Pre-Professional Seminar

Fall 2018

Professor Young

**Internships**

* Are part of your degree requirements for a B.A. in sociology.
* Are a supervised placement with an agency in the community.
* Require that students contribute time and effort in return for practical experience.
* Require that you establish the contact with the agency for which you hope to intern.
* Require that you sign an Internship Agreement between you, the agency and the professor.
* You must submit the completed Agreement to the appropriate professor Dr. Hilwig by the 14th week of the semester previous to the one you intend to intern.
* Require 120 hours of volunteer work at an agency, which is approximately 10 hours per week during one semester.
* Should be completed during your spring semester of your junior year or during either semester of your senior year.
* Are very demanding in terms of the requirement of time.
* Include a reading, reflecting and writing component. The syllabus for the class details these requirements.
* Provide a final assessment by your supervisor that identifies your strengths and areas for improvement.

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**Descriptions of Interns’ Responsibilities at Various Agencies**

**Tu Casa**

* **Help victims of domestic violence and sexual assault.** Interns will be expected to work with victims, help with paper work, and will be assigned other important tasks. Interns will also be expected to help educate others on domestic violence.

~ Hotline (crisis) training

~ Advocacy training

~ Statistics

~ Grant writing (proposals)

~ Client intake

~ Restraining orders

~ Emergency shelter (providing)

**Center for Restorative Programs**

* **Help victims and perpetrators to reconcile differences.** Interns will be expected to help mediate the reconciliation process. This will include sitting in on debates between the victim and perpetrator. Interns will also be expected to do some paperwork help with every day tasks.

~ Go to court every Monday & Wednesday for

two/three hours

~ Work with school aged kids at the Alamosa Expelled

program

~ Conduct mediations with youth of all ages – Have

several different meetings with them

~ School summits every year

~ Go to different meetings (WRAP meetings, VCF

meetings, board meetings)

**Department of Social Services - Child Protection Services**

* **Help children to be in the best situations for them.** Interns will be expected to help with casework as well as assisting in house visits. Interns may also be involved in court cases and may have to attend court on certain days.

**Rio Grande Department of Social Services**

~ Went on home visits

~ Went to juvenile courts

~ Went on school visits

I observed what the caseworkers I was with did to help their clients. Accompany caseworkers of child protection team.

**La Gente**

* **Helping families with multiple social problems.** This would include helping families get what they need to live better lives. This may include helping them to find housing, food stamps, or helping to improve their lifestyle. Interns will be expected to be on call.

~ Be able to sit in on intakes

~ Maybe be able to conduct intakes

~ Make home visits

~ Learn more about the programs that are available here in

the San Luis Valley for needy families.

~ Help out with family advocacy

**La Puente**

* **Helping the homeless.** Interns will be expected to work with people who are less fortunate. This will include helping people who are homeless to better their lives. Interns will be expected to do some paper work and be able to work well with other people.

I worked 8–4 every Tuesday for the semester. My day consisted of:

~ Cooking lunch for 50

~ Answering the phone constantly

~ Handing out soap, shampoo, towels, etc.

~ Driving around getting donations (donuts, bread)

~ Intakes, handing out prescription meds

~ I did have to deal with a resident that died on the couch

upstairs

~ I also had to watch children live at the homeless shelter

**Blue Peaks Development Services**

* Work with developmentally disabled individuals
* **Help those who are mentally disabled.** This program takes on adults who are mentally disabled. Interns will be expected to work well with this population. Interns will also be expected to sit in on group activities.

**12th Judicial Attorney’s Office- Victim/Witness Assistance Program**

* Work with victims.

**Alamosa County Department of Social Services**

* **Helping people get back on their feet.** Alamosa County Department of Social Services helps those in need. This service decides who needs help and how much help should be given. Interns will be expected to be able to take on a small caseload, help with paper work, and assist in any other tasks that may need attention.

