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 2018 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 2018 your plans should be well underway by now.
   - It is the only way to learn about unadvertised internships; provides a way to gain help finding a placement; and allows targeted emails in line with your internship needs
___2. Review the CCJS intern web page at http://www.sonoma.edu/ccjs/internships
___3. Attend an informational meeting about CCJS internships
___4. 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. 29, 2018]. At the very latest it can be turned in on or before [Sept. 15].
   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. 15], submit a TBA form to the coordinator on or well before [SEPT. 15] if you are waiting for a background check to be completed or the coordinator has approved a TBA.
___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 the first or second & one the last week of classes) the semester you enroll; the CCJS 499 syllabus will be distributed at the first class;
___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.”