STUDENT INTERN INFORMATION

PURPOSE AND GOALS:

Your correctional field practice is designed to provide a setting where you can apply your classroom learning, learn new skills, experience a professional setting and explore a career. This will be a very exciting, stressful and educational experience. This internship will allow you to determine your strengths and work on your weaknesses in order to become a valuable correctional employee in the future. Your goals are pretty simple, apply the skills you have learned, gain valuable knowledge about a profession, and determine if this correctional setting may be a future career option to consider.

SETTINGS:

You have many choices for your field practice setting. You can work in one of the three probation delivery systems, correctional facilities, residential treatment centers, group homes, victim service agencies, etc. You may also consider a state/federal agency such as the FBI, BCA, DOC, ATF, Federal Probation / Pretrial or a State or Federal Prison. There are other options as well, see your faculty instructor if you have an option not stated here.

AGENCY RESPONSIBILITIES:

Your agency supervisor will get a letter prepared for them by your faculty instructor once your field practice has been determined. In this letter we ask the following: First, orientate the student to the 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 the supervisor. 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 as soon as reasonably possible.

PREREQUISITES FOR FIELD PRACTICE:

You must meet these criteria in order to be accepted for Field Practice:

1. Complete all the course work required prior to registration.
2. Grade point average of 2.5 or higher in your major.
3. Corrections Senior or Junior.
4. Complete and submit the online application located in the Soc/Corrections website
5. Approval of your field practice coordinator. You may need other faculty approval depending on certain circumstances prior to final acceptance to field practice.
1. Schedule a pre-placement conference with your Field Practice Coordinator. You can do this by contacting the above email. Complete your application and have some ideas of where you may want to apply for an internship. This conference should be held about a semester ahead of when you plan to do your field practice. Please note that some agencies may need more than a semester to clear and approve you for field practice, others require only a short amount of time. At the conference with your field practice coordinator bring with you two copies of your unofficial transcripts, learning contract and a sample of your writing skills (you can access your correctional portfolio if you wish to obtain a copy of a paper). One copy of this information will be provided to your agency supervisor and your faculty coordinator will keep another copy.

2. Once the application has been approved, the student and supervisor will review possible placement options. The student may be encouraged to pursue several agencies and arrange for interviews, or may be asked to bring any missing material to be reviewed prior to moving ahead. In rare cases, field practice will be deferred until a more appropriate time.

3. Prepare data sheet and make sure your agencies paperwork has been completed.

4. Purchase liability insurance from the registrar’s office once your internship has been approved and you have been scheduled a start date.

   **REGISTER FOR FIELD PRACTICE**

5. Once you have been accepted by an agency for an internship, contact your faculty supervisor immediately. This must be accomplished prior to permission being given to register. A total of 10 semester credits or 450 hours are required to complete this field practice. Field practice is to be spread out during the entire semester. Some agencies require more than 450 hours, you are not required to register for more hours if the agency expects more, however you will need to fulfill the expectations of the agency. Please note that you are expected to work the days the agency set, this may mean working days that are not scheduled on the MSU calendar. If there are any conflicts in dates, be sure you discuss them with your agency supervisor early on.

   **FIELD PRACTICE EXPECTATIONS:**

   Students are expected to exhibit a high level of maturity and performance in their field practice. Students represent this University and a lack of professionalism in the field practice setting will not be tolerated. The highest standards of professional conduct are expected at all times. Misconduct by a student as defined by your supervisor or your field practice coordinator is enough to immediately terminate a placement, denial of future placements and a grade of NC.

   Students should ask questions of their supervisor the very first day or even prior to the start date as to where to park, clothing requirements, allowance of piercings, how to track your hours, etc.
This way the student starts off in the right mode and quickly gains respect from their supervisor and peers that they took the time to find out basic field practice requirements. Other expectations:

**1. CONTACT WITH FACULTY SUPERVISOR:** It is the student's responsibility to contact the faculty supervisor during the second week and at mid-term to check in. This should be done by phone. Any concerns or problems with the agency should be directed to the faculty coordinator as soon as possible.

**2. LEARNING CONTRACT:** At the end of the third week, the student should have had the learning contract signed and returned to the faculty coordinator.

**AFTER FIELD PRACTICE:**

Upon completion of your field practice, students shall submit their daily journal and field practice hours to their faculty supervisor. This is the time to remind your agency supervisor to complete a written evaluation of their performance. This should be sent directly to the faculty supervisor within two weeks of completion. This can be submitted by letter or by agency form, whichever the agency prefers. This letter needs to contain the total amount of intern hours, evaluation of performance by the intern, suitability of the intern for future employment and a recommendation of pass or fail for their placement. If this report does not come in on time, a grade cannot be given. You may be contacted to assist with getting this report to the faculty supervisor.

**FIELD PRACTICE REPORT:**

Please refer to the field practice paper to complete this section. It is due on the date you complete your internship. A copy of your report is to be provided to your agency supervisor. This may be sent my email, but be sure to get confirmation that it was received.

**GRADING:**

Field practice is graded on a P/N basis. A "P" will be recorded when all requirements have been met and approved by the faculty supervisor.

**CAPSTONE SEMINAR:**

The Corrections Capstone Seminar is a two-credit class that is taken at the same semester as your Field Practice. The seminars will be held at the various agencies students are assigned or on campus. Each student must attend six of the twelve classes scheduled. Your agency supervisor will be encouraged to attend.