**Colorado State Patrol**

* **Ride with Colorado State Patrol officers.** In this internship, students will be expected to ride with the troopers, attend a victim advocate panel, and attend a class on mechanical inspections at accident scenes. The interns will also be able to observe accident scene procedures, observe roadside maneuvers on DUI stops, observe arrests and bookings into jail and detox, and students will also be able to observe dispatch. Interns will also be expected to do some paperwork.

**12th Judicial District --Probation Department**

~ Observed court proceedings juvenile/adult

~ Entered narratives

~ Entered UA results

~ Did home visits & interviews with probationer officer

~ Met with probationers for monthly visits

~ Filled out “terms & conditions” contracts (forms)

~ Attended monthly staff meetings

~ Supervise probationers

~ Sat in on pre–sentence investigation interviews

~ Conducted PSI interviews

~ Wrote PSI’s

~ Worked with icon computer system

~ Drug entries

~ Narratives

~ Level of supervision inventory

~ Background checks

~ Went to sentencing hearings

~ Went to review hearings

~ Sat in on juvenile court

~ Did house checks

~ Manage a small caseload of law–risk offenders

~ Conduct intake interviews & write pre–sentence

reports

~ Give oral & written reports to the courts regarding

offenders’ progress

~ Enter offender information into icon computer system

~ Conduct FBI & SWI background checks

~ Visit homes, schools, & workplaces of offenders

**Boys & Girls Club of Alamosa**

~ Program assistant – Monitored gym activities such as

basketball & flag football

~ Allowed to develop my own programs/activities to do on a

weekly/monthly basis

~ Mentored and counseled youth

~ Monitored game room (pool tables) & teen center

~ Helped children gain understanding (a better one) of

computers

~ Broke up fights

**San Luis Care Center**

Much time one on one with resident-seniors. Also, there was a lot of paperwork and new forms to be created. I spent a great deal of time doing mental and spiritual assessments along with depression scales.

**EXAMPLE OF SYLLABUS for the INTERNSHIPS**

**SOC 493 & 494: Internship in Criminology & Social Welfare**

**Instructor: Dr. Stephanie Hilwig**

**Course:** Soc 494, Internship **Time:** Last Monday of Every Month

**Office Hours:** M, W, F 2 – 3 and T, Th 1 – 2

**Office:** ES 317

**Phone Number:** 587-7845 **E-mail:** stephaniehilwig@adams.edu

**The Objectives of the Internships are:**

1. To get experience in a criminal justice or social welfare career
2. To draw connections between your classroom knowledge and on-the-job experience
3. To write about those connections by analyzing and critiquing your experience in your journal
4. To share those experiences with others who are doing their internships.

**Recommended Reading:**

*Criminal Justice Internships: Theory into Practice* by Gary R. Gordon and R. Bruce McBride. 4th Edition. 2001: Anderson Publishing Company.

**Course Requirements:**

1. Journal: The journal is a reflection of your experiences in your internship and should total 30 pages by the completion of your 120 hours: one double-spaced typed page for every four hours of time at your internship. At each monthly meeting, you should submit your journal for the number of hours you have completed up to that point. For example, at the first monthly meeting, you will probably have completed about 30 hours of internship so you should submit 7 to 8 pages of reflections. At the next meeting, submit the reflections from the hours you have completed between the first and second meetings. Do not resubmit the journal from the first 30 hours of reflections. In addition to the 30 pages of reflections, the journal will also consist of the following assignments:
   1. Goals statement: As you begin your internship, write about one page describing the goals you have set for yourself. What do you hope to learn? How do you expect to grow as a person? How do you want this to help your career? What do you want to accomplish in your internship?
   2. Supervision thoughts: Please include in your journal about a one-page reflection on the supervision at your internship. Address issues like, does the job requirements and challenges require a specific style of supervision? How does the supervision style impact the quality of your work and learning? How would you like a supervisor to be? How would you supervise at this job?
   3. Ethical Issues: What ethical issues have you faced during your internship? Has confidentiality been a problem? Have you had to follow rules you don’t agree with?
   4. Final Assessment: Your journal should end with a final assessment of your experiences. Please take some time to reflect on the value of your internship and whether your experiences have the reached the goals you set for yourself in the beginning.
2. Supervisor’s Evaluation Form: Toward the end of the semester, your internship supervisor must complete the evaluation form regarding your performance as an intern. Be sure to remind your supervisor at least two weeks in advance so they have ample time to complete the form.
3. Group Meetings: All interns must meet five times during the course of the semester. We will meet on the last Monday of every month at 12:15. During these meetings, each intern will share highlights from their experience. We will collect journal assignments during those meetings so we can be updated on your progress and be able to assist you if any problems arise.

