

**Social Sciences  
Internship Manual**

Criminal Justice,  
Political Science, and  
Sociology

Lindy Sakamoto  
Instructor

# **SOCIAL SCIENCE INTERNSHIPS**

CrmJ 490, PolS 497, Soc 495

An internship is a . . .

“self-initiated, supervised work experience with appropriate private organizations, businesses, or government agencies that increases interaction with professionals in related fields.”

The purpose of an internship is . . .

- to enhance student professional preparation through direct involvement in their field of study.
- to provide a learning environment where the student applies knowledge and skills acquired in the classroom setting.
- to realistically prepare the student to enter professional positions.

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## **What you need to do before you can enroll in internship credits**

In this packet you will find all forms and materials necessary for beginning, implementing, and completing an internship at WSU Vancouver. Please review all materials carefully, including these instructions, before proceeding.

### **Timeline of Events**

- Determine if you are eligible for an internship. You must be a Junior or Senior in good academic standing and have taken certain pre-requisites (click here for pre-requisite information).
- Before the beginning of the semester, check with your faculty advisor to assure that internship credits are appropriate to your program of study. Please read the information sheet included in the internship packet regarding the requirements and course load issues related to internship credit for different majors. Determine how many credit hours of internship are appropriate for your program at the time (50 hours of fieldwork must be completed for each hour of credit for which you are registered).
- Make an appointment to talk with the internship coordinator.
- Review the Social Sciences Internship Manual. Submit a one-page typed statement to the internship coordinator explaining why you are interested in an internship and how it relates to your academic and/or professional development. You should also include the number of hours a week you plan to work and the type of site you are interested in working at.
- Begin contacting potential placement sites.
- Secure a site and inform the internship coordinator. You must provide the coordinator with the name and contact information of your potential site supervisor.
- Complete the Criminal Background Check form and submit it to the internship coordinator. Once everything is cleared, the internship coordinator will give you the Schedule Line Number (SLN) to register for the course.

At the beginning of the semester:

- a. Return to the internship coordinator, no later than the first week of the semester, the completed and signed forms: a) Learning Agreement Form b) Partnership Agreement Form and c) Student Release of Liability.
- b. Students who fail to submit their paperwork or contact the internship coordinator by the 10<sup>th</sup> day of classes will be administratively dropped from the course.

## Social Sciences Internship Pre-requisite Requirements

### **Criminal Justice (Crm J 490)**

**(2-12 credits)**

1. Enrolled at least one full semester at WSU Vancouver prior to internship.
2. Have declared Criminal Justice as a primary or secondary field of study.
3. Previously enrolled in an introductory criminal justice course as undergraduate.
4. Have discussed internships as appropriate to your academic program with advisor.

### **Political Science (Pol S 497)**

**(1-12 credits)**

1. Enrolled at least one full semester at WSU Vancouver prior to internship.
2. Have declared Political Science as a primary or secondary field of study.
3. Previously enrolled in political science courses.
4. Have discussed internships as appropriate to your academic program with advisor.

### **Sociology (Soc 495)**

**(1-12 credits)**

1. Enrolled at least one full semester at WSU Vancouver prior to internship.
2. Have declared Sociology as a primary or secondary field of study.
3. Previously enrolled in upper division Sociology courses.
4. Have discussed internships as appropriate to your academic program with advisor.

## SOCIAL SCIENCES INTERNSHIP

### Internship Coordinator

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VMMC 102E  
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### Course Description

WSU Vancouver internships are self-initiated, supervised work experiences, with appropriate private organizations, businesses, or government agencies, which enhances the student's professional skills and increases interaction with professionals in related fields of study.

### Purpose

- To enhance the student's professional preparation through direct involvement in their field.
- To provide a learning environment where the student applies knowledge and skills acquired in the classroom setting.
- To realistically prepare the student to enter professional settings.

