Congratulations on being approved for your internship!

This manual, along with the syllabus provided by your specific faculty internship supervisor, contains valuable information, requirements, and guidelines related to earning academic credit for your field experience. Please read the manual and your internship syllabus carefully. If you have any questions, feel free to ask your internship supervisor; the director of the Department’s internship program, Professor Elvage Murphy (emurphy@edinboro.edu); or the chair of the Department of Political Science and Criminal Justice, Professor J.D. Fisher (jdfisher@edinboro.edu).

You can expect your internship (or ‘field’) experience to be different from any college course you have taken. Your internship is like a ‘learning lab’ – an opportunity to put years of theory into practice, and to put your selected career path to the test. Adjustment to the work environment is often difficult and stressful at first. You will be expected to perform your best every day during your field experience, and each day can bring a new and unanticipated challenge.

At the same time, an internship experience is often a student’s best preparation for future employment. If you take your work seriously, are eager to learn and grow, and maximize the opportunity you’ve been given, your internship may end up being the most memorable and rewarding experience of your college career.

GENERAL INFORMATION

Academic Credit

Academic credit is awarded based on the length of a student’s internship. For every 37.5 hours a student works at their designated agency, they will earn one academic credit. The number of hours a student works does not have to fit the format of a traditional workweek. For example, student X could work for 150 hours over the course of four weeks (37.5 hours per week for four weeks) and earn four credits. Student Y, on the other hand, could work 150 hours spread out over eight weeks (18.75 hours per week for eight weeks) and would also earn four credits.

When setting up an internship with a prospective agency, students should calculate the number of hours that they will be able to work with that agency, and then divide the overall number of hours by 37.5 to determine how many academic credits the student should apply for when applying for academic credit for the internship.
Payment of Tuition and Fees

A student must pay all tuition fees and/or costs for all credits the student projects he or she will earn through the internship, in accordance with Edinboro University’s scheduled semesters or summer sessions. However, as with normal coursework, paying tuition and fees for, e.g., a 12-credit internship does not guarantee that the student will earn 12 credits. Students can fail internships just as they can fail in their normal courses.

Duration of Internship and Graduation

Interns may arrange their internship placement within the time frame of the scheduled academic semesters or sessions. Regardless of how many weeks or hours the student works, the internship is not officially completed until the employer has confirmed the student has completed all work assignments.

If you expect to graduate following the completion of your internship, please be sure to submit an orange graduation card (i.e., your application for graduation) before the appropriate deadline. In addition, you must complete your internship and submit all assignments (final paper, journal, performance evaluations, etc.) related to the same before the end of the official EUP grading period. Upon receiving all required materials, but not before, your faculty supervisor will assess your performance and enter a final grade before the established grading deadline.

NOTE: When a student enters into this contract with the internship provider/employer and Edinboro University, the student agrees to be assigned to the internship site for the duration of the placement.

Assignment of Faculty Supervisor

Faculty supervisors are selected by the Department of Political Science and Criminal Justice. Barring University delays, you will be notified of the identity of your assigned faculty supervisor no later than five (5) days before the start of your internship. In addition, copies of the EUP Internship Evaluation form shall also be forwarded to your internship site supervisor upon receiving confirmation as to his or her identity and address.

AGENCY WORK REQUIREMENTS

Hours of work

Although you are classified as an intern, Edinboro University considers you to be an employee of the organization, agency, firm, etc. where you are placed. As such, you are subject to the employer’s rules and regulations, working conditions, hours of work, holidays, employment policies and the like. Failure to meet the employer’s requirements will affect your final evaluation and grade. You must comply with your agreed upon work schedule. You may not be excused from work except for on-going EUP classroom obligations, and you must obtain permission from your site and faculty supervisors. You may not be excused from work because of extra-curricular activities or university holidays or breaks. Please be advised that overtime
work may be necessary. It must be performed when required by your internship provider/employer.

**Absence for illness or any other legitimate reason**

If you are ill or must miss all or part of a workday for any reason, you must comply with the requirements imposed upon all other employees at your internship site and notify your internship supervisor of your expected absence or tardiness. In addition, you may be required to make-up all work, assignments and time missed to satisfy the length of your internship commitment.

