



School for Conflict Analysis and Resolution

S-CAR Graduate Internship Application

1. Student and Internship Information

The following is the Internship Application for the S-CAR Graduate Program. Please respond to each of the questions with one or two complete paragraphs. Give these questions some thought; reflective and thorough responses will be more than one or two sentences.

There are seven sections in this application; you should scroll down to the bottom of each page and continue to the next page until you reach the End page. Please complete all sections. An email will be sent to the students letting them know their application has been delayed if incomplete applications are submitted. This form must be completed by the designated Internship deadline.

* 1. Student Information:

Name

G#

Email

Phone

Number of Internship

Credit Hours Requesting

* 2. Have you completed 12 hours of graduate course work?

Yes

No

If you answered No, please briefly explain why you would like to participate in an internship for credit at this point.

* 3. Have you completed CONF 657?

Yes

No

If you answered No, please briefly explain why you would like to participate in an internship for credit at this point.

* 4. Are you a Master's Online Student?

Yes

No

* 5. Internship Information:

Agency Name

Site Supervisor

Phone

Email

Estimated Start and Finish

Dates

* 6. Will you be completing this internship in one or two semesters?

Students completing the internship in two semesters will fill out the Internship Application during the first semester and inform the S-CAR Field Experience Director (Lisa Shaw) if there are any changes in the second semester. Please note that students will be expected to complete assignments during all semesters of the internship.

One Semester Internship

Two Semester Internship

* 7. Describe, in detail, what you expect to do during your internship. What knowledge, skills and abilities do you hope to develop, expand or explore during your internship?

* 8. How did you learn about the internship?

* 9. What do you know about the organization?

* 10. How does this internship fit with your studies of Conflict Analysis and Resolution?

* 11. How does this internship relate to your personal and career goals?



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2. Internship Objectives and Strategies

Please write learning objectives for each credit hour of internship requested. (3 credits, 3 objectives; 6 credits, 6 objectives; etc.) Each learning objective should have a corresponding strategy. Please refer to the Guidelines for Writing Objectives and Strategies below:

Learning objectives describe what the student will learn. They are specific statements that can be measured. When writing objectives use words such as demonstrate, identify, interpret, evaluate, analyze.

Sample Objective: The student will analyze conflict resolution methods utilized by human resource managers.

Strategies, on the other hand, describe what you will do to accomplish the learning objectives. For each learning objective that you write, you should provide your strategy within the framework of the internship to accomplish the objective. These strategies would be things like attending staff training, working on projects, interviewing professionals in the organization, being responsible for specific tasks, etc.

Sample Strategy: The student will interview and observe personnel in human resources management.

Asking for input from your potential internship Site Supervisor when writing your objectives may be helpful. Showing him/her a draft of your objectives and learning strategies will help to clarify your goals and your supervisor's expectations. This discussion could also help your Site Supervisor identify additional opportunities at the organization that you could take advantage of while interning.

* 1. Learning Objective and Strategy #1

* 2. Learning Objective and Strategy #2

* 3. Learning Objective and Strategy #3

4. Learning Objective and Strategy #4

5. Learning Objective and Strategy #5

6. Learning Objective and Strategy #6



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3. Internship Expectations

Internships provide an opportunity for students to gain practical experience, reflect on those experiences, and apply academic theories outside of the normal classroom environment. It is S-CAR's goal to prepare students for complex circumstances in the real world. Students' benefit greatly when they have the opportunity to apply academic theories being learned in the classroom to actual situations that arise in the work environment. Not only does the student have the opportunity to make insightful reflection on what is being learned in the classroom, but she/he also gains critical work experience that helps develop additional workplace skills for which employers

are looking.

The following are useful guidelines for S-CAR students to receive feedback during the internship process. Please read and initial the following guidelines.

Please initial that you have read and understand the following expectations:

- * 1. Think carefully about learning objectives and strategies for the internship, draft a written summary of these, and discuss them with the Site Supervisor before submitting the Internship Application.

- * 2. Meet with your Site Supervisor on a regular basis to discuss expectations and evaluate your work with the goal of improving your performance.

- * 3. Be accountable to the Site Supervisor and seek to serve the interests of the placing organization.

- * 4. Be prepared and on time for your scheduled workdays.

- * 5. Complete the required number of internship hours for the academic credit being requested (3 credit hours = 160 internship hours, 6 credit hours = 320 internship hours).

- * 6. Complete all required academic assignments by due dates assigned on the online CONF 694 Internship Syllabus.



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4. Key Meetings

Key Meetings between the Site Supervisor and the Student are listed as follows. Additional meetings are encouraged; the below represents a minimum guideline.

Please initial each section.

The online evaluation represents a portion of the student's final grade.

* 1. Upon student arrival

- review learning objectives and strategies, establish student responsibilities and develop methods for meeting goals.

* 2. At mid-way point

- review progress, learning objectives and strategies, student's strengths and skills, and offer feedback/suggestions in areas that would help the student learn and grow (e.g. cultural sensitivity, relational ability, taking initiative, teamwork, or whatever areas seem relevant).

* 3. At the end

- Do a final evaluation with the student:
- Evaluate the extent to which objectives and strategies were achieved
- Reflect on the student's growth and/or accomplishments
- Reflect on learning for the Site Supervisor and/or organization as a result of this placement
- Complete the online evaluation of the student (link can be found on the online internship syllabus).



