

Service Learning Internship 2005-06 Policies and Guidelines



Service Learning Internship Policies and Guidelines

Introduction

The Service Learning Internship is designed to provide you with an opportunity to apply your academic coursework to a real-world experience. Students will gain experience in the field, while building personal and professional skills. The goals for the students in this course are to:

- Gain an introduction to the functions and daily operations of nonprofit organizations.
- Increase the student's personal and professional skills and competencies.
- Increase the student's use and practical understanding of FSHD curriculum concepts by applying the concepts in an arena outside the classroom.
- Improve the student's thinking about social problems.

Role of the Student

- Define and pursue goals and objectives you want to achieve during the internship
- Assure that you are prepared to participate in an internship
- Devote appropriate time and energy to the internship
- Complete work at the site and course work in a professional and timely manner

Role of the Internship Site

- Provide intern with quality career-related projects and experiences
- Supervise, mentor, and support student interns
- Facilitate necessary training and preparation for intern's success at the agency
- Participate in the evaluation of student intern and the ICYF Internship Program

Role of the Course Instructor

- Maintain high academic standards
- Collaborate with community agencies to provide career-related experiences for students
- Promote professional and personal development through the internship seminar and other learning activities
- Facilitate communication among the community agency, the student intern, and the University
- Facilitate the evaluation of the student intern and the community internship site

Eligibility

Eligibility for the internship is based on the following qualifications:

1. Be a declared FSHD major or minor.
2. Be in good academic standing with the University of Arizona and have maintained at least a 2.25 grade point average (major and cumulative) at the University of Arizona prior to applying for an internship.
3. Have junior or senior status with completion of the following courses: FSHD 117, 137, 223, 337.
4. Transfer students should have completed at least one full-time semester—a minimum of 12 University credits.
5. Be currently enrolled at The University of Arizona.



Please meet with the Service Learning Coordinator to discuss the right time for your internship.

Enrollment

Students may enroll for an internship during the fall, spring, or summer semesters. Interns may enroll for 1-2 semesters, or a maximum of 6 credits at the same internship site. Students wishing to enroll for more than 6 units must choose another site for the remainder of the units. Students with special circumstances must talk with the Service Learning Coordinator. Students may enroll for a minimum of 2 and a maximum of 6 internship units for a single semester, though 3 credits at a time are recommended.

Students must enroll one semester in advance of the internship experience. Students will complete and submit an application packet by the last day of classes for the semester preceding enrollment in the internship (i.e. students wishing to enroll for spring semester must submit the completed packet by the last day of fall semester).

The internship will consist of work at the internship site, course assignments, and participation in the internship seminar. Interns may request a copy of the syllabus before deciding to enroll in the internship

Summer Enrollment

Students enrolling in the internship for the summer may enroll in either Summer Session I or Summer Session II. Summer students will be expected to complete their work hours and course assignments throughout the course of the summer, rather than just in the session in which they are enrolled (as in other academic courses). The summer schedule will be determined by the site supervisor, student, and Service Learning Coordinator. Students enrolling in Summer Session I will typically receive a grade of “Incomplete” at the end of the first session until the hours and assignments are completed. Incomplete grades are replaced by the permanent grade, and do not stay on the student’s transcript after they are replaced.

Site Selection

Internships may be in governmental agencies, non-profits, or for-profit organizations. Students should choose a site that matches their career and/or service interests. Students must choose sites that will further their education and experience, and not repeat skills they have already mastered. Students also must choose sites that are appropriate for college graduates; work that can be done without a college degree is not acceptable for an internship.

Students will select their internship site using the ICYF Community Partners list available from the ICYF website (www.ag.arizona.edu/icyf/). If students have a special request or need that is not represented by the partners, arrangements may be made to be placed at a site that is not on the partners list. Students must talk with the Service Learning Coordinator about site selection.

Using a Current Site/Using Your Job

Students may not earn credit for the work they are already doing as an employee. However, if a student wishes to do their internship at their place of work, they may be able to use some of their work hours in a different position or doing different activities to fulfill the requirements. Talk with the Service Learning Coordinator for these special arrangements.

Retroactive Credits

Internship credits will not be awarded retroactively for internship duties performed at an earlier time. Students must work at their internship site during the semester in which they are enrolled for credit.



