

## A, B & C INTERN CHECKLISTS

*Note: Internship policies & procedures are being revised University-wide. At this time we believe the rules and procedures below apply to the **Fall 2019 semester**.*

### CHECKLIST A: LEARNING ABOUT THE INTERNSHIP PROCESS

□ **Note:** *Don't wait until the very last minute to find an internship. If you hope to complete your coursework by Fall 2019 your plans should be well underway by now.*

- \_\_\_1. Review the **CCJS intern web page** at <http://www.sonoma.edu/ccjs/internships>
- \_\_\_2. Attend an informational meeting about CCJS internships
- \_\_\_3. Prepare to conduct yourself in a courteous, respectful, and professional manner

### CHECKLIST B: ENROLLING IN & BEGINNING THE INTERNSHIP

□ **Note:** *You can NOT add CCJS 499 to your schedule.*

\_\_\_1. Provide a completed Internship Agreement Form (IAF) to the coordinator by the priority deadline of [**Aug. 28, 2019**]. At the very latest it can be turned in on or before [**Sept. 10, 2019**]. NOTE: This IAF is required for CCJS staff to add CCJS 499 to your schedule – to repeat: YOU CAN NOT ADD CCJS 499 TO YOUR SCHEDULE.

\_\_\_2. (Ignore if #1 is completed) If a completed internship agreement form is not possible by **Sept. 10 but you are in background for an internship**, submit a TBA form to **Dr. Asencio** on or well before **SEPT. 10**. Internship Agreement Forms received after September 10<sup>th</sup> will be reviewed for a Spring enrollment in CCJS 499.

\_\_\_3. (Ignore if #1 is completed) A TBA FORM **MUST BE FOLLOWED BY A RESUBMITTED INTERN AGREEMENT FORM!** Obtain approval of your (resubmitted) IAF – *your Internship does not exist until a resubmitted IAF has been approved.*

### CHECKLIST C: COMPLETING INTERNSHIP COURSE REQUIREMENTS

□ **Note:** *If you had a TBA internship, you must resubmit a complete IAF for approval in advance.*

- \_\_\_1. Maintain or provide a log for the 180 hours for the internship;
- \_\_\_2. 2a. Attend two mandatory internship meetings (one on 8/21/19 at noon in Stevenson 3046 & one 12/4/19 at noon in Stevenson 2046).
- \_\_\_2b. Complete an online mid-semester internship progress evaluation (instructions will be emailed to you);
- \_\_\_3. Maintain a **reflective journal** (prompts on intern web page; typed/handwritten);
- \_\_\_4. Complete 3-4 pp. summary paper (prompts on intern web page);
- \_\_\_5. Complete an evaluation of your internship placement (see syllabus)
- \_\_\_6. **Either:**
  - \_\_\_6a. Submit evidence of #1-5 to the intern coordinator with your ID # **OR**
  - \_\_\_6b. (If 1-5 are not met by the end of the semester): Submit an Incomplete application to the intern coordinator at the 2<sup>nd</sup> class meeting. **NOTE: You will never need to enroll in CCJS 499 again: your job is to finish the incomplete within one year of the assignment of the "I."**