**Grading:**

This course is graded with a Pass if all requirements are completed for the course. Unexcused absences of the Monthly Meetings will result in the additional requirement of an academic research paper on a topic jointly agreed upon with your Internship Advisor.

**Course Schedule:**

Monday, Aug 30th Introductory Meeting; Handout Syllabus, go over course requirements.

Monday, Sept 27th Intern meeting at 12:15

Journal Due: Include Goals statement

Monday, Oct 25th Intern meeting at 12:15

Journal Due: Include Supervision thoughts

Monday, Nov 30th Intern meeting at 12:15

Journal Due: Include Ethical Issues

**Friday, Dec 10th**  Last day to turn in completed Journal, Time Sheet,

Final Assessment, & Supervisor’s completed Final Review Form

**Tuesday, Dec 143h** Intern meeting at 12:15

(Monday is Study Day, Share your overall evaluation of your internship

so we will meet on Tuesday) Hand back graded journals and grades for

Internship.

**SOCIOLOGY INTERNSHIP AGREEMENT *for Fall\_\_\_\_\_\_\_or Spring\_\_\_\_\_\_\_***

**CRIMINOLOGY and SOCIAL WELFARE EMPHASES**

Internships for Sociology majors are supervised placements in human services, education, or criminal justice agencies in the community. Sociology interns will contribute time and effort in return for practical experience.

**COURSE OBJECTIVES:**

The course objectives for students are as follows:

* To provide the Student with practical experience and skills (1) necessary to be an effective employee in criminal justice, law enforcement, education, or human services settings; or (2) to pursue admission into a graduate program in sociology, social work, or criminal justice.
* To provide the Student with an opportunity to apply the knowledge gained from sociology courses to real life agency settings.

**COURSE REQUIREMENTS;**

The course requirements are as follows:

* The Student will locate a suitable agency and will enter into this **Sociology Internship Agreement** with the agency.
* The Student will complete at least 120 hours of internship experience in an agency setting. The Student will record the number of hours spent in internship activities on a **Time Log.** The agency supervisor should sign a **Time Log** weekly. The Student shall submit the **Time Logs** to the course instructor at the intervals specified in the course syllabus.
* The Student will keep a **Journal** of activities, impressions, and reactions to the internship experience. The **Journal** shall be well written, edited, typed, and adhere to the guidelines outlined in the course syllabus.
* The Student shall prepare a **Student Evaluation of the Internship Experience** and deliver this evaluation to the course instructor upon completion of the internship.
* The agency shall provide a letter for the Student, signed by the agency supervisor, which will indicate whether or not the Student satisfied the agency’s expectations in connection with the internship. The Student will deliver the letter to the course instructor upon completion of the internship.
* The Student must comply with the requirements of the agency as to any application for the intern position (in some cases possibly including a background check or fingerprinting), attendance, punctuality, appearance, behavior, and confidentiality.

**INTERNSHIP POLICIES:**

To earn a grade of “Pass,” (1) the Student must complete all of Student’s obligations set forth in the above-described course requirements, and (2) the note or letter from the agency must indicate that the Student satisfied or exceeded the agency’s expectations in connection with the internship.

