

THE INTERNSHIP PROCESS

An internship can be one of the most rewarding learning experiences that a student can partake of during their academic career. It provides the opportunity for students to gain first-hand experience in potential careers while at the same time obtaining credit toward completion of their degree.

An internship involves a working relationship between the university and the partnering agency that directly oversees the student. As such, expectations of students doing internships are high. Students are able to reap many benefits from an internship, but participating agencies are also expected to benefit from the student's contributions; moreover, since the student is a representative of the university, they must perform their duties within the program parameters, including being consistent with the goals and values of the university.

There are several steps that must be accomplished for an internship to be properly initiated and completed:

1. Meet with the department's Internship Coordinator (currently Prof. Allen). During this meeting the coordinator and the student will discuss: (1) more detailed information about the internship, (2) resources for the student to review before formally deciding on the internship option, (3) the student's career, learning experience, and agency interests, and (4) the requisite qualifications necessary to participate in an internship.
2. After the initial meeting, if the student then decides that they want to pursue an internship and are able to commit to the internship guidelines and expectations, they must inform the Internship Coordinator of their intentions.
3. The Internship Coordinator will formally review the student's file to determine if they qualify (e.g., credits completed, program performance, etc.). If the student qualifies, the Internship Coordinator will inform the student to continue the approval process. If a student does not qualify, the Internship Coordinator will outline steps that the student must take in order to be a candidate for the internship option.
4. Upon qualification for the internship option, students must do the following:
 - a. Obtain approval from the Internship Coordinator for the student's agency selection. This includes determining if the agency personnel supervising the intern have the credentials deemed necessary by the Internship Coordinator and/or the Department (e.g., advanced degree and/or supervisory or advanced position within the agency).
 - b. Contact the agency to see if an internship position is available or possible.
 - c. Interview with the agency and be accepted/approved for an internship position.
 - d. Meet with the Internship Coordinator to: (1) formalize the internship by completing all necessary paperwork, (2) outline or ensure completion of any additional working agreements or requirements (e.g., background check), and (3) devise a plan for completion of hours and the internship document (both of which will be used to determine the semester that the student officially enrolls for the internship credits).
5. Completion of necessary paperwork includes submitting an "Internship Paper Proposal" form to the Internship Coordinator, the Academic Advisor and the Program Director.
6. Once all the approvals are obtained and paperwork submitted, the student will commence the internship at the agency; this is usually begun several terms in advance of the term that the student is actually registered for the CJ 487 credits. Undergraduate internships require 40 clock hours of agency work per credit hour of CJ 487; this means that in order to complete three (3) credits of CJ 487, the student must perform 120 clock hours of agency work (six credits would translate to 240 clock hours, and so forth). At a minimum, internships require

three (3) credits of CJ 487 (i.e., 120 clock hours of agency work); each additional credit sought requires 40 additional clock hours, meaning that students can propose to do internships of credit values of 3, 4, 5, etc., up to a maximum of six (6) credits of CJ 487 (i.e., 240 clock hours of agency work).

7. The actual term of registration for the CJ 487 credit is generally reserved for completing the internship paper and the oral defense. Completing clock hours during the actual term of registration for class credit is discouraged and must be approved by the Internship Coordinator beforehand. Students may be asked to provide drafted written documents to ensure that completing clock hours will not interfere with the progress of writing the internship paper. If circumstances are such to warrant approval of this situation, clock hours must be completed no later than the second week of the term of enrollment in CJ 487, thus allowing a minimum of eight (8) weeks to fully dedicate to completing the document, allowing adequate time for proper review and revision, and the oral defense. If evidence does not support approval from the Internship Coordinator for this exception, the student will be advised to enroll in CJ 487 for a minimum of one (1) credit the following term, which will require that the student either revise their current course load registration and/or perform at least 60 additional agency clock hours to meet the one credit requirement.
8. Upon completion of agency clock hours, submission, revision, and acceptance of the written document, the student will complete an oral interview with a faculty member regarding their internship experience. The student must be enrolled for a minimum of one (1) credit hour during the term the oral interview takes place. The oral interview must be scheduled during the term of enrollment that concludes the internship and is normally conducted some time during the last two weeks of the term.
9. Upon successful completion of the oral interview and final approval of the internship paper, the student must submit two (2) spiral-bound copies of the internship paper to the Department – one copy will be archived in the Department files and one copy will be forwarded to Sullivan Library.

During the internship process, students are expected to meet regularly with their internship advisor, normally the Internship Coordinator, not only during the actual writing of the internship paper, but also while performing their clock hours at the agency. Continual communication between the student and internship advisor will help to ensure successful completion of the internship.

To register for an internship (CJ 487) you must FIRST receive permission from your faculty advisor and the program director. Without permission from both, your registration cannot be completed. Internships require a Chaminade faculty member as committee chair. Internships also require completion of the Internship Contract, which is available in the department office. Students are also required to meet with the Internship Coordinator, currently Prof. Allen.

CJ 487 Internship (1, 3, or 6)

Times to be arranged

Instructor: Allen

(Note: Prior approval of Program Director and instructor is required.)