Scheduling

Required Work Hours/Credit Hours

Interns are expected to work a total of 45 hours per 1 university unit for their agency. The table below lists the required work hours based on credit enrollment. Students need to make a schedule with their agency supervisor to meet the work requirements.

Enrolled Units	Required Semester Hours	Hours per Week (based on 15 weeks)
2	90	6
3	135	9
4	180	12
5	225	15
6	270	18

Counting Your Hours

Interns may only count hours spent working at or on behalf of the program or organization. Interns may not count hours spent traveling from home to the worksite, or hours spent working on course assignments. A detailed timesheet must be signed by the student and supervisor, and submitted at the middle and at the end of the semester.

Requesting Time Off

Interns should request time off from regularly scheduled work hours at least two weeks in advance of the time needed. Interns will negotiate this with the site supervisor. Interns will notify the Service Learning Coordinator if they will be absent from their internship site for one week or more during the semester.

Holidays and Vacations

Students are not automatically excused from work during school holidays. All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion. Absences approved by the UA Dean of Students (or Dean's designee) will be honored. Time off for holidays needs to be negotiated with the agency supervisor in advance of the event.

Professional Conduct

The internship is meant to prepare you to participate successfully in the professional world now, and upon graduation. Your appearance and conduct say a lot about you and the importance you place on your work. The way you dress also may determine your attitude and level of enthusiasm for what you are doing. Interns are expected to dress and conduct themselves in the appropriate professional manner at all times when working at or on behalf of the internship site. Cell phone use is not allowed while working at the internship site. Please turn off all other electronic devices while working at your agency. Save your personal phone calls and emails for your own time.

If the agency does not have a dress code, please consider the following as a reasonable guideline:

Child & Family Resources Dress Code

As an employee of Child & Family Resources, Inc. you are representing a high-profile community agency that leads the profession of childcare. Your appearance must reflect this. Shorts are



acceptable as long as they are neat and in good taste. Since the job requires you to move around with the children and participate in arts and crafts and other potentially messy projects, comfortable casual clothes are encouraged. Shoes must be worn at all times. Neatness will help set a good example for the participants and will make you look more professional.

Not Permitted

- tank tops, halter tops, spaghetti strap dresses and tops, and tops that are low cut in the back or front (all tops should have straps that are at least 2 inches wide)
- tops that expose the midriff
- exposed underwear, boxers or bras
- muscle tanks, or A-frame t-shirts
- t-shirts or other clothing with alcohol/tobacco/sexual innuendo logos or slogans, etc.
- short shorts or skirts, (skirts and shorts must be at least at fingertip length)

The internship experience should be a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. Students are referred to the *UA Policy on Threatening Behavior by Students* available online at <http://policy.web.arizona.edu/~policy/threaten.shtml>.

Compensation

Funds are currently not available to provide students with financial compensation. Sometimes agencies have funds that they may choose to pay an intern, but usually students are not paid. Students may receive a salary or stipend from the internship site, but may not earn credit for work they have already been performing prior to enrollment in the internship (see Site Selection in this document). Limited scholarship funds are often available for students participating in the summer. If students receive Federal Work Study funds as a part of their Student Financial Aid package, they may be able to receive the funds while working in a community organization. Talk with the Service Learning Coordinator about this.

Transportation

Students are responsible for their own transportation to and from the internship site. Some sites require that students use their own vehicle for work activities, while others will provide a vehicle. Some sites do not require the intern to travel during the work day, while others do. Make sure you understand your transportation needs before you agree to a placement site.

Grades and Credits

Grading System

The grades available for the internship course are limited to **S** (superior), **P** (passing), **C** (average), **D** (poor), **E** (failure). **S/P** grades do not calculate into a student's grade point average. **C/D/E** grades are calculated into a student's grade point average. Pass/Fail is not an option for this course. Grades are based on completion of course assignments and work hours at the internship site. Please see the Course Syllabus for more information.

Incomplete Policy

Student's choice to assign a grade of Incomplete must be verified with a written agreement that specifies the work to be done and a timetable for completion. Students must have extenuating circumstances to qualify for an Incomplete.

Course Withdrawal

Students withdrawing from this course must notify the instructor before nonattendance at the internship site and execute drop or withdrawal procedures in accordance with the UA General Catalog.



Problems at the Internship Site

Students should talk with the Service Learning Coordinator as soon as any problems or concerns arise regarding the internship site. These issues will be dealt with on an individual basis.

