



**Undergraduate
Student Internship
Handbook**

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MISSION STATEMENT

The mission of the Internship Program at Missouri Valley College is to provide students a means to integrate academic theories and principles with practical job experience through cooperative education in a real-world setting, thereby reinforcing and expanding classroom learning while preparing students for postgraduate employment or continuing education.

GOALS

1. To ensure that students have access to and include experiential learning courses in their academic programs to apply course content and gain relevant academic, personal and professional knowledge, skills, and attitudes they need to become work-ready and civically engaged citizens upon graduation.
2. Build strong partnerships with employers and community partners to produce strong learning environments for students while meeting workforce development needs.

DEFINITIONS

Internships

Culminating experiences associated with course credit in which the student works in a temporary position with an emphasis on on-the-job training associated with their particular field of study. Student internships provide opportunities for students to gain experience in their field, apply what they have learned, and create a network of professional contacts.

An internship may be paid, unpaid or partially paid (in the form of a stipend).

Missouri Valley Internship Contact Hours/Credit Hour (minimum):

- 1 credit hour = 50 contact hours
- 2 credit hours = 100 contact hours
- 3 credit hours = 150 contact hours
- 4 or more = 50 contact hours/credit

Every major and division has a different requirement for internship credit hours available. Please contact your advisor or the Division Dean or Chair for more information.

Practicums and Clinicals

Courses found within specialized fields of study that are designed to give students supervised practical application of previously studied theory. These courses are generally embedded throughout the academic curriculum or associated with specific didactic course(s).

Due to the educational nature of practicums and clinicals, these experiences are generally unpaid and often include some kind of associated course fee to cover the fees for obtaining qualified supervisors. Programs that require these experiences are usually professional programs that are fulfilling the requirements of outside accrediting agencies. The programs at Missouri Valley College that fall under these categories are: Non Profit Management, Athletic Training, Education, and Nursing.

Missouri Valley Practicum and Clinical Contact Hours/Credit Hour are dependent upon the student's course of study and the requirements of the accrediting body.

Practicums and Clinicals are not covered in this handbook and are program-specific. Please contact your advisor for more information and specific requirements.

INTERNSHIP SITE SELECTION CRITERIA

Generally, internship sites and activities are approved on a case-by-case basis but as a rule, a student cannot complete an internship with the student's family-owned or operated business or enterprise.

Sites are selected based upon the opportunities available that will ensure that the student has access to experiential learning related to their academic program.

INTERNSHIP APPLICATION PROCESS

Application

Internship applicants must be in their final year of academic study. However, on occasion there may be an exception to this rule. Students must contact their academic advisor or program summary for specific requirements.

All students who are planning to complete an internship must submit a completed application (Appendix A) to the respective Division Chair or Dean. This application should be submitted well in advance of the starting the internship experience. It is recommended that students submit the application during the semester prior to the intended internship.

The application includes general information about the student and specific information regarding the intended internship site. It is the responsibility of the student to locate an

internship site and obtain the requested information. If a student has a question regarding the suitability of the site, they should contact their academic advisor or Division Dean/Chair.

Once the application is received by the Division Dean/Chair, they will review it and refer the student to a faculty internship supervisor. The student will then need to set up an appointment with the faculty supervisor.

*Some internship sites require a criminal background check, liability insurance, or drug screening. Please contact your proposed site for specific requirements. Some sites provide these services as part of your employment, others may require the student to obtain these on their own and provide documentation.

- † Criminal Background Checks may be obtained through <http://health.mo.gov/safety/fcsr/>. The current fee for online registration is \$11. It is strongly recommended that students use this method as the results are available within 3-5 business days. If the application is mailed in, the results are not available for 3-5 months. Some organizations may require a more extensive background check. It is up to the student to verify what the organization requires.
- ◆ Liability Insurance for most professions can be obtained through www.hpsso.com (cost for students \$25-\$35).
- Drug screens can be obtained at the Saline County Health Department. The 9-panel screen costs approximately \$25.

The above information is provided as a courtesy only. MVC does not endorse any particular agency and the student has the option of using any agency or organization to fulfill this requirement.

