

## Internship Work Plan

### To register for an Advisor sponsored internship, please:

1. Complete this form and return to Shelley Gill, [shelleyb@email.arizona.edu](mailto:shelleyb@email.arizona.edu), with all required signatures BEFORE you begin your internship.
2. If approved, you will be enrolled in the units. You will be contacted if a Change of Schedule form is necessary.
3. Allow 3-5 business days for processing.

### Student Information

Full Name \_\_\_\_\_ Phone: \_\_\_\_\_

Student ID Number \_\_\_\_\_ Email: \_\_\_\_\_ @email.arizona.edu

Course Number (select one): 393(Jr)      493 (Sr)      Campus:  Main Campus  AZ Online

Term:      Fall      Spring      Summer      Year: \_\_\_\_\_

Number of Units Desired:      1 (45 hours)      2 (90 hours)      3 (135 hours)  
Other: \_\_\_\_\_ (I plan to work \_\_\_\_\_ hours)

UA policy requires a minimum of 45 hours of work on-site or to complete 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. **No more than 6 units will be granted for any one internship experience.** Plans for Contact Hours: Please note that all contact hours counted toward internship credit must occur during the official dates of the UA term for which credit is requested. You can verify term dates at Date and Deadlines page of [www.registrar.arizona.edu](http://www.registrar.arizona.edu).

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Expected Hours Per Week: \_\_\_\_\_

Number of Weeks: \_\_\_\_\_

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. More information can be found on the ISS website under F-1 Student Employment or J-1 Academic Training pages.

### Site Supervisor / Preceptor Information

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

Supervisor: \_\_\_\_\_

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

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

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

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

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

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 three professional goals explaining what s/he wants to gain from the internship experience.*

1)
2)
3)

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

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**Internship Purpose:** The student should work with the site to develop a mutually-agreeable internship purpose, learning objectives, and 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, middle and end of the internship. For examples see the final page of the work plan.

Purpose Statement:

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

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

*Note: At the discretion of the academic department, a formal letter of offer on organizational letterhead or organizational email bearing the supervisor's signature may be attached in lieu of this section. A position description may also serve as useful documentation of expected activities and qualifications.*

<p><b>Intern Compensation</b> <i>(a brief description of any wages or benefit compensation)</i></p>	
<p><b>Intern Minimum Qualifications</b> <i>(for example: major, previous work experiences, other special skills)</i></p>	
<p><b>Training Plans</b> <i>(orientation and training)</i></p>	
<p><b>Requirements for the Intern</b> <i>(any expectations regarding job functions, office conduct, attendance policies, etc.)</i></p>	
<p><b>Identifying possible risks</b> <i>(significant obvious and non-obvious risks of participation)</i></p>	
<p><b>Other information pertinent:</b></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: \_\_\_\_\_

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 d2l 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 6-8 of this document).*

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

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

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

FOR DEPARTMENT USE ONLY-DO NOT WRITE BELOW THIS SECTION

INTERNSHIP INSTRUCTOR NOTES:

INTERNSHIP SPONSOR 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 preceptor or team from your agency.)

**Example Goals:**

- I hope to gain knowledge about walkability, which is an importable public health issue because of the impact that it has on my community (physical health and environmental health).
- I would like to develop survey/evaluation and health communication writing skills so that I can improve my chances of getting a job with a public health non-profit after graduation.
- I plan to increase my public health 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 public health area of the built environment; (2) benefit the agency since a desired outcome of the internship is a walkability recommendation report and community brief that the intern co- authors.

**Example Learning Objectives**

**Example Proposed Activities**

Research and describe the following: what walkability means; tools for measuring walkability; and existing reports on Tucson’s walkability	<ul style="list-style-type: none"> <li>• Conduct a literature review to understand walkability and the impact of built environments on the public’s health</li> <li>• Review tools for measuring walkability</li> <li>• Review factors and policy that are unique to Tucson’s built/walkable environment</li> <li>• Prepare and deliver a presentation on my findings for my internship agency</li> </ul>
Evaluate Tucson’s walkability	<ul style="list-style-type: none"> <li>• Design a survey (based on existing tools)</li> <li>• Collect survey data</li> <li>• Analyze survey data</li> <li>• Make recommendations</li> <li>• Prepare a report and presentation on survey findings that my internship agency will use with local government officials</li> </ul>
Educate the public about the importance of walkable communities	<ul style="list-style-type: none"> <li>• Write community brief based on recommendations</li> <li>• Ask community partners to support brief by sharing it with their stakeholders</li> <li>• Send brief to local media outlets</li> </ul>