

**Revised 14 August 2020**  
**Student Internship Placement Policy and Procedures**

**FALL 2020 INTERNSHIP**

***All students must complete this form, but the information only applies when placements are available and a student is being considered for an actual placement with an agency and does not chose the alternative assignment.***

Most agencies conduct background/fingerprint checks (and some also a polygraph test or voice stress analysis).

1. *Internship students will provide an up to date copy of a TB test result (must be less than 6 months old) by uploading it as a pdf document where shown on CANVAS. Students with a positive Tb test, must provide proof of a recent X-ray showing negative for Tb.\* (Not applicable with alternative assignment).*
  
2. *If students seek an internship placement and any of the following apply, they must consult first with the department internship coordinator, Mr. Shuler or Ms. Acosta. Prior criminal record, felony, misdemeanor, traffic infractions, pending court, conditional sentencing or probation, prior investigatory contacts by police even if no charges were filed, including any arrests. Students failing to disclose above information that then results in being rejected as an intern by an agency **will result in such Interns having to find their own placement) without assistance from the criminology department.** Note: Placements are greatly limited if a student has a prior record or a pending court case. This information must also be noted on the internship placement request and background questionnaire that is uploaded on CANVAS. (Not applicable if alternative assignment is selected due to COVID-19 restrictions)*
  
4. If a student has a prior record, whether juvenile or adult, it is recommended the student start the process to seal the record or apply for a PC 1203.4. Note: California Government Code 1029(3) is the exception.
  
5. Internship students must report any family member/relative who is on probation, parole or has pending cases. Agencies must be informed due to possible liability issues. *(Not applicable with alternative assignment)*
  
6. If during the course of an internship, the Intern (or family member) incurs an arrest and/or conviction, it must be reported to the criminology department internship coordinator, the faculty member assigned to their internship section, and the placement coordinator, along with the internship agency. The internship agency and the criminology department will determine whether it will affect the placement (critical if the placement is with a Criminal Justice agency). *(Not applicable with alternative assignment).*

7. Confidentiality: Any information received while serving in an internship with any agency is not to be communicated outside of the agency. If there are conflicts involving possible violations of law or other irregularities observed by the student, the student should notify the department internship coordinator and the department placement coordinator for further guidance. This also applies if a student is terminated by an agency, in which case the department internship coordinator, the assigned faculty advisor/faculty member and the placement coordinator must immediately be notified. *(Not applicable with alternative assignment)*.

8. Interns are to follow the agency's dress code. *(Not applicable with alternative assignment)*.

9. If you have any of the following needs, please consult the placement coordinator:

(Mr. Shuler and/or Ms. Acosta) *(Not applicable with alternative assignment)*.

Physical, mental, or medical limitations, including pregnancy. Medical clearance may be required.

This information should be noted in the background questionnaire that is part of the ALTERNATE PLACEMENT REQUEST that must be uploaded on CANVAS.

10. Interns will not use cell phones during internship hours without prior approval from their agency; or use cell phones to take pictures or make recordings.

*(Not applicable with alternative assignment)*.

11. Interns will ensure that the cell phone ringtone, voicemail message, and e-mail addresses are appropriate for a professional setting.

*(Not applicable with alternative assignment)*.

12. Interns will not change placements after making a commitment and after the background process has started. A lack of commitment will result in the Intern having to find their own placement. If the first placement does not work out through no fault of the Intern, a second placement will be provided as the final and last placement opportunity.

*(Not applicable with alternative assignment)*.

13. Throughout the internship interns must maintain a positive attitude, learn and follow directions of the agency.

*(Not applicable with alternative assignment)*.

14. If issued an ID card by an agency, the Intern will return it to the agency upon completion of the internship hours. If the Intern misplaces the ID, it must be reported immediately to the agency supervisor. Failure to turn in an issued ID will result in the Intern receiving an INCOMPLETE until the ID is received by the Agency .

*(Not applicable with alternative assignment)*.

15. During the COVID-19 crisis most agencies have suspended internships. A few placements, however, may still be possible as determined by Placement Coordinators (Mr. Shuler & Ms. Acosta, and/or Dr. Schweizer)

Students can, however, find their own placement and at their own risk. If a student has found an internship placement on their own, an INTERNSHIP SELF PLACEMENT FORM must be completed on-line, uploaded on CANVAS and a hard copy must be turned in at the first internship meeting if such a meeting is again held as noted on the criminology department website. It must also be pre-approved by the internship and placement coordinators

16. The following internship paperwork must be submitted through a DocuSign link as part of the MAIN DOCUMENTS link in the assignments section on CANVAS if a student has a placement, either in person or virtual. *(Not applicable with alternative assignment).*

- Learning Plan Agreement
- Student Release from Liability and Emergency Contact Form
- Learning Site Risk Assessment
- OnSite Experiential Learning Student Acknowledgement COVID-19

The mid-term and final evaluation forms must also be downloaded from CANVAS and given or preferably emailed to the agency if placed. The agency will then send the completed forms to the criminology department via email. (Fax or regular mail only with approval by Dr. Schweizer).

Most agencies have suspended their internships as of April 2020. Students may still sign up for internship but will be given an alternate assignment suitable for their option.

In the event that an agency will accept students in a HOME OFFICE mode, regular internship rules apply, including all of the documentary requirements, but without the face to face meetings.

***Agency placements, if at all possible, will be done through online communication.***

I acknowledge that I have read and understand the Placement Policy and Procedures by downloading and then uploading the completed form through my personal portal for this class on CANVAS. **No signature is required but the name of the student must be typed in. DO NOT PRINT OUT THIS FORM AND DO NOT CHANGE IT IN ANY MANNER.**

(Student Name –typed in)

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_

Student ID# \_\_\_\_\_ DATE: \_\_\_\_\_

Policy in force until completion of the internship (120+ hours)