International Student Application

International students need to complete all of the internship paperwork indicated above, but will also need to meet some additional requirements so that they may receive full credit for internships done in the USA and not jeopardize their status. International students must meet with the designated school official (DSO) for international students to make sure that this process is complete before being allowed to start their internship. In order to ensure that international students complete the paperwork, it will be necessary to obtain the appropriate signature of the DSO on the application form.

Site Contract

Once the application has been approved, unless otherwise addressed, the Faculty Supervisor will contact the internship site and send out the site contract (Appendix B) for signatures.

Please note that the student CANNOT begin the internship without the signed contract on file in the Faculty Supervisor's office.

Student Internship Contract

Once the student has met with the faculty supervisor, they will need to complete the Student Internship Contract (Appendix C) and submit it to the faculty supervisor for final approval. An example of a completed Student Internship Contract can be found in Appendix D.

The student must work with their faculty supervisor to identify appropriate learning outcomes for their internship experience. They must also list all activities and projects for meeting these objectives.

In completing this document, the student will also need to meet with their internship site supervisor concurrently. However, much of the information regarding the job description and project ideas should be addressed in the initial meeting and submitted with the initial application.

Registration Document

When all contracts are completed, signed, and on-file in the faculty supervisor's office, the student will be given a form completed by the faculty supervisor that will be taken to the Registrar's office (Appendix E). This document is required in order to be able to register for the internship course. If this is not submitted you will not be registered. *It is the student's responsibility!*

EVALUATION

All students will be evaluated using the multiple criteria listed below:

- a) Your evaluation of yourself (*Self-Assessment of Professional Growth*) Your evaluation of the internship experience (*daily/weekly log of activities, final summative paper, evaluation of internship site and site supervisor*)
- b) The On-Site Supervisor's evaluation of you and your work (*Mid-Term Evaluation of Intern by On-Site Supervisor; End-of-Semester Evaluation of Intern by On-Site Supervisor*)
- c) Completion of contracted hours
- d) Additional requirements determined by your faculty supervisor.

All evaluation forms can be found in Appendix F.

GRADING POLICY

At a minimum, the intern's grade for the course will be determined in this manner:

A

- Exemplary completion of work objectives
- Excellent and good ratings by the supervisor in the final evaluation
- Well-written final report and self assessment
- Well-written and developed portfolio or professional project
- Completion of contracted work hours

B

- Successful completion of work objectives
- Good and average ratings by the supervisor in the final evaluation
- Well-written final report and self-assessment
- Well-written portfolio or professional project
- Completion of contracted work hours

C

- Completion of work objectives
- Average/poor ratings by the supervisor in the final evaluation
- Submission of completed final report
- Submission of completed portfolio or project
- Completion of contracted work hours

D

- Partial completion of work objectives
- Average/poor ratings by the supervisor in the final evaluation
- Final report has writing deficiencies
- Partial completion of portfolio or project
- Completion of contracted work hours

F

- Failure to complete work objectives,
- Poor evaluations
- Failure to complete or poorly written final report
- Poor or incomplete portfolio or project
- Failure to complete contracted hours

The faculty supervisor may have additional requirements that the intern must complete as part of the evaluation process. These requirements should be outlined in detail in the Student Internship Contract.

As per Missouri Valley College policy: All students must earn a "C" or better in their required classes for the major. Students earning a "D" or "F" grade for their internship will need to repeat the course.

APPENDIX A

**MISSOURI VALLEY COLLEGE
APPLICATION FOR INTERNSHIP
(Electronically Submitted to appropriate Division Dean/Chair)**

Student Name _____ Student ID _____

International Student? Yes _____ No _____

Cell Phone Number _____ e-mail _____

Date Submitted: _____

SENIOR STATUS OR PREREQUISITES MET: Yes _____ No _____

SEMESTER REQUESTED _____ YEAR _____

PROPOSED INTERNSHIP SITE: _____

INTERNSHIP ADDRESS: _____

INTERNSHIP SITE SUPERVISOR NAME: _____

If applicable, Site Supervisor's degrees/certifications: _____

INTERNSHIP PHONE NUMBER: _____

On a separate sheet, please write a complete job description and summary of the proposed internship site.