### Objectives

1. Students will apply classroom knowledge to practical experience in a professional work setting.
2. Students will continue to develop and practice skills in professions related to the social sciences, criminal justice and public administration.
3. Students will participate in professional interchange with professionals in their field.
4. Students will begin to evaluate themselves as professionals, recognizing areas of strength and areas where improvements may be needed.
5. Students will explore, become familiar with, and seek opportunities for future career development.
6. Students will analyze and evaluate their learning experiences through a variety of written assignments and any additional products they may complete during the internship.

## Performance Evaluation

This course is graded on a S/F basis. To achieve a Satisfactory grade the student will:

1. Complete the required number of on-site work hours (50 clock hours for each semester hour earned).
2. Fulfill requirements of the agency and work to achieve individual goals and objectives, as outlined in the Learning Agreement Form.
3. Complete all required written assignments and required paperwork.

<i>Assignments</i>	<i>Due Dates</i>
Criminal Background Check	Due before registration
Learning Agreement Form	First week of the semester
Partnership Agreement Form	First week of the semester
Student Release of Liability Form	First week of the semester
Monthly Activity Reports	First week of every month
Final Evaluation Paper	Due Wed. of Finals Week
Employer Evaluation Form	Due Wed. of Finals Week

- **Monthly Activity Reports**
  - One-page typewritten summary which records major tasks, accomplishments and progress towards learning goals.
  - Attach a timesheet that records dates, times, and activities worked. **THIS MUST BE SIGNED BY YOU AND YOUR SUPERVISOR.**
- **Guidelines for Final Evaluation Paper:**

The final paper (3-5 pages typed) will contain the following information:

  1. General overview of your experiences as a student intern and how your goals or ideas have changed or remained the same.
  2. A summary of your progress through each goal/objective as listed on the Learning Agreement Form.
  3. A reflection on your personal skill development, communication patterns, including your supervisor's feedback on your performance.
  4. A reflection on your insights about working with clients and staff, the organization's strengths and issues, and other insights about yourself in a professional setting.
  5. A summary of your future professional goals and how they relate to the internship experience.

NOTE: All papers must be turned in to the instructor in person, left in instructor's mailbox or mailed. Emailed or faxed materials may be accepted with PRIOR approval.

## **PROFESSIONAL RESPONSIBILITIES OF THE STUDENT INTERN**

- ✓ As a student working through the internship program, those you work with will see you as a representative of the University. You will need to present yourself in a professional manner to the professionals working in agencies or on special projects, the clients with whom you work, and other students who may be interning with you.
- ✓ If you feel that your working conditions are unsafe, inappropriate or problematic, please contact the internship coordinator and ask for assistance.
- ✓ The following are responsibilities of the student in a field placement:
  1. Set a work schedule. Be reliable, consistent and on time. If you must miss work, call the agency at least 24 hours in advance.
  2. Dress appropriately for your assignment.
  3. Use appropriate language.
  4. Avoid developing romantic relationships with clients, co-workers, or supervisors.

## INFORMATION FOR FIELD SUPERVISORS

### WSU VANCOUVER INTERNSHIP PROGRAM

Washington State University Vancouver  
14204 NE Salmon Creek Avenue  
Vancouver, WA 98686

Lindy Sakamoto  
Internship Coordinator

Phone: (360) 546-9475  
[sakamoto@vancouver.wsu.edu](mailto:sakamoto@vancouver.wsu.edu)

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At WSU Vancouver the term internship refers to any credit-bearing supervised field experience that complements or extends the student's educational/career preparation.

#### *What criteria are used to determine if a field experience is internship worthy?*

The general guidelines for all internships include the following:

- ◆ Is related to the student's career/educational goals.
- ◆ Expands the student's technical or professional skills.
- ◆ Broadens the student's professional network.
- ◆ Requires the student to draw upon classroom learning.
- ◆ Structured so that regular supervision and performance evaluation may occur.

