



Minnesota State University - Mankato
Department of Sociology and Corrections
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Dear Agency:

Thank you for agreeing to accept a Minnesota State University student for a field practice internship. Your contribution will help a student better prepare for a career in the Corrections field. Your intern will be kept busy with the requirements to complete this very important part of his/her degree. Along with completing the required internship for a degree in Corrections, each student is required complete a daily learning journal and take a required two credit class called "Capstone Seminar." This class allows students demonstrate and evaluate their learning experiences both on campus as well as during their internship. Additional information you should know about MSU internships include the following:

1. **Learning Contract.** This contract is very important for the student. They are to prepare this contract in their second/third week and will be asking you to sign this form. Be sure to read it over and make any changes you feel is necessary.
2. **Field Practice Paper.** Each student must prepare a field practice paper and will be presenting this paper at a Capstone Seminar. The student may ask you questions regarding your agency's operation in order to complete this project. Categories of this paper include: Agency Information, Client Information, Staff Information and Evaluation.
3. **Capstone Seminar Meetings.** There will be approximately 12 Capstone Seminar classes scheduled throughout the semester. Your student is required to attend six of these sessions. Some of these sessions will be held at the student's internship locations or at the college, depending on a variety of factors. This schedule will be set several weeks in advance so your intern will be able to work with you on dates and times.
4. **Agency Responsibilities.** We would like to offer the following suggestions to our agencies supervising interns. First, orientate the student to your agency mission and operating procedures. Second, review the students learning outcomes and assist the student if necessary in refining them so they meet both the student's goals and yours. Third, supervise and confer with the student to the level that is necessary to assure agency compliance and student achievement. Fourth, conduct a final evaluation with the student and prepare a final written draft to the faculty supervisor. The supervisor should contact the faculty representative if there are any concerns or problems arising with the intern placement. This letter should state the total hours completed by the intern, basic duties performed, evaluation of performance, overall suitability of the intern for future employment.
5. **Faculty Responsibilities.** The faculty supervisor approves the placement and the learning contract. We also coordinate the Capstone Seminar classes and attempt an onsite visit with each agency whenever possible. Email and telephone contact will happen throughout the internship. The faculty supervisor will also assist the supervisor when concerns or questions arise involving the student.
6. **Student Responsibilities.** Meet with the supervisor and learn expectations, parking, clothing requirements, hours of work, breaks, expectations, etc. Students should write down this information for future review. Students are expected to be at work on time and prepared to start the day at the scheduled start time. Students are to keep track of their start/end time each day. Students need to periodically meet with their supervisor and review performance and expectations. This will assure the student gains the most from their internship.

Thank you for agreeing to take an intern from our campus. We try hard to prepare our students for entry into the field of Corrections. It takes correctional agencies and faculty working together to bring a unique and educational intern experience for our students. Your participation is vital to our student's overall success. Thank you for supporting our future correctional employees.