students, and should develop and maintain relationships with appropriate agencies. A file of internship possibilities as well as a database of contacts is available for student's use.
2. The Internship advisor and Graduate Coordinator must ensure that departmental and university level internship policies are followed, including:
 - a) Selecting students who are in good academic standing.
 - b) Ensuring that students are NOT awarded internship credit for their ongoing job/previous positions.
 - c) Ensure that interns are NOT used as free labor in for-profit organizations/facilities that are owned or operated by the faculty member who will award the internship credit and grade. If internships are permitted in such a facility, the interns should be compensated as an employee of the organization.
 - d) Inform students of the necessity of complying with pertinent department and workplace policies and procedures.
 - e) If the student's internship involves doing research with human subjects (e.g., interviewing, collecting data), make sure that Human Subjects training is provided

- as appropriate to the student's assignment.
- f) Require that instructors document communications with the student and work supervisor regarding internship activities.
 - g) Notify the student that, unless other agreements are made between the student and instructor, the instructor and department will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
 - h) Notify the student that neither the instructor nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student's work experiences.

XII. INTERNSHIP ADVISOR'S SUPERVISORY RESPONSIBILITIES:

1. The Internship advisor and sponsoring organization supervisor should maintain regular communication about the student's work activities during the internship. Any conflicts should be quickly resolved by communication among the student, advisor and sponsoring organization supervisor.
2. The Internship advisor should ensure that the internship experience is related to the curriculum by building into the schedule regular interaction with the student. Communication with the student is an important component that elevates the work to a meaningful learning experience.
3. The internship advisor should maintain vigilance in overseeing the student's internship experience, regardless of the work location. Periodic on-site visits are preferable, but if personal visits are not feasible, the instructor should regularly converse with the intern via phone or e-mail.
4. The Internship advisor should require the intern to report on a regular basis throughout the Internship. These reports should include:
 - G a brief comment on allocation of the intern's time during the period,
 - G progress toward objectives, and
 - L discussion of any significant difficulties or concerns with the internship.
5. Send to the supervisor of the sponsoring organization the **Supervisor's Internship Evaluation** for completion, along with an envelope addressed to the advisor, specifying; the deadline for this form to be returned to the department.
6. Internship advisors must be responsive to informal interim internship reports. Reports should be reviewed on a timely basis, and the internship advisor's reaction should be communicated to the intern and if necessary, the intern's supervisor.
7. The internship advisor should promptly review preliminary drafts of the internship reports.
8. The internship advisor determines the final acceptability of the internship report.

HLT INTERNSHIP GUIDELINES (TO BE GIVEN TO HOST AGENCIES)

I. INTRODUCTION

The Master of Science degree in Human Language Technology at the University of Arizona includes an internship as one of the requirements for completion of the degree. We are pleased that you are interested in participating in this part of our program. These guidelines are for the supervisor in the host agency or organization. They are intended to help make the internship as productive as possible for all concerned.

Questions regarding internship matters should be directed to the University of Arizona's Linguistics Department Graduate Coordinator, Jennifer Columbus, jennife2@email.arizona.edu, or to the intern's internship advisor.

II. PURPOSE OF THE INTERNSHIP

i) The primary goal of an internship is to give students an opportunity to apply lessons learned in the classroom to a real-world experience set in a professional practice-oriented environment, with the intern's work preferably overseen by a professional. In particular, of the internship is to give the student a practical perspective on problems and applications in Human Language Technology. In addition to offering students the opportunity to demonstrate and develop their technical skills, it allows students to develop professional skills such as teamwork, effective communication, social interaction and professional networking, an understanding of business procedures, leadership, and critical thinking. Finally, it should provide students with work experience within a semi-formal academic framework that carries with it official course credit from The University of Arizona.

ii) The internship has the following secondary goals:

- a) To improve communication between the university and practicing professionals
- b) To give the faculty an opportunity to evaluate its graduate HLT program through feedback from interns and hosting agencies
- c) To help students compare their abilities and interests with requirements in particular fields.
- d) To contribute to the effectiveness of the hosting agency, both through high-quality work and through bringing in new perspectives.

III. SUGGESTIONS FOR THE HOST AGENCY

An internship provides organizations with an effective outreach to qualified and motivated students. The primary goal of the internship, as stated above, has educational and mentoring components that can be satisfied only through a formal partnership between the organization and a University of Arizona College or Department. It is the intent of the program that this partnership provides a meaningful learning experience to students as prospective professionals. In this manner, the organization becomes an important asset in the development of interns. As a secondary benefit, the organization has access to well-qualified students as potential candidates for full-time employment after graduation. As a tertiary benefit, the program allows supervisors to evaluate prospective long-term employees under actual work conditions at minimal cost. Initial contacts through the internship may lead to recruitment and eventual hiring, upon graduation, of an employee who has experience with the employer's operating procedures. In addition, multiple internships with the same student over his/her academic career may enable the intern to function at a higher level that will free full-time professional staff for more complex work.

