

Student Internship Placement Policy and Procedures

1. Most agencies conduct background/fingerprint checks (and some also polygraph test).
2. Intern will provide up to date copy of TB test (must be less than 6 months old). Intern must have and bring proof of TB test to initial placement meeting. Intern will keep proof to provide to agency.
3. If students seek an internship placement and any of the following apply: prior record, felony, misdemeanor, traffic infractions, pending court, conditional sentencing or probation, they must consult with the placement agency (as their placement may be denied.) Failure to do so will result in Intern finding own placement. Note: Placements are greatly limited if Intern has prior record or pending cases.
4. If an Intern has a prior record, whether juvenile or adult, it is recommended Intern start the process to seal record or apply for a PC 1203.4. Note: California Government Code 1029(3) is the exception.
5. Intern must report any family member/relative who is on probation, parole or has pending cases. An agency must be informed due to possible liability issues.
6. If during the course of internship Intern (or family member) incurs an arrest and/or conviction it must be reported to Placement Coordinators and agency. The agency and Criminology Department will determine whether it will affect placement (critical if placement is with a Criminal Justice agency).
7. Confidentiality: any information received while serving internship with agency is not to be communicated outside of agency.
8. Intern is to follow 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. Intern will not use cell phone during internship hours without prior approval from agency; or use cell phone to take pictures or make recordings.
11. Intern will ensure ringtone, voicemail message, and e-mail addresses are appropriate.
12. Intern will not change placement after making a commitment and background process has started. Lack of commitment will result in Intern finding own placement. If first placement does not work out through no fault of Intern, a second placement will be provided as the final and last placement.
13. Throughout internship maintain a positive attitude, learn and follow directions of agency.
14. If issued ID by agency, Intern will turn in ID to agency upon completion of hours. If Intern misplaces ID, it must be reported immediately to agency supervisor. **Failure to turn in issued ID will result in Intern receiving a NO CREDIT until ID is received by Agency.**
15. Numerous placements are provided by Placement Coordinators. However, Intern may find own placement. If Intern has found placement on own, at initial placement meeting Intern will provide the following information: **Intern name, Criminology Major Option, Agency Name, Contact Person Name and Phone Number.**
16. All internship paperwork including MOU, Data Cards, Journals, Logs, etc. is to be submitted to Intern's class advisor; not Placement Coordinators.

I _____ have read and understand the Placement Policy and Procedures.
(Student Name PRINTED)

Crim. _____ Semester _____ Date _____
180/181/182

Intern Signature _____