

# APPENDIX C

## INTERNSHIP INFORMATION

### *Faculty Supervisor's Duties*

(May include, but not limited to)

- Assist you and the organization with which you will be working to develop proposed appropriate Internship Contract.
- Send **Form I-D: Letter to Organization**.
- Assign relevant preparatory and on-site readings.
- Monitor student interns throughout their placement through site visits, phone calls, or e-mail contact.
- Suggest changes in work assignment if internship is not meeting needs of Organization, GINSP, or student.
- Work with you to complete all required paperwork before and after the Internship.
- Review final Internship Portfolio.
- Assign grade (A to F) in GINS 807.

### *Credit Hours and Grading*

- You may receive from 1-6 credits.
- Each credit hour requires a minimum of 60 contact hours.

### *Internship Process*

#### Step 1: Preparing the Proposed Internship Contract

- You must complete two semesters of GINSP course work before enrolling in internship hours, or obtain special permission.
- Identify GINSP Faculty member willing to supervise Internship.
- Identify potential host organizations.
- In conjunction with a Faculty Supervisor (the Faculty Supervisor may or may not be your Faculty Advisor), develop a Proposed Internship Contract detailing the specific expectations, duties, and educational responsibilities that meet the requirements of the program and Area of Specialization (**Form I-A: Internship Contract**).

#### Step 2: Curriculum Committee Approval

- You must submit **Form I-A: Internship Contract** to the Curriculum and Student Advising Committee for their approval, one month prior to the beginning of the Internship.

- After Curriculum and Student Advising Committee approval, submit a paper copy of **Form I-B: Internship Contact Information** to the Administrative Associate, e-mail a second copy to the Graduate Coordinator, and provide a third copy to your Faculty Supervisor.
- Enroll in faculty supervisor's specific GINS 807 course.
- Complete all assigned preparatory readings.

### Step 3: The Internship Experience

- Maintain close contact with your Faculty Supervisor to ensure that educational objectives are met, or changed, if necessary.
- Immediately discuss any problems that arise with your Faculty Supervisor.
- Conduct work in a professional manner.
- Complete all assigned on-site readings.
- Complete and submit all documents required for final Internship Portfolio.

## *Required Documents for Final Internship Portfolio*

### 1. Agency-Related Materials

- Description of Agency's Orientation Process (if offered).
- General Information Relating to Organization, e.g., size, purpose, structure, etc.

### 2. Organizational Forms

- Organizational information relating to specific area of internship.
- Documentation of staff meetings, field trips, etc. attended.
- Documentation regarding office rotation, staff shadowing, etc.

### 3. Written Work

#### *Weekly Journal:*

Submit weekly copies **Form I-H: Internship Weekly Journal** to GINSP Faculty Supervisor and Graduate Coordinator via email. You must also submit a paper copy of each weekly Journal to the Organization's Supervisor for a signature. You must include signed copies of their Weekly Journals in the final Internship Portfolio.

#### *Final Report:*

You must critically evaluate the experience—be certain to include information concerning

- What you learned.
- What you would suggest changing in the internship experience, whether your experience related to your initial expectations.
- A discussion of the ways you were able or unable to apply theoretical classroom learning to practical applications.
- An assessment of how you incorporated Principles listed on Form I-C: Ethics & Culture in your Internship experience.

#### *Work Completed During Internship:*

Include copies of any work that you completed during your Internship, such as reports, presentations, photos, policy analyses, etc. The Final Internship Portfolio, or parts of it, may be appropriate to submit to prospective employers or to Ph.D. programs.

The length of the Final Report will vary according to number of credits received and should be discussed with your Faculty Supervisor.

#### 4. Evaluations

- Form I-E: Organization's Evaluation of Student Intern
- Form I-F: Faculty Supervisor's Evaluation of Student Intern
- Form I-G: Student's Evaluation of Internship

## ***FREQUENTLY ASKED QUESTIONS ABOUT GINSP INTERNSHIPS (FAQ)***

### ***Am I responsible for finding an Internship, or does GINSP maintain a list of approved Internship sites?***

At this time, you are responsible for securing your own Internship, and for obtaining GINSP Curriculum and Student Advising Committee approval for the specific Internship.

### ***In how many credit hours of internship should I enroll?***

You may enroll from one to six hours of internship credit GINS 807. The normal load is three or six credit hours. You may take all your credit hours in one semester or divide them into semesters, including the summer.

### ***How many hours of actual work are required for each hour of internship credit?***

You must have 60 hours of contact for every credit hour.

### ***When should I sign up for the internship?***

You must complete two semesters of GINSP course work before enrolling in internship hours, or obtain special permission.

### ***Do I have to follow the GINSP Internship approval process if I do not intend to have the credits count towards my degree?***

All students who enroll in GINSP 807, whether the credits are counted towards their degree or not, must follow the GINSP Internship approval process.

### ***What procedures are required to enroll in Internship 807?***

1. Identify GINSP Faculty member willing to supervise Internship.
2. Identify potential host organizations.