

Conflict and Dispute Resolution Master's Program

Internship

Description

The Internship portion of the Masters in Conflict and Dispute Resolution is a key part of the degree requirements and your educational experience. You must complete 320 hours (8 credits) of Internship work and write and submit a Summary Report on your Internship work experience.

The Internship is intended to offer practical learning experience in a setting that has relevance to your educational and career goals. In addition to the work itself, your relationship with your Internship advisor and on-site supervisor, the written log, and the Summary Report, will play important parts in your overall educational experience.

Internship placements may range from local to international.

Internship hours needn't be acquired only at one placement location but may be divided among two, or possibly even three, sponsoring agencies. Eighty hours (2 credits) is the minimum number of hours at one placement unless prior authorization is given by the Program Director. (Approval will be given as long as the number of hours is sufficient to provide a reasonable learning unit and as long as the placement makes sense within a larger Internship plan.)

You are not required to complete all of your Internship credits within a single term.

You may receive compensation for Internship hours. Stipends towards expenses (travel, room and board, etc.) are permitted.

Steps in the Internship process

1. During your first and second terms of the Masters program, begin to research and consider what internship opportunities are available that match your educational and career goals. Work with the Program Director and other professors to identify options. You can look through the file of the Internship Summary Reports of past students. There are internship resources and lists of possible placement agencies in the program office. Typically, internships don't begin until the summer after your first academic year. Internships can also be done during the second academic year. There are some circumstances in which a student will register for some internship credits during the first year of study.
2. Secure an Internship advisor (See below for more information on this step.)

3. Select and secure an Internship placement. Be sure to document (see Internship Supervision Agreement and Tracking Form) clear agreements with the sponsoring agency about expectations, learning objectives, time commitments, and responsibilities. These agreements needn't be lengthy but should be accurate. Documenting your agreements offers three benefits: 1. It is good practice for future work in the field in which written agreements are very important; 2. It will help you in the contracting and relationship building process with the placement agency; 3. It will help to minimize potential misunderstandings and be helpful in making any iterative revisions to the work assignment.
4. Once you have secured a placement (see below), enter the initial necessary information on the Internship Tracking Form (see attached) including approval from the Program Director, your Internship Advisor, and your on-site supervisor *before* beginning your internship assignment.
5. Read and sign the Intern Liability Memo for students and have your on-site supervisor read and sign the Intern Liability Memo for placement agencies, and give a copy of each to the Program Director's assistant.
6. Submit the completed Internship Supervision Agreement and a copy of the Tracking Form to the Program Director's assistant. (**Note:** If you complete your Internship hours with more than one sponsoring agency, you will need to complete an Internship Tracking Form for each placement. Only on the final placement Internship Tracking Form will your advisor assign your pass/no pass grade.)
7. Register for the Internship "course". **You will not be able to register (registration will be blocked) until you complete steps 1-6.** You will register for the term in which you will begin doing internship work, specifying the number of credits you expect to complete within that term. You will register again in subsequent terms if your Internship extends beyond one term.
8. Continue to fill out the Internship Tracking Form as you move through your Internship work. Note that you will need to complete a separate Internship Tracking Form for each Internship placement.
9. During your Internship assignment, keep a regular (daily?) log of your work, impressions, and learnings. Keeping a log will contribute to your learning experience and will be a source of information for your Summary Report.
10. During your Internship, be sure to keep in regular contact with your advisor and your on-site supervisor. If you believe that your Internship experience is not matching your expectations or the agreements you established with the sponsoring agency, you should discuss the situation with your on-site supervisor, your Internship advisor, and the Program Director as necessary.

11. Upon completion of your Internship, write a Summary Report (see below for more information on the Summary Report).
12. Submit a final copy of your Summary Report to your advisor and the Program Director.
13. We recommend that you send a thank you letter to your sponsoring agency director and your on-site supervisor. In addition to it being good form, you may have ongoing or future professional relationships with these individuals and organizations. You may want a letter of recommendation in the future. Additionally, you will help to pave the way for future students seeking internships at that agency.
14. Complete your Internship Tracking Form and submit to it to the Program Director's assistant for your file. Be sure that your advisor has entered your grade into the system.

Selecting and securing an Internship advisor

Your Internship advisor must be drawn from among the following: the Masters Program Director, Masters program participating faculty, or faculty from the School of Law or another UO department or college.

In considering who might be a suitable advisor for your Internship work, consider experience and expertise relevant to the area of practice and type of placement you are seeking. Your advisor should have some knowledge of and experience with the sector of practice within which your Internship placement falls and the time to fulfill the responsibilities of Internship advisor

It is your responsibility to inform a prospective advisor of the program expectations about advisor responsibilities. (See below.)

Responsibilities of your advisor

When taking on a Internship advisee, an advisor commits to the following:

- Assist in considering placement options
- Help to evaluate the suitability of placement options
- Assist in developing learning goals
- Assist, as necessary, in the contracting and agreement building process with the sponsoring agency
- Give final approval for the placement and the learning goals

- Meet with the student at least once during placement, and more often if there is the need, to review progress
- Review and comment on the draft Summary Report
- Read and sign off on final version of the Summary Report
- Assign grade (pass/no pass) and enter the grade into system

Securing an Internship placement

Steps for securing an Internship placement will include:

- Work with the Program Director and your advisor to clarify your goals and assess options. The program has developed relationships with a number of agencies as well as lists of and resources for finding other potential placement venues. You can review the placements and reports of previous students.
- Identify and contact potential placement agency.
- Arrange for an interview.
- Negotiate and document agreements with the placement agency.

In your interaction with Internship placement agencies, from initial contact through the completion of the Internship, you will represent the Masters program, the law school, and the university and in that capacity it is critical that you act professionally. Hours and job responsibilities will vary. We expect that you will be responsible to the time commitments you make, will maintain appropriate decorum in the workplace, will maintain confidences where required by the nature of the Internship, and will present yourself and dress in a professional manner, at least to the level of other professionals in the placement agency.

Summary report

At the conclusion of your Internship, you will write a paper (three to five pages) describing your internship work, how it did or did not meet your expectations and your learning objectives, additional learning gained, whether you would recommend the placement to other students, what worked well and what didn't work well, suggestions/recommendations you might have for the placement organization, etc. Your log of weekly experiences will be useful in writing this final report. The Summary Report will be delivered to your advisor (first as a draft for review and comment and then in final form) and, in final form, to the Program Director by the last day of scheduled classes of the term in which the internship is completed. If Internship hours are done with more than one organization, only one summary report is necessary, reviewing your total Internship experience.

The Summary Report accomplishes three things:

1. It contributes to quality control, helping us know that students are engaged in substantial and worthwhile learning, as well as giving us a way to monitor the value and effectiveness of the various internship placement venues.

2. It helps students maximize their learning experience.
3. It provides a valuable record that future students can use in considering where they'd like to do their Internship. We will keep your summary reports in a file that future students can access.