

AGENCY MANUAL
INTERNSHIP PROGRAM
DEPARTMENT OF SOCIOLOGY-ANTHROPOLOGY
UNIVERSITY OF MINNESOTA DULUTH

The following are guidelines for agencies or organizations providing internship opportunities for students in Criminology and/or Sociology at the University of Minnesota Duluth.

I. INTRODUCTION

An internship provides a practical experience for students seeking majors in Sociology and/or Criminology. The internship experience is gained under supervision and through a well-organized and administered practicum. It is conducted in a setting which involves the direct provision and/or development of human services and should be commensurate with a student's level of education and prospective career plans. An internship provides an important opportunity for students to learn practical career related skills and knowledge. For the benefit of the student, the field agency, and UMD, internships provide the most productive opportunities if the conditions and expectations are defined and understood by all concerned. The primary interests in the internship are:

- (1) the office, agency, organization, or institution providing the Internship;
- (2) the students who have a responsibility to the University, to themselves, the internship experience provider, and the clients and/or consumers of the agency's services; and
- (3) the UMD department responsible for practical experience in the field.

Internship activities therefore should be designed, and/or adapted to meet the student's professional goals and interests. The Internship should provide an opportunity for students to (a) apply concepts, principles, theories, and/or best practices learned as a part of course work, (b) develop practical competencies appropriate to the educational goal, and (c) provide a means for evaluate their professional preparation, aspirations, and suitability for a career field.

II. DEFINITIONS

The following definitions will be used for the purpose of these guidelines.

INTERNSHIP EXPERIENCE: Practical experience under professional supervision.

INTERNSHIP COORDINATOR: UMD faculty member supervising internship students.

FIELD SUPERVISOR: Supervisor in an agency or organization (e.g. police department, correction institution, rehabilitation center, social agency, law office, or comparable setting) who is responsible for directing and supervising the student's internship training experiences.

INTERNSHIP AGENCY: The agency, organization, or institution providing the internship experience.

III. GENERAL PURPOSES OF AN INTERNSHIP EXPERIENCE

The general objectives of the internship are to give a student an opportunity for practical experience in a setting in which an agency/organization is providing, or is in the process of developing, human services commensurate with the student's educational level, previous experiences and professional goals. Practical experience is intended to augment the formal classroom and related learning experiences. Thus, internship placement is primarily an active learning strategy designed to develop competencies and to assess a student's suitability for the career field. The field experience should be designed to provide a student with the opportunity to learn the working aspects of a selected placement that is similar to their career expectations. However, the opportunity to experience the delivery or development of human services is still an academic experience and grades for college credit will have to be earned by satisfactorily completing the internship. This includes attending the on-campus seminars.

IV. GOALS OF THE INTERNSHIP

- A. To provide an opportunity to gain practical experience under professional supervision.
- B. To provide an opportunity for students, field supervisors, and faculty to evaluate the internship regarding the student's skills and competencies and to establish realistic goals for a student's professional development.
- C. To supplement the classroom experience of students enrolled in Sociology and/or Criminology at UMD.

V. APPLICATION PROCESS

ELIGIBILITY: The student is to be enrolled in either the Criminology or Sociology major at the University of Minnesota Duluth, be in their Senior year, have completed required courses, and be in good academic standing.

INTERVIEW: The student is to make an appointment with the designated contact person in the agency for an interview for the internship. It is the agency's prerogative to accept the student for the internship.

CONTRACT: After the successful completion of the interview the student will provide the agency with a **Field Agency Contract** which is to be completed at that time and returned by the student to the Internship Coordinator (see Appendix A).

VI. EXPECTATIONS

LEARNING OBJECTIVES

The intern is expected to develop learning objectives for the field experience. There are three areas that the objectives are to cover:

- (1) Knowledge
- (2) Skills
- (3) Self-awareness

CREDITS/TIME

The intern is expected to spend approximately 43 hours per credit during her or his semester with the agency. Therefore, a 7-credit internship will require approximately 300 hours in placement. The schedule of activities developed by the agency is to represent an arrangement that is satisfactory to both the agency and the student and to make it possible for the student to meet the credit/time expectations.

REPORTS

The intern is expected to complete three (3) written reports (along with a handful of other assignments) during the period of the internship:

1. Agency structure: We have found it useful for the student to describe the structure of the agency. This includes a description of the funding source(s) for the agency, the linkage of the agency to other agencies and components of the service delivery system, and the administrative structure (departments, divisions, positions, and chain of command).
2. Position description: The intern is expected to describe one of the entry-level positions in the agency. It will also be necessary for the intern to interview three persons associated with the agency in order to develop a sense of the career options and employment related considerations.
3. Summary and evaluation: Each intern is expected to prepare a written summary of the internship and to evaluate that experience in light of his/her learning objectives.

The faculty encourage agencies to have interns work on projects, which will be of benefit to the agency and may include those activities that require written documentation.

ACTIVITY LOG

An intern is expected to keep an activity log that will provide them, the agency Field Supervisor, and the Internship Coordinator with an accounting of the intern's activities. The activity log will also provide the basis for keeping track of the intern's time, the progress toward meeting the learning objectives, and for writing the internship summary and evaluation. The daily log entries should describe activities and the student's reflections concerning those activities and the experiences (see Appendix B).