LIABILITY INSURANCE NEEDED? Yes _____ No _____

CRIMINAL BACKGROUND CHECK NEEDED? Yes _____ No _____

PROPOSED INTERNSHIP START AND END DATES:

Start Date _____ End Date _____

For Division Use Only: Application Approved : Yes _____ No _____

Faculty Supervisor or Department Representative Date

International Student Coordinator (If applicable) Date

Signature Division Dean/Chair Date

APPENDIX B

INTERNSHIP AGREEMENT AND SITE CONTRACT

This agreement establishes the relationship between Missouri Valley College (referred to as the “College”), a 4-year liberal-arts institution of higher learning, located in Marshall, Missouri and _____, referred to as the “Organization”

Type Name of Organization Here

The College offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

I. DUTIES AND RESPONSIBILITIES OF THE COLLEGE

1. The College will be responsible for internships that are conducted during a regular academic semester(s) or scheduled summer term(s). The College and the Organization agree to schedule the internship hours to mutually benefit all parties involved and to conform to the scheduling formula of 50 hours of site contact to equal one credit hour.
2. The College shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the proposed internship and departmental requirements for participation.
3. The College determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The College establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The College will assign a faculty member to monitor and evaluate the student’s performance during the internship. The College will assume all costs associated with the faculty supervision of the intern.
5. The College, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The College, at the beginning of the internship term, will inform the Organization of course requirements such as the intern’s attendance at meetings/seminars or activities that may take the intern away from the assignment.
7. The College may request termination of the internship placement for any student not complying with College guidelines and procedures for the internship program, as long as the Organization has been notified in advance.
8. The Organization understands that the College is prohibited from purchasing insurance. However in cases where insurance is necessary, the Organization must inform the student that it is their responsibility to purchase coverage from a broker of their choice. That policy must be in place prior to beginning the internship.

II. DUTIES AND RESPONSIBILITIES OF THE ORGANIZATION

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The College will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the College of such changes.

2. The Organization agrees to notify the College of all selection criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings, liability insurance, etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises and will track those hours accordingly. The total scheduled hours will comply with the standards established by the College for the award of credit hours: 50 hours of site contact equals one credit.
5. The Organization, at the beginning of the internship, determines the amount of compensation, if any, received by the intern. The Organization will inform the College if interns will receive an hourly wage, stipend, or will serve in a non-paid capacity.
6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision, and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the College on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization.
8. The Organization agrees to make every possible accommodation to the College's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend College-required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the College has been notified in advance and a satisfactory resolution cannot be obtained.

III. Mutual Terms and Conditions

1. This agreement will last for the duration of the student's internship experience. Either the College or the Organization may terminate this agreement with 2 weeks' notice. In the event of a substantial breach, either party may terminate this agreement.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regards to sex, age, race, color, creed, or national origin, Title IX of the Education Rights Act of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
3. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of parties to this contract shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.
4. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing and signed by all parties.

Internship Site Supervisor

Date

Cooperating Agency On-Site Director (if applicable)

Date

MVC Division Dean or Chair

Date

APPENDIX C

STUDENT INTERNSHIP CONTRACT (To be submitted to your faculty supervisor)

Student's Name:
Cell Phone Number:
Internship Site:
On-site Supervisor:

Start date/End Date:

- 2) Briefly describe the internship position and what roles and responsibilities it will involve.
- 3) List the specific **learning outcomes** for what you will learn as a result of this experience.
- 4) List the **activities and/or projects** that you will engage in during your internship that will help you achieve your learning outcomes.
- 5) Describe how your internship activities will help you achieve your learning outcomes.
- 6) In cooperation with your Faculty Supervisor, agree to complete all **evaluation tasks**. The *Internship Handbook* contains three types of evaluations:
 - a) Your evaluation of yourself (*Self-Assessment of Professional Growth*)
 - b) Your evaluation of the internship experience (*daily/weekly log of activities, final summative paper, evaluation of internship site and site supervisor*)
 - c) Your On-Site Supervisor's evaluation of you and your work (*Mid-Term Evaluation of Intern by On-Site Supervisor; End-of-Semester Evaluation of Intern by On-Site Supervisor*)
- 7) Provide documentation and verification of contact hours for the duration of your internship experience (1 credit = 50 contact hours)
- 8) If applicable, additional requirements as determined by the faculty supervisor and/or department. Refer to course syllabus or meet with your faculty supervisor for specific requirements.