By accepting an intern, the host agency recognizes that it shares responsibility for the success of the internship. The intern will rely on the agency's active participation and support, and will expect to receive assistance, advice and guidance.

The following suggestions will help ensure a successful internship:

1. Provide relevant education/training to the intern if it extends beyond the skills they have acquired in the HLT program.
2. Maintain the intern status of the student, to be distinguished from employment status.
3. In the early stages of the internship, the intern should get a comprehensive overview of the agency's goals, products, and philosophy, including an introduction to its major policies and procedures.
4. The agency supervisor should inform agency personnel of the purpose, role and expected performance of the intern.
5. The intern should be organizationally placed near the agency supervisor, to aid in observation of, and participation in, a wide range of activities. Whenever possible, the intern should be permitted to attend meetings of senior staff and research teams.
6. Intern work assignments should be educational and challenging, as well as useful for the agency. The intern should not be assigned routine office or clerical work, unless such work is a necessary, subordinate part of a more responsible assignment.
8. The intern should be supervised by a responsible professional to whom there is reasonable access. If possible, the intern should be assigned a desk and other office facilities near their supervisor.
9. The intern supervisor should contact the internship advisor or HLT Director whenever the progress of the internship is in question.
10. At the end of the internship, the Agency supervisor should complete an evaluation form and send it to the Internship advisor & Graduate Coordinator. If this violates the hosting agency's policies, an alternative means of evaluation should be worked out in advance.

We look forward to working with you on a productive and beneficial internship.

**University of Arizona Internship
ASSUMPTION OF RISK AND RELEASE FORM
Please return signed form to Jennifer Columbus, Graduate Coordinator**

LING593A Internship in Human Language Technology

THIS IS A RELEASE OF LEGAL RIGHTS -- READ AND UNDERSTAND BEFORE SIGNING

Student Participant: _____ **Date of Birth:** _____

Student ID: _____ **Sponsoring Organization:** _____

I hereby agree as follows:

RISKS OF PARTICIPATION

I recognize that there are dangers and risks to which I may be exposed by participating in this internship. The following is a description and examples of specific, significant, non-obvious dangers and risks associated with the internship, as explained by the on-site supervisor:

I agree to assume all of the risks and responsibilities that are in any way associated with the internship.

HEALTH & SAFETY

I understand and agree that the University and its governing board, administrators, and employees (the "Releasees") do not have medical personnel available at the Sponsoring Organization, which is the site location for my internship. I understand and agree that the Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by the Releasees shall be subject to the terms of this Agreement. I understand and agree that the Releasees assume no responsibility for any injury, damage or cost which might arise out of or in connection with such authorized emergency medical treatment.

I have consulted with a medical doctor with regard to my personal medical needs. There are no health-related reasons or problems that preclude or restrict my participation in this internship. I have arranged, through medical insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the internship.

I understand that neither the Releasees nor the Sponsoring Organization are obligated to provide transportation in connection with the internship. I understand that I am expected to carry my own automobile liability insurance coverage.

STANDARDS OF CONDUCT

I will comply with the University's Student Code of Conduct and Code of Academic Integrity, as well as the standards of conduct for employees of the Sponsoring Organization. I waive and release all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such codes and academic standards.

I agree that the University has the right to enforce the standards of conduct described at:

<http://studpubs.web.arizona.edu/policies/cofc.htm>,

as well as at:

<http://studpubs.web.arizona.edu/policies/cacaint.htm>,

and that the University will impose sanctions, up to and including expulsion from the internship or from the University, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the University, the department's internship program, the Sponsoring

Organization, or other student participants.

The University has the right to make changes in the format and administration of the internship. I understand that the University has no control over the operations or premises of the Sponsoring Organization, and that I will be under the supervision of a representative of that organization while I am participating at the internship.

ASSUMPTION OF RISK AND RELEASE OF CLAIMS

Knowing the risks described above, and in consideration of being permitted to participate in the internship, I agree, on behalf of my family, heirs, and personal representative(s), to assume all the risks and responsibilities surrounding my participation in the internship. To the maximum extent permitted by law, I release and indemnify the Releasees from and against any present or future claim, loss or liability for injury to person or property which I may suffer, or for which I may be liable to any other person, during my participation in the internship (including periods in transit).

I have carefully read this Release Form before signing it. No representations, statements, or inducements, oral or written, apart from the foregoing written statement, have been made. This agreement shall become effective only upon receipt by the University of Arizona in the Department of Linguistics and shall be governed by the laws of the state of Arizona, which shall be the forum for any lawsuits filed under or incident to this agreement or to the internship.