After each 30-40 hour interval of time put into the internship or every two weeks – whichever is greater – the intern will ask the person assigned to supervise his or her internship to check the written reports for accuracy and to sign the activity log. The signature is intended to indicate that the log has been reviewed.

SEMINARS

Interns are expected to attend three Sociology 4597 seminars during the semester.

VII. STUDENT EVALUATION

The internship is part of the academic degree program for Criminology and Sociology majors. As such, the performance of the student intern is to be evaluated. The Internship Coordinator has the responsibility for evaluating the intern's written work and seminar participation. The Internship Coordinator also assigns the academic grade (Satisfactory or Not Satisfactory) for the internship.

The intern's Field Supervisor is also expected to do a midpoint and final evaluation of the intern's activities. The midterm evaluation is a verbal evaluation for the intern while the final evaluation is to be completed on the evaluation form provided to the Field Supervisor (see Appendix C). If the agency has its own intern evaluation form that form may be used. Field supervisors are encouraged to supplement the evaluation form with written comments where appropriate.

We appreciate your cooperation and the opportunity for Sociology/Criminology students to do an internship with your organization. If you have any questions please contact the Internship Coordinator directly at:

Sociology-Anthropology Department
228 Cina Hall
University of Minnesota-Duluth
1123 University Drive
Duluth, Minnesota 55812-3006
PHONE: 218-726-7320
FAX: 218-726-7759
EMAIL: rweidner@d.umn.edu

FIELD AGENCY CONTRACT
Sociology 4597: Internship
Department of Sociology-Anthropology
University of Minnesota Duluth

SEMESTER: Fall Spring Summer **YEAR:** 20____

Student's Name (please print) **UMD I.D. Number** **Area Code & Phone Number**

UMD e-mail Address @d.umn.edu

Agency Name **Address** **Zip Code** **Area Code & Phone Number**

Supervisor's Name **Supervisor's Title**

I, _____, majoring in _____ at UMD, will enroll in Sociology
4597, Internship, for _____ credits for the period _____ through _____ and will enter herewith
into a contract of agreement with _____ to complete _____ hours
(AGENCY NAME)
of field work. I will be under the supervision of _____, who agrees to:
(NAME)

- 1) guide my activities so as to meet the learning objectives of the Internship;
- 2) verify my weekly field log; and,
- 3) complete the final evaluation form of my field work performance.

I will observe all rules, policies and standards of the Field Agency and I will carry out the responsibilities assigned to me as a internship student.

STUDENT'S SIGNATURE: _____ **DATE:** _____

AGENCY REPRESENTATIVE'S SIGNATURE: _____ **DATE:** _____

AGENCY FIELD SUPERVISOR'S E-MAIL ADDRESS: _____

SOCIOLOGY-ANTHROPOLOGY SIGNATURE: _____ **DATE:** _____

(EXAMPLE)

APPENDIX B

INTERNSHIP ACTIVITY LOG

Semester: _____ Year: _____

(AGENCY) _____ (SUPERVISOR) _____ (STUDENT) _____

THE LOG SHOULD CONTAIN ENTRIES FOR EACH DAY OF THE INTERNSHIP.

DATE & HOURS WORKED

ACTIVITIES

DESCRIBE THE ACTIVITIES FOR THE DAY

REFLECTIONS

HOW DO THE ACTIVITIES CONNECT WITH/CONTRIBUTE TO YOUR MEETING YOUR OBJECTIVES. WHAT DID YOU LEARN?

DATE & HOURS WORKED SECOND DAY

DATE & HOURS WORKED THIRD DAY

A 5x7 OR 6x8 NOTE BOOK IS RECOMMENDED

DO NOT USE AN 8½ x 11 RING BINDER

DATE & HOURS WORKED FOURTH DAY - ETC.

SUPERVISOR'S SIGNATURE: _____ DATE: _____

NOTE: STUDENT SHOULD KEEP A RUNNING TALLY OF HOURS COMPLETED

INTERNSHIP EVALUATION FORM
 SOCIOLOGY-ANTHROPOLOGY DEPARTMENT

APPENDIX C

INTERN'S NAME: _____ Semester: _____ Year: _____

PERIOD COVERED: FROM _____ TO _____

AGENCY/DEPARTMENT: _____ PHONE #: _____

SUPERVISOR: _____ TITLE: _____

CRITERIA	<u>Superior</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>	<u>Poor</u>	<u>Unknown</u>
PERFORMANCE:						
Dependability						
Initiative						
Follow through on tasks						
Adaptability						
Ability to work with others						
Goal Setting						
Time management						
LEARNING OBJECTIVES						
Skills						
Knowledge						
ATTITUDE TOWARD:						
1. Agency/Dept.						
2. Supervisor						
3. Staff						
4. Assigned tasks						
5. Clients						

SUMMARY COMMENTS: (please use reverse side if necessary)

Strengths:

Limitations:

How well do you think this student is suited for the type of work that he/she performed during this internship?

very well suited quite well suited moderately suited somewhat well suited not well suited

If you were in the position to do so, would you hire this student for the kind of work that was done in the internship?

yes no not sure

AGENCY DIRECTOR or INTERN SUPERVISOR: _____ DATE: _____

Please return to: Robert R. Weidner, Ph.D. Internship Coordinator, Sociology-Anthropology Department, 228 Cina Hall, 1123 University Drive, University of Minnesota Duluth, Duluth, MN 55812-3006; FAX: 218.726.7759.