Purpose/Objectives
Through internships students will integrate knowledge of Asian American Studies with experiences gained in real world work settings. Students will have the opportunity for academic and professional growth by engaging in work experiences fostering communication, interpersonal, and analytical skills.

Eligibility
1. Internships are open to all undergraduate students.
2. Students need a minimum GPA of 2.25 to participate. (COLA)
3. Students should have earned at least 30+ credit hours to participate. (COLA)

Requirements
1. Students will complete 120-160 work hours during the semester (10-15 hrs/week). (COLA)
2. Students need to have academic deliverables (paper, portfolio, weekly journal). (COLA)
3. Students must have taken or currently be taking an Asian American Studies course.

Processes
1. Student schedules a time to meet with CAAS internship advisor to determine if they meet the eligibility and requirements to do a CAAS internship. Meetings should be set-up prior to the semester the student would like to register for the internship course.
2. Application for Internship—Internships are for one semester and in order to receive 3 credit hours (AAS 378), students need to apply for the internship and be accepted before the registration period of classes occurs. CAAS advisor will register the student in AAS 378 once they have been approved.
3. Students are notified by the CAAS internship advisor of approval of internship.
4. Agency Selection
   a. Students will meet with CAAS internship advisor to discuss available internships.
   b. Students will then directly contact an agency to make arrangements for an internship.
   c. Students will contact the agency and make arrangements to meet with a supervisor to discuss the student’s interests and the agency’s availability for an internship.
   d. Students will determine a work plan of activities and timeline for academic deliverables with the agency supervisor.
   e. Students then notify the CAAS internship advisor who will consult with the director for final approval.

Responsibilities of the Student
The primary responsibility of the student is to meet the educational objectives of the internship as an active adult learner in the practice setting and in the field seminar. Since students may be providing services to clients who are often vulnerable and in need of assistance in problem solving, it is important that students make a commitment to actively pursue the knowledge base and skills necessary to accomplish this. Students are not expected to already possess this knowledge base and skills, but instead, to take on the responsibility to involve themselves in the learning process. This includes remaining open to and acting on feedback from the agency supervisor and other staff, coming prepared
to meetings and supervision, being willing to reflect on their strengths and weaknesses and sharing this with the agency instructor and CAAS internship advisor.

Student Evaluation of the Internship
Each student is expected to provide feedback on an ongoing basis directly to agency supervisor regarding maximizing the student learning in the agency setting. Recognizing that this can be a challenge in some situations, students are expected to provide feedback to the CAAS internship advisor regarding the strength of educational opportunities, supervisory experience and overall internship. Students are surveyed upon exiting the program regarding their internship including the agency supervisor and the integration of classroom and agency curriculum or policies. Students are encouraged to use this anonymous, protected venue for providing valuable feedback in service of improving the internship experience for all students. This information is then used by the director of CAAS in making decisions regarding the future use of the agency and supervisor. Urgent issues raised by students in internship are routinely addressed in consultation with CAAS internship advisor and director of CAAS.

Agency Supervisor Evaluation of the Internship
Each agency supervisor is also given an opportunity to provide feedback regarding the internship. Agency supervisors receive a questionnaire at the end of the internship to make changes to improve the program. They also provide feedback on the internship program through the ongoing communication with the CAAS internship advisor.

Specific Agency Supervisor Duties

1. To orient the student to the work setting. This includes all relevant personnel policies and procedures, meetings, dress code, record keeping and agency documentation, confidentiality and HIPPA regulations, intake, referral, transfer and termination, special auspices, etc.

2. To establish an educational contract with each student.

3. To provide the necessary experiences to meet the educational goals.

4. To each the appropriate use of supervision including when and how it is utilized and to what purposes.

5. To serve as a professional role model.

6. To help the student understand and appropriately use the network of human services available to that internship and the clients.

7. To evaluate with the student and the CAAS internship advisor the progress of the student throughout the semester.

8. To provide regularly scheduled and uninterrupted supervisory conferences for the purpose of enhancing the student’s educational learning and practice.

9. To notify the CAAS internship advisor as soon as possible should problems regarding the student arise during the internship.
10. To participate with CAAS in a continuing mutual effort to upgrade and enhance the internship.

11. To participate with CAAS whenever possible by sharing their expertise in specific areas; and

12. To communicate to the CAAS internship advisor any planned or unexpected changes that would impact actual or future supervision of students.

