

**School of Arts and Sciences
Department of Social Sciences
Syllabus for Departmental Internship Program #4703**

Instructor of Record Name (Write Here)

Faculty Contact Information: email addresses are:

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Office locations (Alva Campus) and telephone numbers are listed below:

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Credit Hours: This course is worth 3 hours credit in sociology/criminal justice/political science (student will designate the program for which credit will be earned).

Course Description: The Internship course is designed to allow junior and senior students who are majoring in Sociology, Criminal Justice or Political Science the opportunity to apply their skills and knowledge of the discipline in an occupational setting. Internships are completed in community based or governmental organizations and students are required to observe and participate in a job-related capacity under supervision. Students must complete the classroom component of the Internship credit prior to entering the work-place. Admission to the Internship requires instructor approval and the completion of 12 hours of upper division credit in the major program of study before engaging in Internship activities.

Course Objectives: Each student will learn through “hands-on” experiences at a qualified place of employment (non-profit or governmental agency) the daily expectations of employment within the agency. Students will engage in activities which are supervised by an agency employee, and will acquire the skills and knowledge base necessary to become successfully employed within the agency or a similar occupational or professional environment.

Course Performance Requirements:

Content Component—the student will read the “Internship Expectations Handbook” provided to him/her by the instructor of record and make an appointment to meet with the instructor of record within the first two weeks of the semester during which the internship will be performed to discuss the requirements of the selected Internship Agency. Student will agree to the requirements governing the agency and the course and will complete the Internship Agreement form **before beginning** the Internship program. The agency supervisor of record must sign the agreement form. This requirement is worth 100 points credit.

Agency Experience Component—the student will establish a work schedule with the workplace supervisor and complete a minimum of 48 hours of hands-on experience in the workplace setting. The student will document his or her activities in a log-book. At minimum, the student will log in each date and time as well as activities performed for

each period the student is “on the job”. The log book must be signed by the student and the supervisor of record upon completion of the Internship. The log book must be submitted to the Instructor of Record during Dead Week of the semester in which the Internship is performed. This requirement is worth 100 points credit.

Reflection Paper Component—the student will write a 3-5 page paper outlining the Internship experience. The student should address the following items in the Reflection Paper: name of agency, name of supervisor, primary responsibilities given to the student to perform during the Internship, challenges and problems experienced by the student, problem-solving technique employed to resolve challenge or problem, experiences in which the student gained valuable skills and/or knowledge during the Internship, recommendation for future internships at the agency. This requirement is worth 100 points credit.

Supervisor Evaluation Form Submission—at the completion of the Internship, the student will ask his or her agency supervisor of record to complete an evaluation of the student’s abilities and attitudes while performing the internship. The form should be submitted to the instructor of record and is worth 100 points credit.

Internship Process:

- 1. Contact potential agencies for possible internship experience.**
- 2. Read and submit the textbook outline to instructor.**
- 3. Obtain all required signatures on the Internship Agreement form.**
- 4. Student will give Agency Supervisor the Instructor’s Contact Information.**
- 5. Submit Internship Agreement form to Instructor of Record.**
- 6. Begin Internship workplace experience and maintain log book.**
- 7. Complete Internship experience and write Reflection paper.**
- 8. Obtain Agency Supervisor evaluation and supervisor signature in log book.**
- 9. Submit evaluation and log book, reflection paper, and write thank you note to agency supervisor.**

Things to Keep In Mind:

Qualified agency selection must have departmental approval prior to starting the internship. A schedule and expectations for experiential activity must be determined by the agency and the student. Each student will then obtain the approval of the appropriate faculty member for the placement. Students are to be treated as and function in the same capacity as regular employees of the agency. Students are expected to arrive on time for work, dress appropriately for the agency, interact professionally with all staff, and document in detail all aspects of the internship experience.

Agency Selection List: Children and Family Service or Support Agencies, Domestic Violence Shelters, Red Cross, Food Pantries, Senior Citizen Centers, Police and Sheriff Departments, Oklahoma Highway Patrol, local and state level affordable Housing Organizations, Community Development Organizations, Habitat for Humanity,

Oklahoma State Department of Commerce, Oklahoma Historical Society, Governor's Office, Oklahoma Criminal Justice Resource Center, Oklahoma Department of Corrections facilities, municipal offices, chamber of commerce offices, county court-house offices, District Attorney office, museums, state parks, national park service, Oklahoma Legislature, Congress, USDA, youth organizations, recreational departments, US Fish and Wildlife Service, Center for Rural Affairs, OxFam, Oklahoma Cattlemen's Association office, OSU Extension Service, RC&D field offices, ODAFF, Rural Development, Oklahoma Dept. of Voc-Rehab, Oklahoma Dept. of Mental Health, Homestead Retirement Center, NODA, OEDA, and numerous other comparable agencies. If a student wishes to participate in an Internship with an agency that is not listed here, the student must seek approval of the instructor of record and participating agency prior to beginning the internship—NO EXCEPTIONS!

No student will engage in an Internship Experience without the appropriate approval by instructor of record and supervisor of record.

Internship Experiential Hours: Students must complete a minimum of 48 hours of actual "work-time" to successfully complete the course. Internship hours and activities must be documented each time in a log notebook. Students should note the date, time, and activities, of each agency experience. Students should engage in activities which provide a quality experience and should not be treated as glorified copy machines or file clerks.

Students must maintain client confidentiality and act in an ethical and professional manner at all times while performing internship activities.

Students will be required to complete the **Internship Agreement Form** which includes obtaining the signature of the agency supervisor, listing work-related duties, obtain the signature of the instructor of record and sign the agreement. Students must complete the form and return a copy to the instructor of record by the end of the second week of the semester.

The following activities must be completed and turned into the instructor of record by the last day of regular classes and before final exams begin.

Students must turn in the **Log Book of Activities**, signed and dated by the supervisor, to the instructor of record.

Students must also write a **3-5 page Reflection Paper** which discusses what the student gained from the internship experience and what problems they encountered during the experience.

Student shall obtain completed **Intern Evaluation Form** from Agency Supervisor and submit it to Instructor of Record.

What To Do In Case Of Emergency or Difficulty With Placement

If a student experiences problems at any time during the course of the internship, he or she must notify the instructor of record immediately by phone or email. Alternative placement may be arranged in the event that the student feels the Internship is inappropriate for his or her needs, or should difficulties arise which will create undue problems for the agency or the student. If a student fails to fulfill his or her Internship duties, the placement will be terminated immediately and the student will receive an Incomplete or F for the class depending on the circumstances. Students may attempt to perform the Internship at an alternative placement, however, each student will be afforded one alternative placement only during the course of their undergraduate program.

Additional Documents and Forms

Internship Agreement Form and Supervisor Evaluation Form

These documents are available as word documents and must be printed out by the student along with this syllabus. It is the student's responsibility to identify an appropriate agency, contact the agency's supervisor, receive approval from the agency to perform the internship, and then obtain all required signatures. The student must submit the signed forms to the Instructor of Record prior to beginning the internship. Credit for the internship will be awarded once all required work and required documentation is submitted to the Instructor of Record. The Agency supervisor evaluation form must be completed and signed by the agency supervisor and then submitted to the Instructor of Record before any grade will be issued.