



JUSTICE STUDIES (CJ 469/SEC 469/LS 469) AND PUBLIC HEALTH (PH 460)

15 HOURS CLASSROOM TIME, 120 WORKED AT THE INTERNSHIP

Preregistration:

- Complete the Internship & Career Planning Seminar.
- Secure internship.
 - Obtain job description from your employer. *Note-the internship duties must be academically-rigorous work within the student's major. An internship will not be approved for credit if the student is primarily doing basic office or clerical work – he or she must be practicing and developing relevant, practical skills related to a career in his or her major
- Confirm Site Supervisor and contact information.
Site Supervisor: a member of the organization you are working for that will be directly supervising your internship and providing feedback. They must have a background in your field, sign off on initial registration paperwork sent via Handshake and complete a final evaluation at the end of the semester.

Registration (two-step process):

- **Step 1:** Register for the practicum
Justice Studies students should meet with the SJS Practicum Instructor first to register for the practicum class.
Public Health students should register for PH 460 on Roger Central and then follow up with the PH 460 instructor prior to the start of the internship with any questions.
- **Step 2:** Enter your internship Information in Handshake.
 - Complete learning contract under “Request an Experience” under Career Center on your Handshake home page.
 - Please be sure to fill out learning objectives accurately:
 - **Learning Objectives:** goals that outline what you hope to gain from your internship experience. Each learning objective consists of: the goal/objective, means of accomplishment, and means of measurement.
 - An electronic approval process will be initiated, which requires virtual signatures from your site supervisor, faculty sponsor, and the Center for Career & Professional Development.
 - ***Please ensure you designate Handshake as an approved sender (to avoid future emails going into the clutter or spam folders)***

Helpful Tips/Info:

- It is recommended that you begin your internship search at least a full semester before the semester you plan to complete your internship. It takes time to search for an opportunity, interview and register.
- Be aware of the tuition cost for internships. An internship will be included in your fall/spring tuition, if you are taking 19 credits or under. It will result in a separate tuition bill if taken during the Summer/Winter terms.
- The deadline to register for your practicum class/internship is the same add/drop deadline as regular classes.