

**TEXAS STATE UNIVERSITY**  
College of Liberal Arts  
Department of Sociology  
Applied Sociology Internship Program  
**Learning Contract**

**CONFIDENTIAL**

This contract represents an internship agreement among the following parties for the time period of **January 18, 2016** through **May 3, 2016**. Please review, sign, and return to the Internship Coordinator.

**Part I. The Parties**

**THE PARTIES:**

- INTERN: Stefan Stewart
  
  
  
  
  
  
  
  
  
  
- INTERNSHIP ORGANIZATION: Watters International Realty
- INTERN'S POSITION: Intern
- ORGANIZATION WEBSITE: WWW.AUSTINTEXASRESIDENCE.COM
- STREET ADDRESS: 6850 Austin Center Blvd. Bldg 2, Ste. #320 Austin, TX 78731
- MAILING ADDRESS: 6850 Austin Center Blvd. Bldg 2, Ste. #320 Austin, TX 78731
- SUPERVISOR'S NAME: Bradley Pounds/ Amanda Gonzales
- SUPERVISOR'S TITLE: Broker, President/
- SUPERVISOR'S E-MAIL:

**INTERNSHIP COORDINATORS:**

Lois Hickman, M.A.I.S.                      512/245-2476  
Tina Villarreal, M.A.                      512/245-2072

Department of Sociology  
Texas State University

Undergraduate Academic Center (UAC) 449  
San Marcos, Texas 78666-4616  
FAX 512/245-8362  
EMAIL: lois21@txstate.edu or tv12@txstate.edu

## **I. TERMS AND CONDITIONS OF CONTRACT**

The conditions of this contract will be considered binding for the time period designated by the Texas State University semester calendar. All conditions listed under each section below are to be considered binding by all parties interested and/or involved in the Texas State Applied Sociology Internship Program, including but not limited to the Intern, the Site Supervisor, and the Internship Coordinator. The Texas State Internship Coordinator will mediate all disputes, and the internship can be terminated for cause at any time by the Texas State Internship Coordinator following an investigation and consultation with all interested parties. Breach of this contract without cause by any of the interested parties, for the time period designated, at the site location listed above, could result in an unsatisfactory grade for the Intern and/or denial of future intern placements at the site.

## **II. PROGRAM OBJECTIVES**

An internship is a supervised learning experience within an approved work setting that serves to provide students with valuable on-the-job experience directly relevant to their academic training and career goals. The internship also provides constructive assistance, through the work of the interns, to public agencies, organizations, and private industry.

A successful internship experience requires that the student intern, the host agency, and the Internship Coordinator work together in achieving the following program objectives:

1. To provide the student with a challenging professional experience, including as much exposure to the many facets of the job, the organization, and outside contacts as possible;
2. To provide the student with an opportunity to exercise initiative in problem solving, as well as in carrying out day-to-day work assignments;
3. To expose the student to the reality of functioning in a work role, including the problems and pressures of such roles;
4. To encourage the student to better understand career opportunities;

5. To acquaint sponsoring agencies with possible candidates for future employment; and
6. To give the student a sense of accomplishment in completing what is often his or her first professional job experience.

### III. REQUIREMENTS OF THE INTERN TO RECEIVE INTERNSHIP CREDIT

The above-named parties agree that the Intern will complete 300 clock hours under the supervision of the Site Supervisor or a designated person as assigned by the Site Supervisor. In addition, Interns will be evaluated by the Site Supervisor at the mid-point and end of the semester. These numerical scores will be weighted and added to the academic scores from the internship class to calculate a semester grade for each Intern. Poor field placement performance will warrant a failing field placement grade, and consequently a failing grade in the course.

A. While on-site and under supervision, the Intern has indicated that they will be responsible for the following tasks, work goals and learning experiences:

**Job Description:** As an Intern at Watters International, Stefan Stewart will aid in all aspects of the organization. Assisting in implementing marketing campaigns including but not limited to the following: Direct Mail, Email, and Voicemails. Assisting in helping implement Social Media outlets including but not limited to the following: Facebook, Various Blogs, Instagram, Snapchat, and LinkedIn. Last but not least general office duties including but not limited to correspondence, copying, etc.

