

**INTERNSHIP POLICIES AND PROCEDURES
THE DEPARTMENT OF SOCIOLOGY & ANTHROPOLOGY
WRIGHT STATE UNIVERSITY**

In its heritage of academic excellence, Wright State University, as an institution of higher learning, supports those initiatives that complement productive research, competent teaching, knowledgeable academic and/or career advisement, and pro-active community service. The Department of Sociology and Anthropology and the Criminal Justice Program in the university's College of Liberal Arts have developed a community oriented internship program for its majors. The program supports the university's efforts in graduating students who are knowledgeable about their discipline's applied academic tenets relevant to the community and their profession, and thereby further contribute to the department's own heritage of academic excellence.

Internship Defined

Renowned scholar and former President of the University of Chicago, Maynard B. Hutchinson, once noted that "we learn by doing." At Wright State University, an internship involves on-site experiential learning coupled with specific academic assignments in which the intern demonstrates his/her familiarity with a related scholarly literature base, while also identifying specific career/learning objectives joined with performance indicators.

Historically, an internship has been defined as a "student assignment with a governmental jurisdiction or public agency, the purpose of which is to provide the student with a learning experience designed to provide exposure to and understanding of the environment and tasks of government and of particular agencies and functions. In contrast to a specified job or work task, the internship affords creative opportunities for the intern to participate in various phases of a planned training program developed jointly and implemented cooperatively from governmental agencies and institutions of higher learning." (From the 1976 California Education Code, stated by the National Center for Public Service Internship Programs in Washington D.C.).

Thus, an intern is expected to observe a variety of operations and to acquire a broad view of management processes and methods that characterized their assigned agency as well as its line operations.

Internship Qualifications for Criminal Justice and Sociology Majors

- 1) The intern applicant must be a declared major and have successfully completed AREA I – Communication and Mathematical Skills, of the General Education requirements, i.e., ENG 101, ENG 102 and MTH 145 at Wright State University.
- 2) All intern applicants must have successfully completed SOC 200 or SOC 201 as offered by the Department of Sociology and Anthropology. In addition to completing

SOC 200 or SOC 201, it is strongly recommended that all applicants should also have completed 20 quarter hours of major coursework (5 courses) with Wright State University prior to undertaking an internship.

3) Viable undergraduate applicants for an internship must have at least sophomore status, although junior status is recommended. Intern applicants must be in good academic standing and not be on academic probation.

4) Prior to scheduling an interview with a particular agency, the intern must have a current resume that complements one of the resume templates available through Wright State University's Career Placement Center.

5) The intern applicant must successfully pass an interview with the host agency that might involve a background clearance as well as a chemical abuse or dependency test.

6) Students who have had previous full-time employment experience in the criminal justice system, or are presently in-service personnel, are eligible for an internship. However, the assignments given within an agency must differ and not duplicate the previous or current professional experiences accrued.

7) All approved interns shall sign two copies of the PRIMARY ASSUMPTION OF RISK document once the interning agency has accepted the student as an intern. One copy of the document will be sent to the interning agency, the other will be retained by the Department of Sociology and Anthropology at Wright State University.

8) Interns enrolled in SOC 433 will be covered under the University's liability insurance for all activities engaged in that are connected to this course.

9) Students should have a completed resume on file with the Department of Sociology & Anthropology or Criminal Justice Program.

Learning Purpose of the Internship

The internship program offered by the Department of Sociology and Anthropology and its Criminal Justice Program at Wright State University is designed to give qualified students the opportunity to gain experiential learning through the professional undertakings of given criminal justice and/or social service agency. Student interns will interact with employees and clients of the host agency in a manner that will permit them to witness theory and practice. It is a learning experience for both personal and professional growth. The internship is not intended to provide students with on the job training or to provide the cooperating agencies with a gratis student employee.

Agency, University and Student Intern Responsibilities

The internship involves a three-way understanding and mutual obligations. The *agency* undertakes to provide the individual with an educational experience to better qualify him/her for public employment. Productivity is not a primary element. The *student* is expected to derive maximum value from the opportunity to observe work rules, to cooperate with the agency personnel, and to meet reporting requirements. The *University* is obligated to confer credit if the student completed the internship successfully; it is also concerned with the general nature of the assignments to assure that the proper type of experience is being attained. Occasional visits may be made by the department's internship coordinator or designee to observe the intern work.

Termination of an Internship

Prior to a student's possibly terminating their internship before its full completion in a given quarter, both the agency's representative and the assigned faculty member must attempt to, in a collegial manner, resolve whatever discrepancies might have developed.

In addition, there may be other circumstances in which all participants agree that the internship should be discontinued. Such action is not to be unilateral. Before final action is taken, the situation is carefully reviewed to see what adjustments can be made.

- If the difficulties stem from the placement, the department can follow an option to locate (with the student's assistance) another agency, provided one is available.
- If unsatisfactory student performance, determined by the agency, is the basis for discontinuation, the department has no obligation to place the student elsewhere.
- If the student drops out of the internship for personal reasons, no credit will be given for the portion of the internship that was served. The student must meet all work clock hours and assignments.

Internship Credit – Course Option vis-à-vis Course Requirement

Sociology majors have the option to take SOC 433 as an elective. Criminal Justice majors are required to complete SOC 433, or another approved internship (PLS, URS) and have the option of repeating the course with their academic adviser's approval and that of the internship coordinator pending the availability of a given agency.

Agency Selection and Student Responsibility

Credit cannot be conferred ex post facto. Students may have a given preference or provide the internship coordinator with specific contact information pertaining to an agency they might have an interest in, but the department and the agency under consideration must agree in advance as to the particulars of the internship prior to any student intern being placed.

Intern Evaluation and Responsibilities

Intern evaluations consist of the following:

- 1) each week interns must submit an approved weekly activity log to the internship coordinator
- 2) 120 clock work hours are required for the confirmation of 4 quarter hours of academic credit
- 3) interns must meet with the internship coordinator three times during the assigned quarter as outlined in the syllabus
- 4) students must provide the internship coordinator with five career/learning objectives coupled with performance indicators as outlined in the syllabus
- 5) interns must submit an annotated bibliography listing 15 scholarly refereed publications relevant to their internship per APA guidelines
- 6) the agency will complete, at the end of the internship, an intern evaluation form
- 7) all interns are required to submit a five page narration noting their experiences as related to their career/learning objectives