I agree to complete and submit these documentation, forms, and evaluations in order to receive credit for this internship.

Student Signature _____ Date: _____

Internship Site Supervisor _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

APPENDIX D

STUDENT INTERNSHIP CONTRACT SAMPLE

CJ### Internship

Name: Sue College Student
Cell Phone Number: 555-555-5555
Internship Site: Great Opportunity Juvenile Detention Center
On-site Supervisor: John Allen
College Supervisor: Dr. Jane Doe

Start date/End Date: *This internship will begin September 18 and end November 25 (15 weeks at 20 hours per week, for a total of 300 hours.)*

1. Briefly describe the internship position and what roles and responsibilities it will involve.

I will be participating in an internship fall semester 20xx, at the Great Opportunity Juvenile Detention Center.

Juvenile detention is the juvenile justice system's most physically restricting and controlling alternative. It provides temporary behavioral control that children are either unwilling or unable to exert over their own behavior. Every child there is awaiting some pending action, such as release to parents, return to other placement, initial court hearing, trial, deposition, court-ordered placement, or certification to adult court.

The responsibility of juvenile detention within this context is to provide the following: safety for self and others, security, positive interactions with authority figures who care about people, support and coordination with others beyond detention (court, probation officers, families, schools, etc.), and encouragement and basic counseling with residents toward recognizing their problems and being willing to use help from others within the system as they leave detention.

2. List the specific **learning outcomes** for what you will learn as a result of this experience.

- A. Gain experience working with troubled adolescents.
- B. Learn about the role of juvenile detention within the juvenile justice system and its basic philosophy.
- C. Gain a greater understanding of the criminal justice system from various perspectives.
- D. Develop group leadership skills.
- E. Develop an effective approach for working with young people.
- F. Learn skills to become an effective team member.
- G. Learn basic procedures for safety and security.
- H. Develop communication skills

3. List the **activities and/or projects** that you will engage in during your internship that will help you achieve your learning outcomes.

- A. *On-site activities*
 1. Search the children and their rooms for contraband.
 2. Protect children from their own actions.
 3. Learn interpersonal and crisis counseling.

4. *Write behavior observation reports.*
5. *Ensure the children are in their scheduled daily activities.*
6. *Assist in or provide leadership for activities (mealtime, daily cleaning tasks, school programming, gym activities, and leisure time recreating activities).*
7. *Ride along with a police squad.*
8. *Observe in court.*

B. Off-site activities

1. *Keep a daily journal.*
 2. *Interview a lawyer, juvenile judge.*
 3. *Read orientation booklet, JDC policy manual, JDC security policies and guidelines, general rules for residents.*
 4. *Write a 10-12 page summary paper reflecting on experiences.*
 5. *Write a 1-2 page paper summarizing experience with police squad.*
 6. *Complete all evaluation documents.*
4. Describe how your internship activities will help you achieve your learning outcomes.

The variety and scope of activities and projects outlined above will enable me to meet my learning outcomes in a variety of ways. During my internship, it is my hope to not only learn from my experiences, but it is also my goal to be able to apply what I have learned in the classroom in a real-world setting and to provide a needed service to the organization at the same time.

5. In cooperation with your Faculty Supervisor, agree to complete all **evaluation tasks**. The *Internship Handbook* contains three types of evaluations:
 - a. Your evaluation of yourself (*Self-Assessment of Professional Growth*)
 - b. Your evaluation of the internship experience (*daily/weekly log of activities, final summative paper, evaluation of internship site and site supervisor*)
 - c. Your On-Site Supervisor's evaluation of you and your work (*Mid-Term Evaluation of Intern by On-Site Supervisor; End-of-Semester Evaluation of Intern by On-Site Supervisor*)
6. Provide documentation and verification of contact hours for the duration of your internship experience (1 credit = 50 contact hours)
7. If applicable, additional requirements as determined by the faculty supervisor and/or department. Refer to course syllabus or meet with your faculty supervisor for specific requirements.