Signature of Student Participant _____
Date

Signature of Parent/Guardian (*if student is under age 18*) _____
Date

10.28.08

University of Arizona

STUDENT'S INTERNSHIP EVALUATION FORM

(To be completed by the Intern)

Please return to Jennifer Columbus, Graduate Coordinator

LING593A Internship in HLT

This form is for you (the student) to assess your internship experience. **At the conclusion of the internship, by the end of the semester or summer term, complete this form and give it to your course instructor along with the 5 page final report.**

Intern Name: _____

Sponsoring Organization: _____ **Sponsoring Supervisor:** _____

Place an X in the box of the number that best reflects your level of agreement/disagreement with each of the following statements. **1 = Strongly Agree; 5 = Strongly Disagree**

I achieved my learning goals during the internship.	1	2	3	4	5
I received training in a profession/field related to my studies.	1	2	3	4	5
I experienced some of the realities of working in the profession/field.	1	2	3	4	5
I successfully completed my assigned responsibilities and duties.	1	2	3	4	5

Evaluate the following aspects of your internship by placing an X in the box of the number that best reflects your experience. If the aspect does not apply, leave it blank.

1 = Outstanding; 5 = Unsatisfactory

Work Environment:

Clarity of organizational structure	1	2	3	4	5
Access to necessary materials and/or equipment	1	2	3	4	5
Collegiality/friendliness of the employees	1	2	3	4	5
Attitude of respect for interns	1	2	3	4	5

Support and Feedback:

From your supervisor	1	2	3	4	5
From other employees with whom you interacted	1	2	3	4	5

Opportunity to be Creative:

Willingness of others consider to your ideas	1	2	3	4	5
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Interaction with Others:

Opportunity to contribute to a team project	1	2	3	4	5
Questions were encouraged and answered.	1	2	3	4	5
Access to one or more mentors (supervisor or employees)	1	2	3	4	5

Overall Evaluation of Internship (circle one):

Superior

Excellent

Satisfactory

Unsatisfactory

Intern's Signature

Date

University of Arizona
SUPERVISOR'S INTERNSHIP EVALUATION FORM
Please fax completed form to Jennifer Columbus, Graduate Coordinator
Fax: 520.626.9014

This form, **to be completed by the intern's on-site supervisor**, is meant to provide constructive feedback to the student and course instructor about the student's relative strengths and weaknesses as demonstrated in the internship. Unless the evaluation is extremely positive or negative, it will not significantly affect the student's grade for the internship, which is primarily based on the quality of the related academic coursework.

Student Name: _____ **Semester(s) of Internship:** _____

Sponsoring Organization: _____ **Organization Supervisor:** _____

The supervisor should evaluate the intern as objectively as possible by circling the number in each range that best describes the intern's performance for that characteristic. If the quality in question is irrelevant to the work the student has been performing, please circle "N/A" (not applicable).

Attitude	Excellent	5	4	3	2	1	Poor	N/A
Dependability	Excellent	5	4	3	2	1	Poor	N/A
Ability to Learn	Excellent	5	4	3	2	1	Poor	N/A
Skills and Accuracy in Work	Excellent	5	4	3	2	1	Poor	N/A
Quantity of Work	Excellent	5	4	3	2	1	Poor	N/A
Quality of Work	Excellent	5	4	3	2	1	Poor	N/A
Relations with Others	Excellent	5	4	3	2	1	Poor	N/A
Initiative	Excellent	5	4	3	2	1	Poor	N/A
Communication Skills – Written	Excellent	5	4	3	2	1	Poor	N/A
Communication Skills – Oral	Excellent	5	4	3	2	1	Poor	N/A
Organizational Skills	Excellent	5	4	3	2	1	Poor	N/A
Attendance	Excellent	5	4	3	2	1	Poor	N/A
Punctuality	Excellent	5	4	3	2	1	Poor	N/A
Flexibility	Excellent	5	4	3	2	1	Poor	N/A
Observance of Rules, Policies and Procedures	Excellent	5	4	3	2	1	Poor	N/A
Leadership	Excellent	5	4	3	2	1	Poor	N/A
Creativity	Excellent	5	4	3	2	1	Poor	N/A

Responsiveness to Criticism	Excellent	5	4	3	2	1	Poor	N/A
Other Skills Unique to Position								
1.	Excellent	5	4	3	2	1	Poor	N/A
2.	Excellent	5	4	3	2	1	Poor	N/A
3.	Excellent	5	4	3	2	1	Poor	N/A

What are the student's outstanding STRENGTHS? _____

In what areas does the student need IMPROVEMENT? _____

How often did you provide feedback to the intern about his/her work?

Weekly Monthly _____ 1-2 times _____ Never _____

Verification that student has worked a minimum of _____ hours per week at this internship.

Has this report been discussed with the intern? Yes _____ No _____

Comments: _____

Organization Supervisor's Signature

Date

Student's Signature (if jointly completed)

Date

Please complete and return this form by: _____ to _____
Date Internship Advisor/Graduate Coordinator