



UNIVERSITY of ST. THOMAS

JUSTICE & PEACE STUDIES PROGRAM

INTERNSHIP PLACEMENT FORM

Student name: \_\_\_\_\_ UST ID# \_\_\_\_\_  
Last First MI

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Year in school: \_\_\_\_\_ Major(s): \_\_\_\_\_

Academic advisor: \_\_\_\_\_

Term for internship (circle): Fall / J-term / Spring / Summer Year: \_\_\_\_\_

Site supervisor's name: \_\_\_\_\_

Supervisor's title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's phone # \_\_\_\_\_

Supervisor's email: \_\_\_\_\_

- 1. For the student: Attach to this form a short paragraph describing the internship position. If the organization has provided you with a formal job description, simply attach it as is. If not, describe the position in your own words as it has been explained to you by your organization.
- 2. For the student (in conversation with the site supervisor): Attach a list of 4-7 learning goals, indicating particular skills or activities you hope to accomplish throughout the course of the internship. Each goal should be a phrase beginning with a verb, and containing a description of a measurable outcome; e.g., "Develop competency assisting community members preparing for their citizenship test," "Learn how to work successfully with a team designing and carrying out X campaign," "Organize and run a successful fall fundraising event," etc.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

I commit to working the equivalent of 7-10 hours per week over the course of a normal semester, carrying out my learning goals (or revising them in conversation with my site supervisor and the UST internship supervisor), in order to have a successful internship experience.

Signature of site supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed the student's learning goals and commit to consulting with the student periodically, as well as with the JPST internship supervisor half-way through and at the conclusion of the internship, about the student's progress in reaching his or her learning goals.

Signature of JPST internship supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

I commit to being available to consult with the student and site supervisor as needed throughout the semester in order to assist both in completing a successful internship experience.