**Agency rules and regulations**

Since you are considered an employee during your internship experience, you are required to comply with all established written policies, rules and regulations of the organization, agency or firm. Please be cognizant of and comply with all **confidentiality policies** the internship provider/employer has established and deems paramount to the interest of its organization and the individuals it serves, as well as all agency employees.

**Termination**

Please be advised an internship provider/employer and/or your faculty supervisor may terminate you or end your internship for cause. Cause for the purpose of this *Internship Agreement* is defined as “an intern/employee engaging in conduct or not performing a duty considered by the internship provider/employer to be detrimental to the interests of the internship provider/employer, its employees or detrimental to the interests of the individuals the internship provider/employer serves in accordance with the law or pursuant to a contractual agreement.”

If an internship provider/employer or a Faculty Supervisor terminates you for cause, or if you leave the placement without consent of the Internship Coordinator of the Department of Political Science and Criminal Justice or his/her designee, **you will receive an F grade for the internship experience and will not be eligible to be approved for any additional placements by Edinboro University of Pennsylvania.** Under no circumstances will a student resign an internship placement without advanced notice to and without formal approval from the Internship Coordinator of the Department of Political Science and Criminal Justice or his/her designee.

**Unemployment compensation**

The Federal Unemployment Tax Act excludes all internship students from claiming unemployment compensation. In the event you receive monetary compensation in exchange for the duties performed for an internship provider/employer, no such tax will be withheld from your wages, salary, etc.
WHAT TO EXPECT AND WHAT IS EXPECTED OF YOU

General advice

Try to keep in mind that your employer is doing you and Edinboro University of Pennsylvania a service by providing an internship experience for you and many others. Each internship provider/employer should expect and deserve your maximum effort. The primary objective of any organization, agency, firm, etc., is production. Your internship provider/employer will evaluate you in comparison to other employees. While performing your assigned duties, you are not a college student. You are a quasi-employee who is expected to perform at peak efficiency at all times.

Also keep in mind that, as with every work experience, not every day is going to be super exciting and fulfilling. Every job has some mundane or unpleasant assignments. At times, your experience will lack stimulation and opportunities for creativity. Still, you are always expected to put forth your best effort and display a positive attitude toward your work.

People (especially senior employees) may not always be receptive to your ideas or suggestions. However, remain confident and look for opportunities to subtly make suggestions and demonstrate initiative. At the same time, avoid the appearance (or reality) of being a know-it-all. There is nothing wrong with taking a critical perspective on the ‘way things are done’ at your agency. Still, be aware that there is often a wisdom in ‘the way things are done’ that is not always apparent to someone who lacks significant practical experience.

Expect the unexpected. Everything or everyone will not work according to plan. Be prepared to be flexible and adaptable to changing circumstances. If at anytime you feel overwhelmed by the experience and the individuals within your work environment, we encourage you to contact your Edinboro faculty supervisor and/or the Department internship director (Professor Murphy). Attempt to maintain on-going communication with your faculty supervisor throughout the internship; this minimizes the likelihood of confusion and is conducive to establishing a healthy working relationship likely to result in a successful internship experience.

As a Department, we are always available to provide guidance, advice and counsel. We are concerned with your best interest. However, we balance that concern with the interests of the agency for whom you are working and Edinboro University of Pennsylvania.

Behaving well

Always try your best to act with professionalism and integrity. During your internship, you may observe employees engaged in questionable conduct, abuse of power, instances of poor judgment, etc. Do not follow or model such questionable conduct and behavior. If someone is behaving poorly at your work site and it makes you uncomfortable, discuss this with your faculty supervisor, the Department internship director (Professor Murphy), and/or the chair of the Department (Professor Fisher) as soon as possible.
Treat everyone you meet and work with respectfully. Interaction with people working in a variety of situations (administrative assistants, secretaries, supervisors, department heads, the janitorial staff, etc.) will provide you with invaluable and unanticipated lessons. Do not determine an individual’s value or importance by the position they hold or the work they perform. Furthermore, avoid engaging in petty gossip, rumors, etc., even if those around you are engaging in that kind of behavior. What may be seen as appropriate behavior by one person in your office (e.g., a supervisor) may not be seen as appropriate behavior for a ‘new person’ like an intern.

