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 10th 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;

__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 2nd 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.”