#### *How might Interns benefit my organization?*

Interns bring enthusiasm, knowledge and a strong desire to learn in a work setting. Many interns bring both a work history and a work ethic to the workplace. Interns can perform a variety of tasks to include: data gathering and analysis, report writing, marketing development, task management, project development, develop organizational systems, audits, case management, various levels of client interaction from providing information to intervention, and much more.

#### *What about pay?*

Organizations are encouraged to compensate interns through an hourly wage or stipend. However, pay is not an institutional requirement for the internship experience. Obviously, paid internships are highly sought after by students. Stipends range from \$500 to \$2500 depending of the job duties and expectations.

#### *How long does an intern work?*

The number of hours an intern is required to complete is determined by the number of university credits the intern is registered for, and by the academic department sponsoring the internship. Typically students are required to work 50 field hours for each credit earned. A typical 3-credit internship would require the student to work 150 hours during the course of a 16-week semester (averaging 9-10 hours per week).

***What are my obligations as a Field Supervisor of a WSU Vancouver Intern?***

- ◆ Identify the goals and objectives the intern is to accomplish during the field placement.
- ◆ Identify any risks associated with the internship.
- ◆ Supervise the intern on a day-to-day basis and sign the intern's Monthly Report.
- ◆ Provide the intern with a performance evaluation at the end of the internship (your feedback is important in the student's grade).
- ◆ Notify the Internship Coordinator if any problems/concerns arise.
- ◆ Sign a Participation Agreement and a Learning Agreement in partnership with the intern and the university.

***Do I take whomever is sent to me?***

The decision to take an intern is yours. You may talk with several students before making a selection. During your discussion with the inter you need to negotiate a work schedule that meets the constraints of the student's schedule and meets the needs of your agency as well. Once you and the prospective intern agree on participation, the internship experience is approved based on its ability to meet the criteria outlined above.

***Can the student receive internship credits for work at their current place of employment?***

Under certain circumstances the student may earn academic credit at their workplace. The internship must meet the criteria above. In addition the student must be supervised and evaluated by another person who is not considered their regular supervisor. The internship also must be considered a new and unique assignment, with specific hours or a tangible product, which enhances or improves a current workplace situation. All these conditions must receive prior approval for the student to enroll in the course.

## **Criminal History Background Check**

It is the policy of the WSU Vancouver Social Sciences Internship Program to conduct regular criminal history background checks on all students enrolled in practicum or internship courses. The background check is limited to the Washington State Patrol records only (RCW 43.43.830-.845). The review includes convictions of crimes against children or other persons, crimes relating to drugs, crimes relating to financial exploitation of a vulnerable adult, and certain civil adjudication.

Background checks pursuant to the Child and Adult Abuse Information Act do not expire. Background checks are conducted on-line by the internship coordinator. Results are held in complete confidence, and a hardcopy is issued to the student if one is requested.

The internship site may require a more thorough criminal background check (i.e. fingerprinting) as part of their placement procedure policy. The WSU Vancouver check is in no way intended to replace this process. Students would be expected to complete both background check requirements.

Please provide the following information as it appears on your driver's license:

(Please Print Clearly)

First Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth (month/day/year): \_\_\_\_\_

**I hereby confirm that the information provided above is correct and understand my responsibility to disclose information on any crime convictions to WSU Vancouver Social Sciences Internship Program coordinator and site supervisor.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You can pick up the results of this background check from your internship coordinator.

**INTERNSHIP PROGRAM**  
WASHINGTON STATE UNIVERSITY VANCOUVER  
14204 NE Salmon Creek Avenue  
Vancouver, WA 98686  
(360) 546-9475

RELEASE OF LIABILITY

I understand that there are dangers of loss or injury inherent in the field education activity I am undertaking. The agency where I will do my internship has made clear to me particular risks which may be associated with my particular placement. In considering my participation in this activity I assume all risks. I further release the University, the Internship Program, the agency or project, and their directors, volunteers, employees, or agents from all harm, injury, damage of every kind, whether foreseen or unforeseen, which may befall me while I participate in this activity. I further agree to save and hold harmless the above mentioned parties from any claim to me or my family, estate, heirs or assigns.

