



SGPP Internship Work Plan

(for internships with nonprofits & government agencies only)

Student Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Courses: Criminal Justice-PA 493 / Public Management & Policy-PA 393 / Political Science- POL 393

Course Number: \_\_\_\_\_ Term & Year: \_\_\_\_\_ Number of Credits/Units Desired: \_\_\_\_\_

UA policy requires a minimum of 45 hours of work (on-site and course assignments) per unit of credit earned. The minimum of 45 hours per unit must be met during the dates of the term for each unit of credit desired.

SGPP requires: minimum 40 hours of work on-site + minimum 5 hours work on course assignments = 45 hours of work per unit of credit earned. Example: 3 credit hours = 120 on-site hours + 15 course assignment hours = 135 hours

Plan for Contact Hours: All contact hours counted toward internship credit must occur during the official dates of the UA term for which credit is requested. Term dates listed on Date and Deadlines page, registrar.arizona.edu.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Duration (# of Weeks): \_\_\_\_\_ Expected Hours Per Week: \_\_\_\_\_ Total On-site Hours: \_\_\_\_\_

International Student:  Yes  No

International students may be required to apply for and receive work authorization approval from International Student Services (ISS) before participating in an internship. Information can be found on the ISS website under F-1 Student Employment or J-1 Academic Training pages.

Site Supervisor Information

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different than physical office address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Students completing an internship abroad are required to register their travel with UA Study Abroad and follow policies and procedures related to international insurance coverage.

**Student's Goals for the Internship:** The student should identify at least three professional goals explaining what s/he wants to gain from the internship experience.

**Site Justification:** The student is required to provide a short paragraph about how an internship at this site will assist with attaining her/his career goals and will be a learning experience that enhances the academic program.

**Internship Purpose:** The student should work with the site to develop a mutually-agreeable internship purpose, three to five learning objectives, and a list of related activities that will be completed during the internship. It is recommended that the student discuss with the site supervisor his/her goals and progress toward objectives at the start, mid-point and end of the internship. **(For examples, see pages 8-10)**

**\*Campaign interns** must spend over 50% of their hours in work *other than* canvassing or phone banking.

<p><b>Purpose Statement:</b></p>
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<b>Learning Objectives</b> (Minimum of three)	<b>Proposed Activities</b> (Typically no more than five activities per learning objective)

**Section to be completed by the Site Supervisor**

**Note:** A formal position description (which includes all aspects of this chart) may be submitted directly to the SGPP Internship Coordinator from the Site Supervisor in lieu of this section.

<p><b>Status of Intern</b> (the intern’s status within the agency – for example, part-time or full-time, any wages or benefit compensation)</p>	
<p><b>Intern Minimum Qualifications</b> (for example, major, previous work experiences, other special skills)</p>	
<p><b>Training Plans</b> (for example, amount of time to be dedicated to orientation to site and responsibilities)</p>	
<p><b>Requirements for the Intern</b> (for example, any expectations regarding job functions, office conduct, attendance policies)</p>	
<p><b>Identifying possible risks</b> (for example, any significant obvious and non-obvious risks of participation)</p>	
<p><b>In-person or Remote:</b> Please indicate whether the internship will be fully remote or fully in-person. If it will be partially remote and partially in-person, please indicate the approximate percentages of time in each mode.</p>	

By signing this document as the site supervisor for an intern earning University of Arizona academic credit, I understand that the work plan outlines the mutually agreed upon proposed activities which the intern will be responsible for fulfilling and which the site will be responsible for providing as a part of the experience. Changes to work plans are a normal part of any internship, and are permissible as long as the activities remain with a relevant learning focus and all parties agree to the changes.

SITE SUPERVISOR (name printed): \_\_\_\_\_

SITE SUPERVISOR (signature): \_\_\_\_\_

DATE: \_\_\_\_\_

By signing this document, I understand that I am responsible for fulfilling the proposed activities at the internship site plus all assigned coursework in order to earn academic credit for this internship experience. I acknowledge that I have reviewed and understand the University of Arizona Risk Management Disclosure: Insurance Coverage for University Internships for Credit (pages 6-7 of this document).

STUDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

**Reminder: Students will not be enrolled in the internship units until the signed work plan is also approved by the Internship Instructor.**

INTERNSHIP INSTRUCTOR NOTES:

INTERNSHIP INSTRUCTOR APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

## **RISK MANAGEMENT SERVICES**

University Services Annex 300B  
220 W Sixth St., East Building 2nd Floor PO  
Box 210300  
Tucson, Arizona 85721-0300

Ofc: (520) 621-1790  
Fax: (520) 621-3706

<http://risk.arizona.edu/>

# **DISCLOSURE: INSURANCE COVERAGE FOR UNIVERSITY INTERNSHIPS FOR CREDIT**

## **INTRODUCTION**

This document is prepared to provide guidance to students and academic programs regarding the types of insurance coverage available to students enrolled in university internship opportunities. The University of Arizona participates in a statutory program of insurance administered by the Arizona Department of Administration, Risk Management Division, as authorized in Arizona Revised Statutes §41-621 *et seq.* Insurance coverage described herein is governed by the provisions outlined in this statutory insurance program.

