

SAMPLE

Revised 03/28/18 Student Internship Placement Policy and Procedures

DO NOT USE

1. Most agencies conduct background/fingerprint checks (and some also a polygraph test or voice stress analysis).

2. Internship students will provide an up to date copy of a TB test result (must be less than 6 months old). Students must have and bring proof of a TB test to the initial placement meeting. Students will keep proof of the results or a copy of it and provide it to their internship agency as requested

3. If students seek an internship placement and any of the following apply they must consult with the placement agency, as their placement may be denied (***Failure to do so will result in such Interns having to find their own placement***):

Prior record, felony, misdemeanor, traffic infractions, pending court, conditional sentencing or probation

Note: Placements are greatly limited if a student has a prior record or a pending court case.

4. If a student has a prior record, whether juvenile or adult, it is recommended the student start the process to seal the record or apply for a PC 1203.4. Note: California Government Code 1029(3) is the exception.

5. Internship students must report any family member/relative who is on probation, parole or has pending cases. Agencies must be informed due to possible liability issues.

6. If during the course of an internship, the Intern (or family member) incurs an arrest and/or conviction, it must be reported to the criminology department internship coordinator, the faculty member assigned to their internship section, and the placement coordinator, along with the internship agency. The internship agency and the criminology department will determine whether it will affect the placement (critical if the placement is with a Criminal Justice agency).

7. Confidentiality: Any information received while serving in an internship with any agency is not to be communicated outside of the agency. If there are conflicts involving possible violations of law or other irregularities observed by the student, the student should notify the department internship coordinator and the department placement coordinator for further guidance. This also applies if a student is terminated by an agency, in which case the department internship coordinator, the assigned faculty advisor/faculty member and the placement coordinator must immediately be notified.

8. Interns are to follow the agency's dress code.

9. If you have any of the following needs, please consult the placement coordinator:

Physical, mental, or medical limitations, including pregnancy. Medical clearance may be required.

10. Interns will not use cell phones during internship hours without prior approval from their agency; or use cell phones to take pictures or make recordings.

11. Interns will ensure that the cell phone ringtone, voicemail message, and e-mail addresses are appropriate for a professional setting.

SAMPLE

12. Interns will not receive placements after making a commitment and after the background process has started. A lack of commitment will result in the Intern having to find their own placement. If the first placement does not work out through no fault of the intern, a second placement will be provided as the final and last placement opportunity.

13. Throughout the internship interns must maintain a positive attitude, learn and follow directions of the agency.

14. If issued an ID card by an agency, the Intern will return it to the agency upon completion of the internship hours. If the Intern misplaces the ID, it must be reported immediately to the agency supervisor. Failure to turn in an issued ID will result in the Intern receiving an INCOMPLETE until the ID is received by the Agency .

15. Numerous placements are provided by Placement Coordinators. However, students may find their own placement. If a student has found an internship placement on their own, the following information must be provided on or before the first internship meeting of the semester:

1. Student name
2. Criminology Major Option
3. Agency
4. Name (Last, First)
5. Contact Person's Name at Agency:
6. Phone Number and email address of Agency contact

16. The following internship paperwork must be downloaded from the student's internship section on Blackboard, then completed and uploaded by the student on Blackboard as a PDF document:

Learning Plan Agreement, Student Release from Liability and Emergency Contact Form, a copy of a recent TB test, Journal and Log.

The mid term and final evaluation forms must also be downloaded from Blackboard and given to the agency. The agency will then send the completed forms to the criminology department via email, fax or regular mail. If the agency directly gives a student the evaluation, it must remain in a sealed envelope and then dropped off at the criminology department. The evaluations are confidential and must not be opened by the student.

I _____ (signature) have read and understand the Placement Policy and Procedures.

(Student Name PRINTED) LAST: _____ FIRST: _____

Semester: _ Summer 2018 Date: 21 May 2018 until completion of hours

Faculty assigned: Dr. H.O. Schweizer haralds@csufresno.edu