Signature\_\_\_\_\_ Date\_\_\_\_\_

Printed Name\_\_\_\_\_

I agree that if I am providing transportation to/from  
or during the course of a field education activity, that I:

- Have in my possession a valid driver's license
- Have minimum liability insurance as required by the State of Washington (\$25,000 bodily injury per person, \$50,000 per accident, \$10,000 for property damage)
- Will use a vehicle that meets state safety standards
- Will not exceed passenger capacity for the vehicle

Signature\_\_\_\_\_ Date\_\_\_\_\_

Driver's License #\_\_\_\_\_ State\_\_\_\_\_

**LEARNING AGREEMENT**  
Washington State University Vancouver  
14204 NE Salmon Creek Avenue  
Vancouver, WA 98686  
360-546-9475

THIS AGREEMENT MUST BE COMPLETED AND APPROVED BY ALL SIGNATORIES BEFORE REGISTRATION CAN BE COMPLETED

This agreement is valid only for (semester) \_\_\_\_\_ (year) \_\_\_\_\_

<b>STUDENT</b>	
Name: _____	
Address: _____	
Phone: _____	Major: _____
WSU ID # _____	Anticipated Graduation Date: _____
Email Address: _____	WSU Credit Earned: _____ GPA: _____
Identify up to five work, professional development or classroom application activities to be accomplished during the internship.	
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

<b>FIELD PLACEMENT SUPERVISOR</b>	
Name: _____	Phone: _____
Company or agency: _____	
Address: _____	
Start date of internship: _____	Closing date: _____
Title of Internship position: _____	Expected hours per week: _____
Brief description of job or tasks to be accomplished: _____	
_____	
_____	
_____	

<b>INTERNSHIP COORDINATOR</b>	
Name: _____	Phone: _____
Course Number: _____	Semester/Credits: _____

<b>SIGNATURES</b>	
Student: _____	Date: _____
Field Placement Supervisor: _____	Date: _____
Internship Coordinator: _____	Date: _____

**PARTICIPATION AGREEMENT BETWEEN THE INTERNSHIP PROGRAM, COMMUNITY AGENCIES  
& PROJECTS, AND PRACTICUM STUDENTS OR INTERNS**

Washington State University Vancouver  
14204 NE Salmon Creek Avenue  
Vancouver, WA 98686

**INTERNSHIP PROGRAM:** Social Sciences

Coordinator – Lindy Sakamoto, Phone: 360-546-9475 / E-mail: [sakamoto@vancouver.wsu.edu](mailto:sakamoto@vancouver.wsu.edu)

**STUDENT:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

**AGENCY:**

Agency Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Herein are listed the responsibilities of each individual or agency participating in the WSU Vancouver Internship Program . My signature below indicates that I accept these responsibilities as a condition for participating in this program.

**STUDENT**

**The student agrees to:**

1. Complete a current and accurate Learning Agreement with the Internship Program.
2. Conform to policies and regulations as set by WSU and the agency or project for whom the student is working.
3. Follow codes of ethics and professionalism as outlined in "Professional Responsibilities of the Student Internship Program".
4. Fulfill the terms of the Learning Agreement.
5. Sign a release of liability statement.
6. Complete a criminal check.
7. Commit to providing quality work for agencies or businesses served.

**INTERNSHIP PROGRAM**

**The internship coordinator agrees to:**

1. When required, recruit and screen student volunteers according to agency or project criteria.
2. Work with agencies and faculty to provide appropriate training and learning opportunities for internship program students.
3. Maintain a record of student field education, including placement, hours and evaluations.
4. Provide resources for problem solving and mediation among project participants.
5. Process a Washington State (WSP) background check.