If you are subject to discrimination and/or harassment
In the unlikely event you believe you have been the target of sexual harassment, discrimination, bias or prejudice, contact your faculty supervisor, the Department internship director (Professor Murphy), and/or the chair of the Department (Professor Fisher) immediately.

ACADEMIC RESPONSIBILITIES

In addition to the performance of your internship site responsibilities, you also have the following academic responsibilities to Edinboro University:

• Record and/or maintain a daily log summarizing your daily activities and experiences
• Research and write a major paper on a topic to be approved by your faculty supervisor
• Submit an internship evaluation form, completed by your agency’s supervisor (form located in Appendix B)
• Participate in mandatory site visits by the intern’s faculty supervisor
• Complete a student evaluation form (form located in Appendix C)

NOTE: While all interns in political science and criminal justice at Edinboro are required to meet the following academic responsibilities, specific requirements, deadlines, formats, etc. may differ depending on an intern’s specific faculty supervisor and/or internship. Please consult with your faculty supervisor and read his or her internship syllabus to determine specifically how you are to fulfill the academic requirements discussed below.

A. Record and/or maintain a daily log summarizing your daily activities and experiences

Every intern will keep some kind of journal, log, or set of field notes that will record the daily and weekly work experiences of the intern. You are required to include the specific date and hours you worked, as well as your observations. Your faculty supervisor may require weekly submission of your logs via email or a completed journal at the conclusion of your internship experience on a previously agreed upon date and time. The enclosed sample journal forms (pages 9-10) are suggested guidelines to record your journal entries. Please consult your faculty supervisor on the format he or she may require.

Journals should be neat and well organized. No handwritten submissions will be accepted. These logs are for your faculty supervisor only. Consider retaining a copy for yourself to aid you in the writing of your final paper.
B. Research and write a major paper on a topic to be approved by your faculty supervisor

Every intern is required to research and write a paper on an approved topic that in some way reflects the work of the intern and/or the work of the agency for whom the intern is working.

A paper’s topic should result from consultations among the internship site supervisor, the EUP faculty advisor and the student. At a minimum, the internship site supervisor and your faculty advisor should give prior approval to the paper topic.

At least one copy of your research paper must be submitted electronically to your faculty supervisor, but not in pdf format. Faculty supervisors will submit intern research papers to a plagiarism detection website.

C. Submit an internship evaluation form, completed by the intern’s agency supervisor

Every intern is formally evaluated by his or her agency supervisor and/or others at the agency who can attest to the intern’s performance. The agency supervisor must use the internship evaluation form contained at the end of this policy manual (see Appendix B).

The evaluation form must be received by the faculty supervisor on the last day of the internship at the latest. The evaluation form should not be given to the intern but should be forwarded directly to the faculty supervisor. If an agency supervisor is running short on time, you may suggest that the supervisor fax the completed form to the Department of Political Science and Criminal Justice at 814-732-2118.

D. Participate in mandatory site visits by the intern’s faculty supervisor

Your faculty supervisor will, at a minimum, visit your work site and meet with you and your agency supervisor and/or those who are best able to evaluate your performance. These visits are an opportunity to evaluate the performance of the intern, evaluate whether the intern is being provided a significant and expected work experience, and determine if there are any issues or concerns on the part of the agency and/or the intern. Topics discussed may include attendance, compliance with rules and responsibilities, demonstrated work ethic, prediction as to the intern’s success in a given career path, the type and quality of opportunities provided to the intern, progress on the intern’s research paper, and so on.

Each site visit should be structured to allow time for the supervisor to meet a) with the intern alone, b) meet with the agency supervisor alone, and c) meet with the intern and agency supervisor together.

The number of site visits for an internship depends on the length of the internship (in academic credits):

- Internship of 1-6 credits: One visit
- Internship of 7-12 credits: Two visits
- Internship of 13-15 credits: Three visits
In the event that the internship work site is outside of Pennsylvania and more than 150 miles from Edinboro University, on-site visits may be conducted using video conferencing technology. Your faculty supervisor will inform you of how many visits he or she will be making, and whether the visits will be in person or via video conferencing.

Note that, in addition to mandatory site visits, many faculty supervisors also require regular communication with interns (via phone, e-mail, video conference, etc.)