## **WHAT ARE INTERNSHIPS?**

An internship is a guided learning experience offered by an organization with the student's academic program and preparation for future employment in mind. An internship is a temporary practical assignment, usually lasting only 1-2 academic terms, with no guarantee of ongoing or future employment. To award credit for internships, academic departments require academic assignments, assess learning, and determine whether/how much academic credit is due.

Students must coordinate with the designated individual within their academic department to determine if the internship will be eligible for academic course credit, and what documentation will be required to support award of credit. The nature of the for-credit internship, and the arrangement in place between the UA and the training site will also influence the availability of one or more types of insurance coverage listed below.

## **INTERNSHIP DOCUMENTATION**

Insurance coverage for university internships for credit may be applicable if there is written approval from the academic advisor or faculty member that documents a connection between the training opportunity and the student's academic program curriculum. The University of Arizona recommends that this approval be documented by the UA Student Intern Work Plan form and include acknowledgement by the student of receipt of this insurance disclosure.

A training affiliation agreement between the UA and the training site is the preferred method to document an ongoing relationship, and establish the responsibilities of all parties, when the training site does not consider student interns to be employees of their organization.



Affiliation agreements specify which party provides insurance coverage, and the type and extent of that coverage. If there is an expectation that an internship relationship with a training site will be continuing, and the site does not consider interns to be employees of the organization, the academic program should consider formalizing an affiliation agreement with the training organization. Contact Sponsored Projects and Contracting Services or Arizona Health Sciences Contracting for guidance.

If there is no written approval documentation establishing a UA connection to the internship or training activity as a part of the student's academic program, such as the UA Student Intern Work Plan form, UA insurance is NOT APPLICABLE to that activity. In such cases, the student participant assumes all risk of participation.

## TYPES OF INSURANCE

Several types of insurance may be applicable to an internship opportunity. These are listed and discussed in detail below:

Liability Insurance (General and Professional Liability) – This coverage insures an individual or an organization against claims alleged to be the result of negligent acts or omissions. An intern, acting in the course of their authorized duties, is insured by the State of Arizona for liability claims that allege injury or harm caused by the negligence of the intern. Liability insurance pays for legal counsel to defend that claim, and pays damages awarded to the claimant either through settlement or jury award if the case goes to trial. The statutory insurance program described above covers both general and professional liability.

Worker's Compensation – This insurance covers on-the-job injuries to employees, including authorized medical treatment expenses and lost wages if the injury requires missing work. If an internship training site hires a student intern as an employee, then that employer is responsible for providing worker's compensation coverage.

International Insurance – University insurance covers international travel only when it is conducted as a part of official university business. University processes for travel authorization and itinerary registration must be followed to identify the travel as having an official UA purpose, and to ensure rapid access to insurance and assistance if needed while abroad. Most internship experiences are not considered university business. Students registered for Study Abroad units are automatically enrolled in an international insurance program that provides emergency medical care, emergency evacuation, etc. All other students interning internationally are responsible for their own travel and emergency coverage. Contact UA Study Abroad for guidance.

Health Insurance – University students are expected to arrange for their own health insurance through Campus Health, through a family relationship, or directly from a health insurance provider.

UA Risk Management Services (RMS) coordinates university insurance coverage with the State of Arizona, and can assist university departments with coverage questions, and determining which type of insurance is applicable to a particular situation. Contact RMS at 520-621-1790 or [risk@email.arizona.edu](mailto:risk@email.arizona.edu) for assistance.



# Examples of Goals, Purpose, Learning Objectives and Activities

**Goals:** Long-term aims that the intern wants to accomplish.

**Purpose Statement:** The reason that the intern and agency are collaborating.

**Learning Objectives:** Concrete attainments that can be achieved by following a certain number of activities.

*Goals, purpose statements, and objectives are often used interchangeably, but the main difference comes in their level of concreteness. Learning objectives are very concrete, whereas goals and purpose statements are less structured.*

**Activities:** The specific steps or actions the intern will take to achieve the objectives. (Note to intern: these activities can be steps/actions you will take on your own AND/OR steps/actions you will take *with* your supervisor or team from your agency.)

**Example Goals:**

- I hope to gain knowledge of how non-profit organizations or government agencies are structured, managed and funded.
- I anticipate developing a deeper understanding of the services provided by non-profit organizations or government agencies.
- My goal is to gain an understanding of the criminal justice system and the roles attorneys, judges, and/or law enforcement officers play in the administration of the criminal justice system.
- I hope to acquire knowledge about how political parties and/or campaign offices conduct voter outreach and education
- I would like to develop my professional skills so that I can improve my chances of getting a job with a non-profit organization or government agency after graduation.
- I plan to increase my professional network by making positive connections at my internship site and partner organizations.