**PLACEMENT ORGANIZATION**

**The organization agrees to:**

1. Provide the coordinator with screening criteria for volunteer selection when required.
2. Provide training specific to agency needs and policies.
3. Provide a supervisor who will:
  - a. apprise the volunteer of duties and professional responsibilities
  - b. be a contact person between agency (or project), the coordinator, and the student volunteer
  - c. act as a mentor to the student, providing instruction, feedback, learning opportunities, and avenues for problem solving
4. Provide the coordinator with a description of the student position, the number of hours worked, and a personal evaluation for each student.
5. Carry adequate insurance attendant to the risk involved in the agency activity.
6. When payments are made, comply with the Fair Labor Standards Act and the Internal Revenue Service tax code.
7. Either report any worker's compensation-related time loss hours to the Department of Labor and Industry or cover the student with medical insurance.
8. Not expose the student to any unusual hazards and to make explicit any risks related to the particular placement so that the student can knowledgeably agree to participate.
9. Determine the appropriateness of continued participation of a WSUV student in the event a WSP background check results in questionable information in collaboration with IP coordinator.

**ALL PARTIES**

**All parties agree to:**

1. Comply with all state and federal nondiscrimination laws, regulations, and policies.
2. Work as a team to resolve issues regarding student placement and performance.
3. In the event that any individual, agency or project violates the terms of this agreement, the student, the coordinator, or the agency/project reserves the right to withdraw from the program or request changes in the student placement or program.

**SIGNATURES**

_____ Student	_____ Date
_____ Internship Coordinator	_____ Date
_____ Field Placement Supervisor	_____ Date

College of Liberal Arts  
 Internship Program  
 Washington State University Vancouver  
 14204 NE Salmon Creek Avenue  
 Vancouver, WA 98686  
 Phone: 360-546-9475 Fax: 360-546-9074

**SUPERVISOR'S EVALUATION OF WSU VANCOUVER INTERN**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Cooperating Agency \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_  
 (street) (city) (state) (zip code)

Supervisor Name \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

If insufficient space is provided for your responses to any of the following questions, please feel free to attach an additional page.

I. Please evaluate the student on the following scale in comparison to other similarly assigned students or personnel, with Respect to achievement of objectives.

		POOR		AVERAGE		EXCELLENT	
A. Interpersonal Relations	not well accepted	1	2	3	4	5	highly cooperative
B. Attitude	apathetic	1	2	3	4	5	very enthusiastic
C. Judgment	poor	1	2	3	4	5	mature
D. Dependability	careless	1	2	3	4	5	highly reliable
E. Learning Ability	slow	1	2	3	4	5	rapid
F. Quality of Work	poor	1	2	3	4	5	excellent
G. Punctuality	irregular	1	2	3	4	5	regular
H. Overall Performance	unsatisfactory	1	2	3	4	5	outstanding

II. Briefly state this student's strong and/or weak work habits.

III. Would you recommend that this student pursue a career related to this experience, and if so, what additional recommendations would you make to better prepare the student for such a career?

IV. What special problems affected this student's performance or objectives, such as inappropriate timing of the experience, deficiencies in the student's training, interaction with the college, etc.?

Has this evaluation been discussed with the student? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Do you wish the internship coordinator to discuss it with the student? Yes \_\_\_\_\_ No \_\_\_\_\_

Internship Coordinator: Lindy Sakamoto Course: \_\_\_\_\_ Credits \_\_\_\_\_

# Monthly Time Log

*(Monthly time log must be typed and signed by BOTH supervisor and student)*

**Course:** \_\_\_\_\_

**Report Dates:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Practicum Site:** \_\_\_\_\_

**Supervisor(s):** \_\_\_\_\_

<b>Date</b>	<b>Hours</b>	<b>Activities</b>
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**Total Hours:** \_\_\_\_\_

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**