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 2017 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 2017 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 Sept. 1, 2017. 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 Prof. Jackson on or well before Sept. 15 if you are waiting for a background check to be completed or Prof. Jackson 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;
___2. 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.”