**Becoming an Internship Site**

The initiative for instituting an internship in a given organization may originate either with CAAS or the agency. Processing the request involves:

1. Review of the proposed program assignment;

2. Conference either by telephone or in person with the administrator and/or supervisor in the agency/organization concerning agency expectations of CAAS; and

3. Clear delineation of how the educational requirements can be met in the placement via the application materials completed by the agency.

**Criteria for Selection of Participating Agencies**

All agencies/organizations must meet the following minimum requirements:

1. The availability of necessary learning experiences.

2. The willingness of the agency executive and staff to support the educational goals of CAAS.

3. The availability of appropriate supervision.

4. A primary purpose of the organization, or the identified program or department within an organization, must be to address human needs. This can include the areas of social policy formation, administration, evaluation, research, direct service delivery, the workplace, etc.

5. The agency/organization cannot engage in discriminatory practices in hiring personnel, accepting students or serving clientele.

6. The agency/organization is committed to the educational goals of the CAAS. See CAAS mission statement and core values on [website](http://www.caas.org).

7. The agency/organization must support the placement and allow sufficient release time for the supervisor to provide educational supervision to the student.

**Role of Participating Agencies**

In general, organizations that have agreed to service as educational centers for the **internships** need to commit sufficient resources for the provision of the following:

1. A supervisor for one or more students.
2. Administrative and educational supervision time totaling no less than one hour per week for each student.

3. Adequate learning opportunities for meeting the educational objectives.

4. Adequate protection of student’s workload to facilitate maximum use of internship for meeting educational objectives.

5. Office space, telephone, and clerical staff support for student's work, if needed to complete agency assignments.

6. Access to agency staff meetings and other appropriate staff/board meetings by which the student may interact with and/or observe the organization outside of the regular supervisory context.

Arranging Hours in Internship
Students will complete 120-160 work hours during the week (10-15 hrs/week). Agencies are for the most part open to negotiating students’ hours in field in service of both the student and the needs of the agency and its clients. There are some general guidelines:

a. Students’ hours should overlap the agency supervisors’ schedules the majority of the time.

b. Students should target large blocks of time for agency service. This minimizes transitions and transportation time to and from the agency. Generally this means either a Monday/Wednesday or Tuesday/Thursday schedule.

c. Students must be willing to have some flexibility in their schedules if this is needed in the agency.

d. Students should not consistently stay beyond the estimated hours. Commitments beyond this may indicate that the educational contract needs to be renegotiated or that time management techniques need to be reviewed.

e. Students should monitor their hours and keep track of their progress toward completing the requisite number of hours. If extensions are needed for grading purposes, notice should be given in advance to the agency supervisor and CAAS internship advisor.

f. Students may take credit for the extra time spent on agency assignments. This may include longer hours spent in conferences, workshops, working late on projects, etc., if approved by the Agency supervisor.

g. Students must not be left alone in the agency. This includes coverage for staff meetings or retreats or other agency “emergencies.” If this happens, students should notify their agency supervisor and CAAS internship advisor immediately.
CAAS STUDENT INTERNSHIP APPLICATION FORM

Interested students please complete this form and return to CAAS internship advisor.

1. Student name:

2. Student EID:

3. Mailing Address:

4. Telephone/Cell Phone Number:

5. Email Address:

A. Describe why you are interested in an internship affiliated with the CAAS.

B. What are your specific (population) interests?

C. What type of agency are you interested in and why?

D. What type of agency/population, if any, are you strongly opposed to interning with?

E. What are your goals for this internship? What do you want to learn, specifically?

F. How will this internship fit into your course of study and overall educational/career plan?
G. What is your primary means of transportation (i.e. how do you plan to get to your internship)?

H. What is the general area you live in (e.g. South Austin) and how far are you willing to travel?

I. Are there any limitations (academic, scheduling, personal, financial etc.) affecting this internship?

J. Other comments

Signature and Date:

Administrative Comments:
CAAS Student Internship Form (To be completed after obtained internship)
Please complete this form and return to CAAS internship advisor.

1. Name of Agency:

2. Address of Agency:

3. Telephone Number of Agency:

4. Contact Person at Agency:

5. Name of Supervisor:

A. Goals: Educational Contract (separate document)

B. Activities and Tasks: Discuss with agency supervisor

C. Timeline (Start date, end date, due dates for deliverable)

D. Supervision Arrangements: Weekly supervision with agency supervisor to discuss progress, future projects, etc.

E. Evaluation Criteria: Mid-Semester and Final Semester Evaluations (separate document), weekly journals, papers and assignments