



# HUMAN DIMENSIONS OF ORGANIZATIONS

## Undergraduate Honors Program

### INTERNSHIP SUPERVISOR AND STUDENT CONTRACT

---

Thank you for allowing our HDO Honors Students the opportunity to put into practice the knowledge they have gained throughout their undergraduate education. These internships allow our student to learn more about the professional world and explore potential career options. Sometimes, these students are working in a professional environment for the first time, so we are especially appreciative for your assistance.

#### Guidelines for Internship Supervisors:

Students majoring in Human Dimensions of Organizations (HDO) gain leadership skills grounded in the humanities and social sciences. Their goal is to better understand people in an organizational setting and to address people-centered challenges in the workplace.

Honors students have applied and been selected to complete this specialized, independent-learning track within our major. This two-semester-long project is divided into two courses.

The typical pace is as follows: In HDO 359H (the first course), the student should actively work with their matched organization to diagnose, analyze, observe, and research a particular people-centered problem. In HDO 379H (the second course), the student will build a research-based recommendation report that will be drafted, revised, and submitted to the organization.

We consider our students consultants to your organization; they are there to help you improve a people-centered problem you face or will soon face in your organization.

HDO's expectations of the internship experience include:

- Clarifying a bite-sized, people-centered problem the student may address over 9 months. We call this the "ASK." Past examples include: How to bring people from all neighborhoods in Austin to the Waller Creek Park; how to improve safety (and/or the semblance of safety) on West Campus; how to improve/change the workplace culture of a small office to better motivate employees; how to build a sunset commission for the City of Austin; consider the best location(s) for a site dedicated to improving communication between veterans and civilians.

- The internship supervisor should provide guidance and connect the students to other significant people involved with the project. Shadowing, interviewing, surveying, and/or observing may all be part of the students' work with the internship supervisor.
- The supervisor should be available to the student on a regular basis.
- While some amount of office work may be asked of the student (filing, data entry, administrative work, etc.), their primary goal is to consult with your office on the specific ask (see above).

### Student Information

Student Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Supervisor Information

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

## **Expectations of HDO Honors Students**

**Student Requirements and Expectations:** To receive your HDO degree with Honors, students must abide by a faculty advisor and internship supervisor contract. Initial the below boxes to acknowledge the following requirements:

\_\_\_ Secure an internship placement and a primary contact at that site.

\_\_\_ Share this form and the HDO website to explain HDO's mission and the honors track within the major.

\_\_\_ Complete 160-180 hours of on-site time with your organization. Track your hours.

\_\_\_ Communicate professionally and regularly with your internship supervisor. They are doing this to help you! Show appreciation for the work they do by showing self-discipline and responsibility. If you have questions or concerns about your internship, see your faculty advisor.

\_\_\_ Share (and perhaps develop) a timeline with your internship supervisor. Set a regular schedule so they know when to expect you.

\_\_\_ Provide a copy of this completed form to your supervisor.

**Internship supervisor responsibilities include** (initial the below boxes to acknowledge the following requirements):

\_\_\_ Present and discuss a people-centered challenge with the student, one that may be researched and tackled over 9 months.

\_\_\_ Be available to the student on a regular basis (they will work with you to set a regular schedule).

\_\_\_ At the end of each semester, complete a survey form that provides a brief evaluation of the student's performance, reliability, etc. This information will be shared with the student.

\_\_\_ Contact Amy Ware, HDO's Associate Director, with any concern throughout the process

### **Student and Internship Supervisor Signatures:**

We have read, discussed, and agreed to the terms outlined above.

Internship Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_