

JUSTICE STUDIES (including CJ 469/SEC 469/FS 469)

15 HOURS CLASSROOM TIME/ 120 HOURS WORKED AT INTERNSHIP

PUBLIC HEALTH (PH 460) – 45 HOURS CLASSROOM TIME/120 HOURS WORKED AT INTERNSHIP

Preregistration:

- Complete the Internship & Career Planning Seminar.
- Secure internship.
 - Obtain job description from your employer. *Note-the internship duties must be academically-rigorous work within the student's major. An internship will not be approved for credit if the student is primarily doing basic office or clerical work – he or she must be practicing and developing relevant, practical skills related to a career in his or her major
- Confirm Site Supervisor and contact information.
 - Site Supervisor:** a member of the organization you are working for that will be directly supervising your internship and providing feedback. They must have a background in your field, sign off on initial registration paperwork sent via Handshake and complete a final evaluation at the end of the semester.

Registration (two-step process):

- **Step 1:** Register for the practicum
 - Justice Studies** students should speak with the Practicum Instructor first to register for the practicum class.
 - Public Health** students should register for PH 460 on Roger Central and then follow up with the PH 460 instructor prior to entering internship information into Handshake.
- **Step 2:** Enter your internship Information in Handshake.
 - Complete learning contract under "Request an Experience" under Career Center on your Handshake home page.
 - Please be sure to fill out learning objectives accurately:
 - **Learning Objectives:** goals that outline what you hope to gain from your internship experience. Each learning objective consists of: the goal/objective, means of accomplishment, and means of measurement.
 - An electronic approval process will be initiated, which requires virtual signatures from your site supervisor, faculty sponsor, and the Center for Career & Professional Development.

Helpful Tips/Info:

- It is recommended that you begin your internship search at least a full semester before the semester you plan to complete your internship. It takes time to search for an opportunity, interview and register.
- Be aware of the tuition cost for internships. An internship will be included in your fall/spring tuition, if you are taking 19 credits or under. It will result in a separate tuition bill if taken during the Summer/Winter terms.
- The deadline to register for your practicum class/internship is the same add/drop deadline as regular classes.