I agree to complete and submit all documentation, forms, and evaluations in order to receive credit for this internship.

Student Signature _____ Date: _____

Internship Site Supervisor _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

APPENDIX E

Internship Registration Document
(Turn in to the Registrar's Office)

Applicant's Name _____

Course Department/Number _____ Credit Hours Requested _____

Semester _____ Year _____

Application turned in: Yes _____ No _____

Internship Site: _____

Internship Supervisor: _____

Contract turned in with appropriate signatures: Yes _____ No _____

Liability Insurance Needed? Yes _____ No _____

If yes, proof of insurance provided: Yes _____ No _____

Criminal Background Check Required? Yes _____ No _____

If yes, letter of verification received? Yes _____ No _____

The above named student has completed all of the requirements for enrollment into the internship class listed above. All supporting documents are located in the supervising faculty member's office. Please allow him/or to register for the internship class.

Supervising Faculty Member

Date

APPENDIX E

EVALUATION FORMS

INTERNSHIP AGREEMENT AND SITE CONTRACT

This agreement establishes the relationship between Missouri Valley College (referred to as the "College"), a 4-year liberal-arts institution of higher learning, located in Marshall, Missouri and _____, referred to as the "Organization"

Type Name of Organization Here

This contract will commence on _____ and conclude on _____, unless otherwise amended.

The College offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

I. DUTIES AND RESPONSIBILITIES OF THE COLLEGE

1. The College will be responsible for internships that are conducted during a regular academic semester(s) or scheduled summer term(s). The College and the Organization agree to schedule the internship hours to mutually benefit all parties involved and to conform to the scheduling formula of 50 hours of site contact to equal one credit hour.
2. The College shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the proposed internship and departmental requirements for participation.
3. The College determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The College establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The College will assign a faculty member to monitor and evaluate the student's performance during the internship. The College will assume all costs associated with the faculty supervision of the intern.
5. The College, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The College, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at meetings/seminars or activities that may take the intern away from the assignment.
7. The College may request termination of the internship placement for any student not complying with College guidelines and procedures for the internship program, as long as the Organization has been notified in advance.
8. The Organization understands that the College is prohibited from purchasing insurance. However in cases where insurance is necessary, the Organization must inform the student that it is their responsibility to purchase coverage from a broker of their choice. That policy must be in place prior to beginning the internship.

II. DUTIES AND RESPONSIBILITIES OF THE ORGANIZATION

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The College will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the College of such changes.

2. The Organization agrees to notify the College of all selection criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings, liability insurance, etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises and will track those hours accordingly. The total scheduled hours will comply with the standards established by the College for the award of credit hours: 50 hours of site contact equals one credit.
5. The Organization, at the beginning of the internship, determines the amount of compensation, if any, received by the intern. The Organization will inform the College if interns will receive an hourly wage, stipend, or will serve in a non-paid capacity.
6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision, and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the College on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization.
8. The Organization agrees to make every possible accommodation to the College's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend College-required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the College has been notified in advance and a satisfactory resolution cannot be obtained.

III. Mutual Terms and Conditions

1. This agreement will last for the duration of the student's internship experience. Either the College or the Organization may terminate this agreement with 2 weeks' notice. In the event of a substantial breach, either party may terminate this agreement.
2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regards to sex, age, race, color, creed, or national origin, Title IX of the Education Rights Act of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
3. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of parties to this contract shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.
4. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing and signed by all parties.