E. Complete a student evaluation form

Interns are also required to complete a student evaluation form (located at the end of this manual, in Appendix C). This form serves three purposes. First, it gives the student the opportunity to evaluate the quality of the agency as a place to conduct an internship. This will assist Edinboro University in determining whether to recommend and/or approve this agency as a site for internships in the future. Second, the student can assess the quality of Edinboro University’s work on behalf of interns. This will help the Department of Political Science and Criminal Justice to improve the quality of its internship program and academic programs more generally. Third, the evaluation gives the intern the opportunity to reflect on his or her internship experience.

The form must be submitted at the latest by the end of the last day of the internship.
Journal Outline

Journal /Week # _______________________  Total # of hours worked this week ______
Name______________________________  Total # of hours worked to date _________

Write out your work schedule as it pertains to this long, i.e., 8/12, Monday-9:00 a.m.-5:00 p.m., 8/13, Tuesday-4:00 p.m.-9:00 p.m., 8/13, Wednesday-Day Off, etc.

Identify the primary areas of responsibility you had this week. Was this a positive or negative week for you? In what way, if any, did this past week add to your professional growth, positively or negatively? (Attach an additional sheet of paper, if necessary).
Compare and contrast your experiences at your internship site this week with what you have learned in the classroom at Edinboro University. For example, was any of the information you learned in Introduction to Criminal Justice, Criminal Procedure and Evidence, etc, important to or assist you this week? How so?

In what ways is your experience at your internship site similar or different as compared to what you learned in your classes?

YOU MUST USE EXAMPLES TO HIGHLIGHT YOUR POINTS. For example, if Introduction to Criminal Justice is cited, identify the concept(s) learned in class and how the same assisted you this week. Explain how you adapted or used your understanding and knowledge of the same at the internship site. Be specific!!!!! (Attach an additional sheet of paper, if necessary).
APPENDIX B: INTERNSHIP EVALUATION FORM (TO BE COMPLETED BY AGENCY SUPERVISOR)
Thank you for taking the time to evaluate one of Edinboro University’s student interns. For each of the qualities listed below, please rank the intern’s demonstrated abilities, with 5+ generally indicating exceptional performance, 1 generally indicating very poor or failed performance, and 3 generally indicating adequate performance.

**DEPENDABILITY:** Assignments were carried out and completed in a timely manner; the intern could be relied upon to carry out and complete assignments in a timely manner.

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<th>Rank</th>
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<th>1.5</th>
<th>2</th>
<th>2.5</th>
<th>3</th>
<th>3.5</th>
<th>4</th>
<th>4.5</th>
<th>5+</th>
<th>Not Applicable</th>
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Comments:____________________________________________________________________________________
_____________________________________________________________________________________________
___________________________________________________________________________________________

**INTERPERSONAL/RELATIONSHIP SKILLS:** The intern possesses the ability to write and speak effectively with agency/departmental staff (administrative, clerical, etc.) and the clientele or community served.

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<th>Rank</th>
<th>1</th>
<th>1.5</th>
<th>2</th>
<th>2.5</th>
<th>3</th>
<th>3.5</th>
<th>4</th>
<th>4.5</th>
<th>5+</th>
<th>Not Applicable</th>
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Comments:____________________________________________________________________________________
_____________________________________________________________________________________________
___________________________________________________________________________________________

**INITIATIVE:** The intern demonstrated the ability to assume and complete tasks and/or duties without continued direction from supervisory staff.

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<tr>
<th>Rank</th>
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<th>1.5</th>
<th>2</th>
<th>2.5</th>
<th>3</th>
<th>3.5</th>
<th>4</th>
<th>4.5</th>
<th>5+</th>
<th>Not Applicable</th>
</tr>
</thead>
</table>

Comments:____________________________________________________________________________________
_____________________________________________________________________________________________
___________________________________________________________________________________________
FLEXIBILITY/ADJUSTMENT TO CHANGING CIRCUMSTANCES: The intern was able to accept and adapt to new assignments and changing circumstances; the intern welcomed and constructively received criticism.