**Example Purpose:** The intern and agency will collaborate to (1) increase the intern’s knowledge and skills in the area/s of \_\_\_\_\_; (2) benefit the agency since a desired outcome of the internship is \_\_\_\_\_.

Example Learning Objectives	Example Proposed Activities
Identify victim’s needs resulting from the crime	<ul style="list-style-type: none"> <li>• Conduct an interview with the victim</li> <li>• Review victim’s family and economic circumstances</li> <li>• Discuss findings with the team</li> <li>• Write a report based on the recommendations of the team</li> </ul>
Provide services to the victim	<ul style="list-style-type: none"> <li>• Answer questions regarding the criminal justice system</li> <li>• Accompany victims to court</li> <li>• Follow-up with victims regarding case status</li> <li>• Offer reassurance and empathetic listening</li> <li>• Provide information and referrals to victims</li> </ul>

Communicate with program participants	<ul style="list-style-type: none"> <li>• Recruit new participants</li> <li>• Conduct field work activities with participants</li> <li>• Answer phones and write emails with participants and their parents</li> </ul>
Create online materials for communication with partners	<ul style="list-style-type: none"> <li>• Research different formats and manners of presenting information</li> <li>• Compose and edit text</li> <li>• Design web pages</li> </ul>
Summarize documents, audio recordings and video	<ul style="list-style-type: none"> <li>• Read medical records and summarize data</li> <li>• Listen to jail calls and summarize findings</li> <li>• Watch surveillance videos and report on findings</li> </ul>
Assess defendant's suitability for release	<ul style="list-style-type: none"> <li>• Interview defendants regarding their personal history and stability</li> <li>• Verify information with references (by telephone)</li> <li>• Summarize findings in written report</li> </ul>
Practice daily responsibilities and tasks of a Probation/Police Officer	<ul style="list-style-type: none"> <li>• File documents</li> <li>• Enter information in computer</li> <li>• Assist in report writing</li> <li>• Attend visitations with Probation Officers</li> <li>• Visit detention facilities</li> </ul>
Demonstrate group facilitation skills	<ul style="list-style-type: none"> <li>• Role-play effective presentation skills</li> <li>• Discuss site appropriate facilitation skills</li> <li>• Lead educational workshops/student activities</li> </ul>
Organize fundraising activities	<ul style="list-style-type: none"> <li>• Research other nonprofit fundraising events</li> <li>• Review previous events for viability</li> <li>• Meet with team to decide calendar of events</li> <li>• Develop plan and timelines for tasks and responsibilities</li> </ul>
Educate community about services and goals of nonprofit	<ul style="list-style-type: none"> <li>• Discuss nonprofit mission at events</li> <li>• Present overview of nonprofit at conference</li> <li>• Create brochures, handouts and online materials</li> </ul>
Manage front office	<ul style="list-style-type: none"> <li>• Evaluate the needs of the callers when answering the phone</li> <li>• Oversee calendar checks, conference room booking, general office upkeep</li> <li>• Network with officials, organizations or institutions</li> <li>• Coordinate public events</li> </ul>

**Writing Learning Objectives** - Use this tool to aid in writing the learning objectives for your Work Plan.

**Learning objectives** describe what a student will be able to do after having completed their internship, something that is observable and measurable. Each objective should begin with a verb that describes an observable behavior, such as "describe, summarize, demonstrate, compare, plan, score", etc. You can observe the intern and measure how well the objective was met. The columns below list great verbs to use for your objectives.

**Learning objectives are NOT** verbs that describe feelings, emotions, thoughts or similar things because these are not observable or measurable. They are also not what the supervisor intends to do during the internship. Write objectives from the perspective of what the intern will be able to do after completing the internship.

Knowledge Level: The successful student will recognize or recall learned information.

list	record	underline
state	define	arrange
name	relate	describe
tell	recall	memorize
recall	repeat	recognize
label	select	reproduce

Comprehension Level: The successful student will restate or interpret information in their own words.

explain	describe	report
translate	express	summarize
identify	classify	discuss
restate	locate	compare
discuss	review	illustrate
tell	critique	estimate
reference	interpret	reiterate

Application Level: The successful student will use or apply the learned information.

apply	sketch	perform
use	solve	respond
practice	construct	role-play
demonstrate	conduct	execute
complete	dramatize	employ

Analysis Level: The successful student will examine the learned information critically.

analyze	inspect	test
distinguish	categorize	critique
differentiate	catalogue	diagnose
appraise	quantify	extrapolate
calculate	measure	theorize
experiment	relate	debate

Synthesis Level: The successful student will create new models using the learned information.

develop	revise	compose
plan	formulate	collect
build	propose	construct
create	establish	prepare
design	integrate	devise
organize	modify	manage

Evaluation Level: The successful student will assess or judge the value of learned information.

review	appraise	choose
justify	argue	conclude
assess	rate	compare
defend	score	evaluate
report on	select	interpret
investigate	measure	support