CCJS Internship FAQs

Here is a list of the most common questions asked about CCJS internships:

Q 1. Where can I get a permission number to add the internship to my schedule?

Answer: You are not given a permission number. You cannot add the internship to your class schedule. The internship is added to your schedule by staff. This usually happens after you and your supervisor have submitted a signed internship agreement form to the internship coordinator. Thus, there can be no internship until you have an internship arranged.

Q. 2. How do I arrange an internship? Where do I learn about available internships?

Answer: Go to the internship webpage on the CCJS web site at this URL: http://www.sonoma.edu/ccjs/internships/. Read the whole page to learn all about the internship process and available positions, although you are not confined to the positions advertised on that page. A very brief overview of the process is provided by the internship checklist, which is provided at the following URL: http://www.sonoma.edu/ccjs/images/checklistsa_c.pdf. Come to an informational meeting about internships, normally held twice a semester at the beginning or near the end of classes.

Q. 3. I don't know what I want to do when I leave school. I don't know what to do for my internship. What should I do?

Answer: You are not alone. Many students feel the same way. Often times students have limited job experience and don't know what they are interested in or what they would be good at. It has been said that half of the job of doing an internship is figuring out what interests you/what your passion is, and then figuring out where/how you can best serve society. Volunteering is one way to find the answer to these kinds of questions (about yourself & available opportunities). You can also consult the career center or read about possible internships, come to an informational meeting, or talk to the intern coordinator.

Q. 4: Does my internship have to begin and end in the same semester?

Answer: No. If you cannot complete your internship during a semester you can take an Incomplete. You can then complete your hours and then when you finish the requirements your grade can be changed from an Incomplete to a Credit.
Q. 5: If I take an Incomplete do I have to enroll in the internship again?

Answer: No. You merely finish the Incomplete. If you don't complete the internship a year after the Incomplete is assigned, the grade will automatically be changed from an "I" to a "NC" or No Credit. An NC can only be changed for serious and compelling reasons.

Q. 6: Can I do more than one internship?

Answer: Yes and No. The internship can be repeated one time for a total of 8 units, but: 1) No, you can only do one internship per semester at only one site; and 2) Yes, you can repeat an internship in a different semester and at a different site or at the same site as your earlier internship but with substantially different duties.

Q. 7: I’m a CCJS minor. Can I do an internship in CCJS?

Answer: Yes.

Q. 8: I’m a transfer student. Can I do an internship before I start classes at SSU?

Answer: No, a transfer student can’t begin an internship until s/he is enrolled and classes have begun.

Q. 9: I receive financial aid and have to be enrolled in 12 units and I am under that. What do I do? When will CCJS 499 be added to my class schedule?

Answer: CCJS 499 is normally added during the Add/Drop period. Inform the Coordinator about your situation and it will be added ASAP.

NOTE: SSU is in the process of creating a campus-wide internship policy. The above information may change when that policy is created and put into effect.