**Special Project:** His duties will include but not be limited to assisting migrating marketing database from TopProducer to SalesForce. Assisting in Executive Team members and look for ways to increase efficiency and organization

**Supervision:** Bradley Pounds and Amanda Gonzales are the Supervisors for Watters International. They will be both the supervisor and the instructor for Stefan in this particular work environment. They will help Stefan learn and grow through the various projects assigned to her and will help maximize her potential for ultimate success. They will see that the time Stefan spends at Watters International is spent learning about the organization, about other people and about himself.

**Progress:** Bradley Pounds and Amanda Gonzales will be monitoring Stefan's progress throughout the semester. Stefan will meet with her supervisor once a week in order to evaluate the progress of her internship. During these meetings, continued progress will be monitored as well as any discussion on areas for improvement. Bradley Pounds and Amanda Gonzales will evaluate all work efforts in an attempt to obtain a total quality work environment for both parties involved.

**Learning Objectives:** Stefan intends to learn and experience a great deal during his internship. He is eager to gain experience in a “real world” job setting, which he can use in possible future career endeavors. Improvement on his communication skills (written and oral), in an effort to prepare him for, and gain experience in, such situations is yet another objective that he will be striving toward this semester. He is anxious for the opportunity to learn more about the organization, to get involved with its various activities, and to discover how to impact the real estate market in Texas.

**Learning Activities:** While working at Watters International, Stefan will have the opportunity to interact with fellow office workers and members in this company. He will also have the benefit of participating in formal, casual and professional conversation. This experience will help to enhance his desire for improved quality in communication skills. The clerical duties he will be performing will help increase her knowledge of basic office functions.

**Learning Evaluation:** In order to monitor his self-progress throughout the internship process, Stefan plans to keep a journal of weekly events. By writing down situations, decisions, concerns and achievements, he will have a visible record of his progress. This will enable him to reflect, to reevaluate his overall progress, and to identify the areas that need improvement. Stefan expects, when the internship experience is complete, he will be able to see a change in himself. His entire college experience, all of the learning, growing and changing, will culminate in this one last semester. As an intern at Watters International, Stefan intends to pair his previous coursework with his own life experience in order to give something to both the organization and the community. Stefan expects that the internship experience will be one that is mutually beneficial to him and to the organization as a whole.

B. During the course of the Internship, the Intern's academic requirements, specified in the Intern's syllabus and available to the Site Supervisor(s) upon request, will be as follows:

1. Attend and participate in all designated on-campus seminars and meetings and an off campus site visit with the Site Supervisor(s) and Internship Coordinator;
2. Present formal presentations and reports at designated seminars;
3. Maintain complete timesheet and log documentation with special emphasis on application of sociological theories and concepts;
4. Develop general business skills, including the development of a webpage relative to the internship experience;
5. Develop an organizational analysis of the organization;

6. Conduct a career exploration interview and record responses in a formal paper;
7. Develop a professional resume and cover letter, as well as other business letters;
8. Participate in a mock interview with a professional interviewer, including the process of evaluation and feedback;
9. Compile and complete an Interview Portfolio for use in professional career development and decision-making;
10. Write a final summary paper of the internship experience; and
11. Complete an evaluation of the Host Agency, Site Supervisor(s), the Internship Coordinator, and the Texas State Applied Sociology Internship Program.

**SPECIAL NOTE:**

Failure to complete the minimum 300 clock hours and the 15-week requirement (10 weeks during the summer) within the time boundaries will subject the Intern to an automatic F for the internship course (Sociology 4690). Failure to complete the academic requirements specified above may result in the intern's grade being lowered by a letter grade. The integrity of the University and the Department, as well as the potential for future internship placement, is influenced by the performance of an intern at the internship site. As a result, inadequate performance, or failure to complete the internship, or abandonment of the internship assignment without the written permission of the Texas State Applied Sociology Internship Coordinators, constitutes grounds for dismissal from the internship course with a grade of F. Since the internship course cannot be repeated, failing the course will necessitate that the student change to another major.