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5. Guidelines for the Site Supervisor

Site Supervisors are asked to:

- Assist the student in formulating realistic learning objectives and strategies for the internship.
- Meet with the student on a regular basis to discuss expectations and evaluate her/his work with the goal of improving student performance.
- Help the student understand their role in the program, agency or organization, including all personnel policies and procedures.
- Offer feedback/suggestions in areas that would help the student learn and grow.
- Ensure the student completes the required number of internship hours for the academic credit being requested (3 credit hours = 160 internship hours, 6 credit hours = 320 internship hours).
- Contact the S-CAR Director of Field Experience, Lisa Shaw at lshaw2@gmu.edu if any problems arise during the internship.



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6. Experiential Learning Consent Agreement

Students participating in a for-credit internship must sign this Consent Agreement, with parental or guardian approval if the student is under the age of 18, to indicate agreement with the terms and conditions of the Agreement and permission to participate.

* 1. Name:

* 2. Student ID Number:

I am voluntarily participating in a George Mason University for-credit internship, and I understand that any such internship program involves some element of risk. I agree that in consideration of George Mason University sponsoring this activity and allowing my participation, I (including my parents, guardians, and legal representatives) will release, indemnify, and hold harmless George Mason University, and its Trustees, officers, employees, faculty, agents, successors, and assigns from liability for any and all claims, demands, rights or causes of action, present or future, resulting from or arising out of any activity or travel conducted by or under the auspices of the George Mason University Internship/Externship Program.

I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses. My signature below verifies that I am covered by such insurance.

* 3. I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY ELECTRONIC SIGNATURE BELOW.

Signature of Participant	<input type="text"/>
Date	<input type="text"/>
Semester/Academic Year	<input type="text"/>
Signature of Parent (If Student Under 18 - Write N/A if Not Applicable)	<input type="text"/>



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7. General Terms and Conditions

1. Term and Termination. This Agreement may be terminated at any time without cause by the Site or the University.

2. Definitions.

a. "Site Supervisor" means a Site employee, member, or volunteer, who is responsible for monitoring and supervising the Student throughout the Program.

b. "Program" means the structured learning experience at Site, in which Student performs work under the supervision of the Site Supervisor.

c. "Faculty Supervisor" means a GMU faculty member who places and monitors the Student in the Program.

3. Site Responsibilities.

a. Site Supervisor. Site shall provide Student with a Site Supervisor. The Site Supervisor shall monitor and supervise the Student throughout the Program.

b. Insurance. Site shall maintain in force during the Term, general and professional liability insurance, insuring itself and its agents and employees for their acts, failures to act or negligence, in an amount not less than \$1,000,000 for each occurrence and \$3,000,000 aggregate. Site agrees to advise the University of any changes in this insurance coverage. Site will provide University a Certificate of Insurance ten (10) days prior to the start of performance of this agreement. Continued evidence of insurance shall be provided upon replacement of coverage and at least 15 days prior to each renewal until no longer required by this agreement.

c. Compliance with Laws. The Site shall at all times remain in compliance with all Federal and State laws and regulations which may affect the Program.

d. Disclosure of Known Risks. The Site shall disclose to Student known risks associated with Student's placement.

4. University Responsibilities.

a. University agrees to assign to Site only those students who shall have successfully completed any necessary prerequisite courses.

b. University will assign Faculty Supervisor to Student, to monitor the Student throughout the Program.

c. The University is responsible to Student for academic supervision and grading.

5. Student Responsibilities

a. Registration. Student must register and pay tuition for the course prior to the commencement of the Program.

b. Insurance. Student shall at all times maintain sufficient health, accident, disability and hospitalization insurance for the duration of the Program. Student shall be responsible for any expenses incurred due to injury, illness or damage suffered during the course of the Program.

c. Honor Code. Student understands and agrees that he or she is at all times during the Program bound by the George Mason University Honor Code, and that Program activities are subject to the Honor Code.



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8. General Terms and Conditions Continued

7. General

a. Independent Contractors. The relationship of the Parties to each other is solely that of independent contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except for such purposes as may be specifically provided in this Agreement. Nothing in this Agreement shall be construed to create any partnership or joint venture between the parties.

b. University Liability. As a state agency, the University is self-insured under the Commonwealth of Virginia Risk Management Plan. To the extent provided by the laws of the Commonwealth of Virginia, University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing injury to another person. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia.

c. Nondiscrimination. The Parties agree not to discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability or age.

d. Confidential Information. No party shall disclose or use any information of a private, confidential or proprietary nature, or any other trade secret, without prior written authorization, except as required by law.

e. Federal Employee. As required by some U.S. Government agencies, Student is not to be considered a federal employee for any purpose other than either of the following:

- (i) The Federal Tort Claims provisions published in 28 U.S.C. 2671-2680. Claims arising as a result of student participation should be referred to the Department of Justice.
- (ii) Title 5 U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor for adjudication.

f. Amendment to Agreement. No amendment or modification of this Agreement shall be valid unless in writing and executed by authorized representatives of the Parties.

g. Applicable Laws. This Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia. If any provision or part of this Agreement is held to be invalid under such laws, the other provisions or parts of this Agreement will remain in full force and effect. All disputes arising under this contract shall be brought before a court of competent jurisdiction in the Commonwealth of Virginia.

h. No assignment. No party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without all Parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void. All of the terms and provisions of this Agreement are binding upon and inure to the benefit of the Parties and their successors and assigns.

i. Force Majeure. Neither the University nor the Site will be responsible for any losses resulting from delay or failure in performance resulting from any cause beyond such Party's control, including without limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.

j. Final Agreement. This Agreement is the complete and final agreement between the parties and supersedes all prior oral or written agreements with respect to the subject matter herein.

k. Advertising. Site shall not use, in its external advertising, marketing programs or promotional efforts, any trademark, mark, data, pictures or other representation of the University except on the specific written authorization in advance by the University.

* 1. I have read and understand the above information as indicated by my Electronic Signature below.

Name

Date