1  1.5  2  2.5  3  3.5  4  4.5  5+  Not Applicable

Comments:____________________________________________________________________________________
______________________________________________________________________________________________

CRITICAL THINKING: The intern possesses the ability to think critically and creatively. Critical thinking in this context includes being inquisitive, well informed, open-minded in evaluation, honest in facing personal biases, prudent in making judgments, and comfortable with complexity and/or subtlety.

1  1.5  2  2.5  3  3.5  4  4.5  5+  Not Applicable

Comments:____________________________________________________________________________________
______________________________________________________________________________________________

ADDITIONAL QUESTIONS

1. The quality of the intern’s work:

   ___ Exceeded your department’s expectations
   ___ Met your department’s expectations
   ___ Fell below your department’s expectations

2. The intern’s appearance, attitude and character can be best described as:

   ___ Exceptional
   ___ Good
   ___ Fair
   ___ Poor
   ___ Needs Improvement

3. The intern’s punctuality, attendance and responsiveness can be best described as:

   ___ Exceptional
   ___ Good
   ___ Fair
   ___ Poor
   ___ Needs Improvement
4. If your department were in a position to address your personnel needs, would you consider this student intern for a position with your department?

   ___ Definitely
   ___ Possibly
   ___ Uncertain
   ___ Never

5. Based on the performance of this student intern, would you consider having another Edinboro University student intern with your agency?

   ___ Definitely
   ___ Possibly
   ___ Uncertain
   ___ Absolutely Not

6. Has your department hosted interns from other colleges and universities?

   ___ Yes
   ___ No

7. If so, are Edinboro University student interns:

   ___ Better prepared
   ___ Equally prepared
   ___ Less prepared

___________________________
Signature of Internship Supervisor          Date
EDINBORO UNIVERSITY OF PENNSYLVANIA
DEPARTMENT OF POLITICAL SCIENCE AND CRIMINAL JUSTICE
INTERNSHIP PROGRAM

Student Evaluation

NOTE: This evaluation form will not be shown to the student’s agency supervisor and will be used strictly for purposes of departmental assessment (i.e., determining if the department is doing a good job) and student self-evaluation (i.e., providing an opportunity for a student to reflect on his or her experience as an intern).

Student Name:___________________________  Major:___________________________

Semester/Session:_________________________  Expected Date of Graduation____________

Faculty Supervisor:_________________________

Internship Site:______________________________________________________________________

Would you recommend your placement to other students?  Yes___  No___

Why or why not?
__________________________________________________________________________________
__________________________________________________________________________________

Please rate the following:  1=poor;  2=below average;  3=good;  4=excellent;  5=outstanding

Overall Program

1. Access to information (website and information sessions) 1  2  3  4  5
2. Quality and frequency of faculty supervision and contact 1  2  3  4  5
3. University or Department assistance with placement 1  2  3  4  5
4. Comments:______________________________________________________________________

Internship

5. Opportunities for learning and growth 1  2  3  4  5
6. Quality of on-site supervision 1  2  3  4  5
7. Helped with preparedness for career in this field 1  2  3  4  5
8. Overall quality of the internship experience 1  2  3  4  5
9. Do you think that the education you have received at Edinboro University adequately prepared you for a successful internship experience? Please explain.

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

10. What was the most rewarding aspect of this internship experience?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

11. How could this internship experience have been improved, if at all?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________
APPENDIX D: ACKNOWLEDGEMENT AND AGREEMENT FORM
EDINBORO UNIVERSITY OF PENNSYLVANIA DEPARTMENT OF POLITICAL SCIENCE AND CRIMINAL JUSTICE INTERNSHIP PROGRAM

STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT

I, ____________________________ have thoroughly read and reviewed all of the provisions contained with the preceding pages governing the requirements of performing an approved internship while enrolled at Edinboro University of Pennsylvania. I fully understand all provisions contained herein and agree to comply with the same.

I also understand my failure to abide by and complete all assignments, tasks and other duties related to this Internship course, may result in my internship being cancelled or me being withdrawn from the internship program and failing the course.

By acknowledging my understanding with my signature below, I am presumed to have read, reviewed and understand the provisions contained within this internship policy manual.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Faculty Internship Supervisor</th>
<th>Date</th>
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<tbody>
<tr>
<td>Department of Political Science and Criminal Justice</td>
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