Student acknowledges and agrees that the course supervisor may, without prior notice or hearing, remove student from the internship and/or from the Sociology Department if, in the professional judgment of the course supervisor, Student’s activities as an intern disqualify Student from participation in the internship and/or from participation in the Sociology Department. Student further acknowledges and agrees that the course supervisor may, without prior notice or hearing, remove Student from the internship upon the request of the agency.

While Student is performing activities as an intern pursuant to this Agreement, the Student will not be considered an agent, employee or representative of the agency. Nothing in this Agreement shall be construed as a waiver, express or implied, of any rights, immunities or benefits set forth in the Colorado Governmental Immunity Act, CRS 24010-101, *et. seq.*, as now or hereafter amended, or the risk management statutes, CRS 24-30-1501, *et. seq*., as now or hereafter amended.

**STUDENT**

**Name and Address:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**Please print)

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**Phone Number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail Address:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date)

**AGENCY**

**Name and Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please print)

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**Agency Supervisor**

**Signature** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(date)

**ADAMS STATE UNIVERSITY**

**Course Instructor:** Stephanie Hilwig, Ph.D.

**E-mail:**  [stephaniehilwig@adams.edu](mailto:stephaniehilwig@adams.edu)

**Phone:** 719.587.7845 (Hilwig)

**Fax:** 719.587.7176

**Address:** Department of Sociology, Adams State University, 208 Edgemont Blvd., Alamosa, CO 81101

**Course Instructor**

**Signature** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(date)

**INTERNSHIP DAILY TIME SHEET**

**AGENCY: INTERN: SUPERVISOR:**

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| --- | --- | --- | --- | --- |
| DATE: | TIME IN: | TOTAL HOURS: | CUMULATIVE  HOURS: | SUPERVISOR’S INITIALS: |
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**INTERN SIGNATURE/DATE:**

**SUPERVISOR SIGNATURE/DATE:**

**INSTRUCTOR SIGNATURE/DATE:**

** Internship Final Review**

Name of Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the intern complete the required 120 hours of supervised, volunteer experience? \_\_\_\_\_YES \_\_\_\_\_\_NO