Internship Supervisor

Date

Cooperating Agency On-Site Director (if applicable)

Date

Missouri Valley College Faculty Supervisor

Date

**MISSOURI VALLEY COLLEGE
APPLICATION FOR INTERNSHIP**

(Electronically Submitted to appropriate Division Dean/Chair)

Student Name _____ Student ID _____

International Student? Yes _____ No _____

Cell Phone Number _____ e-mail _____

Date Submitted: _____

SENIOR STATUS OR PREREQUISITES MET: Yes _____ No _____

SEMESTER REQUESTED _____ YEAR _____

PROPOSED INTERNSHIP SITE: _____

INTERNSHIP ADDRESS: _____

INTERNSHIP SITE SUPERVISOR NAME: _____

If applicable, Site Supervisor's degrees/certifications: _____

INTERNSHIP PHONE NUMBER: _____

On a separate sheet, please write a complete job description and summary of the proposed internship site.

LIABILITY INSURANCE NEEDED? Yes _____ No _____

CRIMINAL BACKGROUND CHECK NEEDED? Yes _____ No _____

PROPOSED INTERNSHIP START AND END DATES:

Start Date _____ End Date _____

For Division Use Only:

Application Approved : Yes _____ No _____

Faculty Supervisor or Department Representative Date

International Student Coordinator (If applicable) Date

Signature Division Dean/Chair Date

Internship Registration Document
(Turn in to the Registrar's Office)

Applicant's Name _____

Course Department/Number _____ Credit Hours Requested _____

Semester _____ Year _____

Application turned in: Yes _____ No _____

Internship Site: _____

Internship Supervisor: _____

Contract turned in with appropriate signatures: Yes _____ No _____

Liability Insurance Needed? Yes _____ No _____

If yes, proof of insurance provided: Yes _____ No _____

Criminal Background Check Required? Yes _____ No _____

If yes, letter of verification received? Yes _____ No _____

Is this student an international student? Yes _____ No _____

If yes, has the student obtained the signature of the MVC designated school official for internship approval? Yes _____ No _____

The above named student has completed all of the requirements for enrollment into the internship class listed above. All supporting documents are located in the supervising faculty member's office. Please allow him/or to register for the internship class.

Supervising Faculty Member

Date

I understand that by enrolling in an internship I will be charged tuition and fees just like any other course. Internship credit hours are part of the full time package rate for fall and spring semesters and will be charged at the per credit hour rate for part time semesters and during the summer term. Students are not allowed to enroll in internships during the Fall or May Intersessions.

Internship Student Signature

Date

STUDENT INTERNSHIP CONTRACT SAMPLE

Psy-461 Psychology Internship

Name: Sue College Student 651-641-8200
Site: Ramsey County Juvenile Detention Center
Address: 480 St. Peter Street
St. Paul, MN 55102
Telephone: 651-298-6930
On-site Supervisor: Dick Loesch
University Supervisor: Dr. David Bredehoft

- 1) Briefly describe the internship position and what roles and responsibilities it will involve. (50-100 words)

I will be participating in an internship fall semester 2006, at the Ramsey County Juvenile Detention Center. This internship will begin September 18 and end November 25, for a total of 15 weeks, 45 hours per week, for a total of 675 hours.

Juvenile detention is the juvenile justice system's most physically restricting and controlling alternative. It provides temporary behavioral control that children are either unwilling or unable to exert over their own behavior. Every child there is awaiting some pending action, such as release to parents, return to other placement, initial court hearing, trial, deposition, court-ordered placement, or certification to adult court.

The responsibility of juvenile detention within this context is to provide the following: safety for self and others, security, positive interactions with authority figures who care about people, support and coordination with others beyond detention (court, probation officers, families, schools, etc.), and encouragement and basic counseling with residents toward recognizing their problems and being willing to use help from others within the system as they leave detention.

- 2) List the specific **learning outcomes** for what you will learn as a result of this experience. (You may refer to example learning outcomes in the *Internship Manual*.)
 - A. Gain experience working with troubled adolescents.
 - B. Learn about the role of juvenile detention within the juvenile justice system and its basic philosophy.
 - C. Gain a greater understanding of the criminal justice system from various perspectives.
 - D. Develop group leadership skills.
 - E. Develop an effective approach for working with young people.
 - F. Learn skills to become an effective team member.
 - G. Learn basic procedures for safety and security.
 - H. Develop communication skills

3) List the **activities** that you will engage in during your internship that will help you achieve your learning outcomes. Include the expected number of hours or percentage of time spent for each type of activity.