**IV. REQUIREMENTS OF THE SITE SUPERVISOR**

- A. As a representative of the Host Agency, the Site Supervisor(s) will ensure that the **Host Agency** will:
1. Assure that the internship program objectives are met;
  2. Define the role and scope of the agency to the Intern, as well as relate to the Intern the policies and procedures to be followed while on the job;
  3. Provide the Intern with a "work station," i.e., a place within the agency where the Intern may complete his or her assigned duties, or to serve as a "home base" when the principle activity is field work; and

4. Provide the Intern with a directed learning experience by appointing someone to serve as the Intern's immediate supervisor.

The following individual(s) will serve as the designated Site Supervisor(s) for the Intern named in this contract:

Bradley Pounds and Amanda Gonzales Intern Leads

**B. The Site Supervisor(s) will:**

1. Clearly define the work assignments to the Intern and assure that the Intern is adequately prepared to carry out these assignments;
2. Supervise the day-to-day activities of the Intern;
3. Decide, with the Intern, upon the actual times to be worked;
4. Verify by signature that the Intern has completed the necessary number of work hours (300);
5. Evaluate the Intern at the mid-semester and end of the semester from the forms enclosed in Site Supervisor Manual;
6. Communicate with the Texas State Internship Coordinator at least once during the semester about the Intern's progress, especially in the format of the on-site visit by the Internship Coordinator; and
7. Provide any recommendations for program improvement to the Texas State Internship Coordinator.

**V. REQUIREMENTS OF THE INTERNSHIP COORDINATOR**

**A. The Internship Coordinator will:**

1. Provide the Intern with academic assignments designed to promote professionalism and to apply sociological theories and concepts to the realm of work;
2. Offer arbitration/mediation services to resolve conflicts between the Site Supervisor(s) and Intern, or between the Intern and Texas State University;
3. Be responsible for maintaining records of the Intern's academic and work-related progress and/or problems;

4. Be available to the Intern and the Site Supervisor(s) for consultation and advising about the progress of the internship experience;
5. Designate an evaluation system and policy by which the Intern's grade will be determined at the end of the semester; and
6. Develop an on-going assessment of Host Agency's suitability for additional intern placements.

## **VI. OTHER REMARKS OR COMMENTS**

It is understood by all parties involved that any compensation for work completed is a consequence of a private agreement among the Intern, the Host Agency/Agencies, and the Site Supervisor(s).

Neither Texas State University nor any of its representatives will seek to secure any compensation for work performed by the Intern; however, if any form of compensation, i.e., mileage, travel allowance, paid parking privileges, wages, etc., is offered by the Host Agency/Agencies and/or the Site Supervisor(s) and accepted by the Intern, said compensation method, rate, and payment schedule is beyond the scope or control of the Internship Coordinator or any other agent of Texas State University.

The Intern knowingly and willingly enters into the internship contract without anticipation, expectation, or promise of compensation.

**Nondiscrimination:** In their execution of this agreement, all contractors, subcontractors, their respective employees, and others acting by or through them shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and sexual misconduct. Any breach of this covenant may result in termination of this agreement.

We agree to the above specifications and conditions concerning the internship of:

**Student Name: STEFAN STEWART**  
**Student ID#:A04000205**

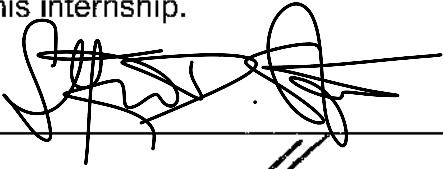
It is understood that any changes in this agreement will be made through a contract modification produced in writing and signed by the Intern, the Site Supervisor(s), and the Texas State Internship Coordinator.

## **VII. INTERNSHIP RELEASE**

It is understood that the above-named Intern will be performing this internship voluntarily and upon their own initiative, risk, and responsibility.

In consideration for the permission extended to the Intern by the supervising organization to obtain this experience, and in further consideration for Texas State

University in facilitating this arrangement, the Intern (for self, heirs, executors, and administrators) releases and forever discharges the supervising organization, Texas State University, and all of their agents and employees acting officially or otherwise, from any claims on account of the Intern's death or on account of any injury to the Intern or for damage to the Intern's property which may occur from any cause in connection with this internship.

  
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Intern

4/29/2016

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Date

  
\_\_\_\_\_

Site Supervisor

4/29/16  
\_\_\_\_\_

Date

\_\_\_\_\_

Texas State Internship Coordinator

\_\_\_\_\_

Date