This form is to help us evaluate the professionalism and competency of our student interns working with you this past semester. Simply rate each intern on each of the performance outcomes listed below. Thank you for your help.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Capstone  4 | Milestone  3 | Milestone  2 | Benchmark  1 | Score |
| Quality of Work | Thoroughly and accurately performed all work requirements; submitted all work assignments on time; made few if any errors | With a few minor exceptions, adequately performed most work requirements; most work assignments submitted in a timely manner; made occasional errors | Work was completed with little attention to detail or thought. Assignments, though completed and on time, consisted of numerous errors | Work was done in a careless manner and was of erratic quality; work assignments were usually late and required review; made numerous errors |  |
|  | Comments: | | | | |
| Ability to Learn | Consistently asked relevant questions and sought out additional information from appropriate sources; very quickly understood new concepts, ideas, and work assignments; was always willing to take responsibility for mistakes and to make needed changes and improvements | In most cases, asked relevant questions and sought out additional information from appropriate sources; exhibited acceptable understanding of new concepts, ideas, and work assignments; was usually willing to take responsibility for mistakes and to make needed changes and improvements | Asked some questions and occasionally sought out additional information, but only when prompted. Demonstrated some understanding of new concepts, ideas, and work assignments; while acknowledging mistakes, did not demonstrate willingness to make needed changes and improvements | Asked few if any questions and rarely sought out additional information from appropriate sources; was unable or slow to understand new concepts, ideas, and work assignments; was unable or unwilling to recognize mistakes and was not receptive to making needed changes and improvements |  |
|  | Comments: | | | | |
| Initiative and Creativity | Was a self-starter; consistently sought new challenges and asked for additional work assignments; regularly approached and solved problems independently; frequently proposed innovative and creative ideas, solutions, and/or options | |  | | --- | | Worked without extensive supervision; in some cases, found problems to solve and sometimes asked for additional work assignments; normally set his/her own goals and, in a few cases, tried to exceed requirements; offered some creative ideas | | Required some supervision, but did not show much drive to work independently; completed tasks, but did not seek out new assignments or tasks to complete | Had little observable drive and required close supervision; showed little if any interest in meeting standards; did not seek out additional work and frequently procrastinated in completing assignments; suggested no new ideas or options |  |
|  | Comments: | | | | |
| Character Traits | Demonstrated an exceptionally positive attitude; consistently exhibited honesty and integrity in the workplace; was keenly aware of and deeply sensitive to ethical and diversity issues on the job; always behaved in an ethical and professional manner | Except in a few minor instances, demonstrated a positive attitude; regularly exhibited honesty and integrity in the workplace; was usually aware of and sensitive to ethical and diversity issues on the job; normally behaved in an ethical and professional manner | Exhibited a neutral attitude, neither interested nor hostile. Showed some insensitivity to diversity and ethical issues. Showed only a minimal level of ethical and professional behavior. | Regularly exhibited a negative attitude; was dishonest and/or showed a lack of integrity on several occasions; was unable to recognize and/or was insensitive to ethical and diversity issues; displayed significant lapses in ethical and professional behavior |  |
|  | Comments: | | | | |
| Dependability | Was consistently reliable in completing work assignments; always followed instructions and procedures well; was careful and extremely attentive to detail; required little or minimum supervision | Was generally reliable in completing tasks; normally followed instructions and procedures; was usually attentive to detail, but work had to be reviewed occasionally; functioned with only moderate supervision | Was somewhat reliable in completing tasks; followed some instructions and procedures but was not prompt nor careful in their attention to detail; required some supervision and follow-up | Was generally unreliable in completing work assignments; did not follow instructions and procedures promptly or accurately; was careless, and work needed constant follow-up; required close supervision |  |
|  | Comments: | | | | |
| Organizational Fit | Completely understood and fully supported the organization’s mission, vision, and goals; readily and successfully adapted to organizational norms, expectations, and culture; consistently functioned within appropriate authority and decision-making channels | Adequately understood and supported the organization’s mission, vision, and goals; satisfactorily adapted to organizational norms, expectations, and culture; generally functioned within appropriate authority and decision-making channels | Had some understanding of the organization’s mission, vision, and goals; was only minimally willing to adapt to norms, expectations, and culture; would only occasionally function with appropriate authority and decision-making channels | Was unwilling or unable to understand and support the organization’s mission, vision,  and goals; exhibited difficulty in adapting to organizational norms, expectations, and culture; frequently seemed to disregard appropriate authority and decision-making channels |  |
|  | Comments: | | | | |
| Response to Supervision | Actively sought supervision when necessary; was always receptive to constructive criticism and advice; successfully implemented supervisor suggestions when offered; was always willing to explore personal strengths and areas for improvement | On occasion, sought supervision when necessary; was generally receptive to constructive criticism and advice; implemented supervisor suggestions in most cases; was usually willing to explore personal strengths and areas for improvement | Occasionally sought supervision when needed; listened to constructive criticism and advice, but did not actively implement corrections; occasionally was willing to explore strengths and areas for improvement | Rarely sought supervision when necessary; was unwilling to accept constructive criticism and advice; seldom if ever implemented supervisor suggestions; was usually unwilling to explore personal strengths and areas for improvement |  |
|  | Comments: | | | | |

Any Additional Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature

Please sign below if you would allow us to share this evaluation with the student. Do **NOT** sign if you would like to keep this evaluation confidential.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature

|  |
| --- |
| Thank you very much for participating in our internship program and for taking the time to complete this evaluation. Your appraisal of our student’s performance and your comments provide valuable feedback in our efforts to improve our curriculum and internship programs.  We appreciate the time you have invested and the effort you have made to help your intern to succeed. We hope that it was a positive learning experience for both of you. |