- | | |
|---|---------------------|
| A. On-site activities (35 hours per week) | # of hours per week |
| 1. Search the children and their rooms for contraband. | 2 |
| 2. Protect children from their own actions. | 2 |
| 3. Learn interpersonal and crisis counseling. | 3 |
| 4. Write behavior observation reports. | 5 |
| 5. Ensure the children are in their scheduled daily activities. | 1 |
| 6. Assist in or provide leadership for activities (mealtime, daily cleaning tasks, school programming, gym activities, and leisure time recreating activities). | 20 |
| 7. Ride along with a police squad. | 1 |
| 8. Observe in court. | 1 |
| B. Off-site activities (10 hours per week) | # of hours per week |
| 1. Keep a daily journal. | 2 |
| 2. Interview a lawyer, juvenile judge. | 2 |
| 3. Read orientation booklet, JDC policy manual, JDC security policies and guidelines, general rules for residents. | 1 |
| 4. Write a 10-12 page summary paper reflecting on experiences. | 3 |
| 5. Write a 1-2 page paper summarizing experience with police squad. | 1 |
| 6. Watch videos on juvenile arrest, search, principles of discipline, legal rights, physical restrain, AIDS. | 1 |

4) Describe the **relationship** of the internship activities to your learning outcomes. How will participating in those activities lead to your achieving your learning outcomes?

Objective	On-Site Activities	Off-Site Activities
A	3, 5, 6	1, 4
B		2, 3, 6
C	7, 8	2, 5, 6
D	6	
E	2, 3	3
F	2, 5, 6	
G	1, 2	2, 6
H	3, 4, 5, 6	1, 4, 5

5. Agree to complete **evaluation tasks**. The *Internship Manual* contains three types of evaluations:
- a) Your evaluation of yourself (*Self-Assessment of Professional Growth*) to be completed at the beginning of the internship and again at the completion of the internship.
 - b) Your evaluation of the internship experience (*First Month Activity Log of Internship; Second Month Activity Log of Internship; Final Evaluation of Internship Experience by Intern*)
 - c) Your On-Site Supervisor's evaluation of you and your work (*Mid-Term Evaluation of Intern by On-Site Supervisor; End of Semester Evaluation of Intern by On-Site Supervisor*)

I agree to complete and submit these evaluation forms in order to receive credit for this internship.

Signed and dated:

STUDENT INTERNSHIP CONTRACT
(To be submitted to your faculty supervisor)

Student's Name:
Cell Phone Number:
Internship Site:
On-site Supervisor:

Start date/End Date:

- 1) Briefly describe the internship position and what roles and responsibilities it will involve.
- 2) List the specific **learning outcomes** for what you will learn as a result of this experience. (You may refer to example learning outcomes in the *Internship Manual*.)
- 3) List the **activities and/or projects** that you will engage in during your internship that will help you achieve your learning outcomes. Include the expected number of hours or percentage of time spent for each type of activity.
- 4) Describe how your internship activities will help you achieve your learning outcomes.
- 5) In cooperation with your Faculty Supervisor, agree to complete all **evaluation tasks**. The *Internship Manual* contains three types of evaluations:
 - a) Your evaluation of yourself (*Self-Assessment of Professional Growth*)
 - b) Your evaluation of the internship experience (*daily/weekly log of activities, final summative paper, evaluation of internship site and site supervisor*)
 - c) Your On-Site Supervisor's evaluation of you and your work (*Mid-Term Evaluation of Intern by On-Site Supervisor; End-of-Semester Evaluation of Intern by On-Site Supervisor*)
- 6) Provide documentation and verification of contact hours for the duration of your internship experience (1 credit = 50 contact hours)
- 7) If applicable, additional requirements as determined by the faculty supervisor and/or department. Refer to course syllabus or meet with your faculty supervisor for specific requirements.

I agree to complete and submit these documentation, forms, and evaluations in order to receive credit for this internship.

Student Signature _____ Date: _____

Internship Site Supervisor _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____