

Semester/Year _____ Course Number CRIM 180

Instructor _____ Number of Course Units _____

Student's Name _____

Student's Fresno State Email _____

Phone # _____

Internship Site Supervisor's Information:

Name _____ Title _____

Email _____ Phone # _____

Internship Site Agency/Organization _____

Department _____

Name of Department Manager _____

Business Address _____

SAMPLE

Phone (including area code) # _____

Internship Job Title: _____

Position Description: _____

DO NOT USE

Check One:

Paid Internship Salary \$ _____ per _____

Unpaid Internship

Number of Hours of Internship Service Per Week _____

Length of Internship: Starting Date _____ Ending Date After 120 Hours _____

Page 2 (Internship Learning Plan Agreement)

In addition to the position description provided above, in the matrix below state what you (the student) hope to learn from your internship experience. Also, state what activities or projects you (the student) will be participating in during your internship that will allow you to achieve your learning objectives. The student will work collaboratively with their internship course faculty and the internship site supervisor to develop these objectives and projects.

LEARNING OBJECTIVES	ACTIVITIES/PROJECTS
Objective No. 1 Knowledge of agency policies and responsibilities	Review written or verbal policies and procedures as they apply to the student's activities within the agency.
Objective No. 2 Professionalism and Ethics	
Objective No. 3 Knowledge specific to the agency	
Objective No. 4 Understand role of the agency or organization as it relates to the CJ system	
Objective No. 5	

SAMPLE
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STUDENT PARTICIPATION GUIDELINES

1. I (Student) will devote _____ hours per week towards completion of the learning objectives listed in my learning plan for a total **120 internship service hours**, effective from _____ to completion. I agree to complete any paperwork and orientations required by my professor or site supervisor as part of this learning activity.
2. I understand and acknowledge that there are potential risks associated with this internship, some of which may arise from **(a)** my assigned tasks and responsibilities, **(b)** the location of the learning activity, **(c)** the physical characteristics of the Internship Site, **(d)** the amount and type of criminal activity or hazardous materials at or near the location of the Internship Site, **(e)** any travel associated with the Internship, **(f)** the time of day when I will be present at the Internship Site, **(g)** the criminal, mental and social backgrounds of the individuals I will be working with or serving, and **(h)** the amount of supervision I will receive. I further understand and acknowledge that my safety and well-being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. Being aware of the risks inherent in this Internship, I nonetheless voluntarily choose to participate in this Internship. I understand that I may stop participating if I believe the risks become too great.
4. While participating in this Internship, I will **(a)** exhibit professional, ethical and appropriate behavior; **(b)** abide by the Internship Site's rules and standards of conduct including wearing any required personal protective equipment; **(c)** participate in all required training; **(d)** complete all assigned tasks and responsibilities in a timely and efficient manner; **(e)** request assistance if I am unsure how to respond to a difficult or uncomfortable situation; **(f)** be punctual and notify the Internship Site if I believe I will be late or absent; and **(g)** respect the privacy of the Internship Site's clients.
5. While participating in this Internship, I will not **(a)** report to the Internship Site under the influence of drugs or alcohol; **(b)** give or loan money or other personal belongings to a client; **(c)** make promises to a client I cannot keep; **(d)** give a client or representative a ride in my personal vehicle; **(e)** engage in behavior that might be perceived as harassment of a client or Internship Site representative; **(f)** engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, physical and/or developmental or intellectual capacity or ethnicity; **(g)** engage in any type of business with clients during the term of my placement; **(h)** disclose without permission the Internship Site's proprietary information, records or confidential information concerning its clients; or **(i)** enter into personal relationships with a client or Internship Site representative during the term of my placement. I understand that the Internship Site may dismiss me if I engage in any of these behaviors.
6. I agree to contact the University's Administrator of Environmental Health & Safety, Risk Management at (559) 278-6910 if I believe I have been discriminated against, harassed or injured while engaged in this Internship. Please call Campus Police after hours 278-8400.
7. I understand and acknowledge that neither the University nor the Internship Site assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.

GENERAL PROVISIONS

1. The Internship Site Supervisor agrees to provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the Internship Site's operations, services and/or clients; a discussion concerning safety policies and emergency procedures; and information detailing where students check-in and how they log their time. They will also provide applicable training and safety equipment that may be necessary.
2. The University will provide all students enrolled in an Internship Course with Student Academic Field Experience for Credit Liability Insurance (SAFECLIP). This insurance coverage provides professional and personal general liability coverage for students enrolled in Internship Course sections for which they are receiving academic credit. Proof of such coverage will be provided upon request to the Internship Site.
3. The Internship Site Supervisor should notify the University as soon as is reasonably possible of any injury or illness to a student participating in a learning activity by calling (559) 278-6910 or (559) 278-8400.
4. The Internship Site Supervisor and the University will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved. If it is determined that the internship placement fails to be in the best interest of the scholar, internship site supervisor, and/or California State University, Fresno, either party (the university or the internship site supervisor) may terminate this particular internship upon giving written notice as soon as reasonably possible to the other party.
5. The Internship Site Supervisor may dismiss a student if the student violates its standards, mission or goals. The Internship Site Supervisor will notify the University as soon as reasonably possible of the student's dismissal.

I have read, understand and agree to comply with these guidelines.

Student

Date

Internship Site Supervisor

Date

Internship Course Faculty or Department Chair

Date

SAMPLE

DO NOT USE