



## JUSTICE STUDIES (CJ 469/SEC 469/LS 469), PUBLIC HEALTH (PH 460) AND ED STUDIES (EDU 314/452) PRACTICUMS

15 HOURS CLASSROOM TIME, 120 WORKED AT THE INTERNSHIP

### Preregistration:

- Complete the 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.

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### Registration (two-step process):

- **Step 1:** Register for the practicum

**Justice Studies** students should follow up with Dean Eric Bronson ([ebronson@rwu.edu](mailto:ebronson@rwu.edu)) to first register for the practicum class.

**Public Health** students should register for PH 460 on Roger Central and then follow up with Marybeth MacPhee ([mmacphee@rwu.edu](mailto:mmacphee@rwu.edu)) 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)\***

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### 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 get everything setup.
- Be aware of the tuition cost for internships. An internship will be included in your fall/spring tuition, if you are taking 20 credits or under. It will result in a separate tuition bill if taken during the Summer/Winter terms.
- The deadline to register for your internship is the same add/drop deadline as regular classes.