

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
COLLEGE OF SOCIAL SCIENCES, ARTS AND HUMANITIES
Department of Sociology and Criminal Justice
Office of Internship

INTERNSHIP POLICIES AND PROCEDURES

Participation in this phase of your educational program requires commitment and mature acceptance of responsibility. Management of time (class, internship, leisure, etc.) is essential. Therefore, it is expected that, as a student, you will take a posture that represents the university, the agency, and yourself in the most positive manner. The rewards you receive from this course will depend on a large extent on how much of yourself you invest and the responsibility you take to acquire the maximum opportunities for your own learning.

Students registered for the internship courses (SYA 4942, CCJ 4947) are expected to observe the following policies related to internship.

APPLICATION: Application due dates will be posted on the Departmental website:

(<http://www.famu.edu/index.cfm?DepartmentofSociologyAndCriminalJustice&Internship>) email, and Internship Office Bulletin Board prior to the Internship. Usually applicants are requested one semester prior to the desired internship placement, however, if you wish to be placed in a federal or state placement (i.e., FBI, U.S. Marshal's Office, Alcohol Tobacco & Firearms (ATF), Secret Service, etc.) you begin at least six months to one year before the semester prior to internship. It is recommended that students retain a copy of the application for their own use.

ELIGIBILITY: Students who do not have an overall grade point average of 2.5 or better in criminal justice and sociology will not be permitted to enter the Internship Program. Students who have not completed the pre-requisites courses required prior to the internship will not be allowed to intern.

COURSE SPECIFICS AND CLOCK REQUIREMENTS: The internship courses are conducted on a block basis and students are required to complete five days per week in the agency (40 hours per week) for a total of 600 clock hours per semester. The Internship begins the first day of classes at the beginning of each semester and ends on the last day of classes (prior to finals week). Students will be required to meet the above requirements.

REPORTING TO THE AGENCY: All students are to report to the agency by 8:00 a.m. the first day and adhere to agency working hours thereafter. Students are responsible for notifying the Internship Site Supervisor and or Field Instructor anytime there is a delay in reporting to the agency. Internship start/end dates, and work hours may

vary depending upon site location and hours, assigned work site and or student's enrollment status.

LEAVE TIME: Any compensatory time accumulated by the student should be taken only after arrangement have been made with the Internship Supervisor and or Field Instructor and should be taken at a time which would be least disruptive to the internship experience. The Internship Office should be notified by the student of any leave time or extended illness.

A student reported for excessive absences in the internship may be required by the Chairman of the Department of Sociology and Criminal Justice to drop the course or receive a grade of "F". A student reported absent for more than four (4) days may be re-admitted only by permission of the Dean of the College of Social Sciences, Arts and Humanities. Approved absences are as follows:

Agency holidays

A total of three (3) days leave is allowed for illness and family emergencies (death or illness).

Students may take one day from the agency to handle pre-registration, secure financial aid checks, academic advisement, etc.

GENERAL POLICIES: Students are strongly encouraged to:

Attend all required or invitational meetings, conferences, etc. occurring in the agency.

Communicate openly with the Supervisor or Field Instructor when assistance is needed, e.g. clarification of assignments, agency policy, etc.

Participate actively in mid-term and final evaluation.

Participate in all meetings related to the internship.

Maintain appropriate dress for the agency (ask if uncertain).

Contact the Office of Internship when clarification is needed or a problem situation arises.

EVALUATION AND GRADES:

Students are required to submit the following assignments during the course of the internship*. * See course syllabus for specific formats.

1. Daily logs (or a weekly summary) by the due date
2. An agency paper
3. An assessment of the internship

These papers may be e-mailed or hand delivered to the Internship Office. Failure to submit assignments by the due dates will result in a lower letter grade.

The agency is required to complete a mid-term and final evaluation for each intern and submit these to the Office of Internship by the designated due date.

A grade of "F" for the internship course will require a conference with the student, the Director of Internship, and Chairman of the Department of Sociology and Criminal Justice to determine whether or not another internship should be offered to the student. An internship may be repeated only once in any extreme event.