

Civic Engagement and Responsibility Minor

Internship Application Packet

IDS 398.02: PROFESSIONAL PRACTICE (3 Hours)

Introduction

Civic Engagement and Responsibility Minor gives students the opportunity to partner with a community agency to gain professional experience for academic credit. It is designed to place exceptional students in a community setting in which they are able to use their civic knowledge and interests, gain additional skills in civic engagement, and create a mutually beneficial experience for the community organization. The IDS 398.02 Professional Practice course is required by all students who wish to graduate with the Civic Engagement and Responsibility Minor. Students working towards a major in Teacher Education may receive an internship which focuses on outcomes set forth by the Urban Teacher Preparation (UTP) program. Students who wish to complete IDS 398.02 with a UTP concentration will work with the UTP coordinator as well as with the Civic Engagement & Responsibility Minor coordinator. Regardless of UTP emphasis, however, the IDS 398.02 instructor will assess assignments and issue evaluations.

This packet is designed to help students understand:

- the professional and course outcomes they will achieve by successfully completing the internship and coursework;
- ethical and professional practice expectations;
- the application process;
- how their internship will be assessed.

Professional Outcomes:

1. Students will gain first-hand knowledge and experience about the community organization and corresponding social issues(s) and the agency. This includes:
 - a. Atmosphere, attitudes, and values in an organization.
 - b. Purpose, structure, and operation of an organization.
 - c. Functions and tasks of the organization and its relationship with the community.
 - d. Observe and understand the decision-making process in an organization.
2. Students will have the opportunity to engage in professional activities related to their field(s) of study.
3. Students will put to practice and apply conceptual knowledge and skills learned in the classroom directly with the internship.
4. Students will professionally interact with supervisors and other personnel in order to learn about their job and receive feedback about their job performance.
5. This experience should also provide students with the professional experience and responsibilities similar to those encountered by students after graduation.
6. **Specific to Urban Teacher Prep:** Potential internships include student mentoring/tutoring, pre-service and student teaching, and working with relevant community partners.

Course Outcomes:

1. Critique CER Minor experiences
2. Examine internship experience through course content

3. Critique internship
4. Describe social issue(s) and relevant public policies related to internship site
5. Execute or implement relevant internship projects or duties

Civic Engagement and Responsibility Minor Outcomes:

- Identify theories, models, and types of civic engagement across disciplines
- Critique a civic engagement experience
- Collaborate with people with diverse perspectives and social identities on just and equitable solutions to community/social issues
- Approach engagement with humility, an appreciation for individual and community strengths, and a commitment to responsible action
- Articulate a critical self-awareness of their values and assumptions about power and privilege
- Organize and lead ethical and effective civic engagement efforts in solidarity with community partners

Urban Teacher Prep Emphasis

- To draw connections between issues which low-income and under-served students face and the greater relevant social and civic issues.
- To recognize inequity as it exists in the lives of low-income and under-served students—both as it is shown in the classroom and at home.
- To better appreciate the reciprocal relationship between school and community.
- To become aware of potential methods of collaboration with students, parents, and community members to ensure civic justice.
- To become acquainted with causes and initiatives through which, as an educator, one can create positive change for students.

Students will work with their internship site supervisor to create additional learning goals based upon their assigned projects and duties.

Course Assessment:

The IDS398.02 instructor will assess the student's success in the class. Student will complete reflection journals, a policy paper, and will create a portfolio that showcases examples of coursework and internship projects that demonstrate understanding of learning outcomes for the minor. The site supervisor will complete a midterm and a final evaluation to provide the student with additional feedback.

Intern Code of Professional and Ethical Conduct

General Statements

While interning at your site, you are representing not just yourself, but the university and your fellow students, both current and future. Whether you do well or not at your site may have implications far beyond your current situation.

Along with the university's [Code of Student Conduct](#), You are governed by the employer's employment policies, practices, procedures, dress code, and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment as an intern may be measured by your employer's performance measurement process and/or a university-sponsored performance evaluation. You must receive average (or better) performance rating on your final evaluation for the internship to be recognized by the university.

You must keep both your field instructor and your internship supervisor apprised, at all times, of your ISU e-mail address and telephone number.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excuses. You will be responsible to notify the employer immediately in case of absence.

Any changes in your internship status (layoff, cutback in hours, or dismissal) must be reported immediately to your field supervisor.

If you feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), you are to contact your field instructor immediately.

Due to the nature of an Internship arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by your campus Internship Coordinator in consultation with the cooperating internship site supervisor. A dishonorable dismissal will nullify the internship arrangement at the risk of academic penalty.

Specific Statements

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

- Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees, and products or services associated with the internship site
- Reporting for the internship on-time
- Using appropriate written and oral expression in all interactions with university personnel, managers, supervisors, employees, the public and clients
- Participating in any orientation or testing required by the internship site.

- Observing all established safety and sanitation codes
- Engaging in positive, good, legal behavior
- Accepting responsibility and accountability for decisions and actions taken while at the internship site
- Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person.

Application Process

- 1) **Meet with Academic Advisor [Wendi Whitman](#).** The Academic Advisor for the minor will confirm that you have completed all other requirements for the minor and are now eligible to enroll in the Professional Practice course and secure an internship.

Internship Criteria

Internship credits are senior hours. Internships credits, however, may not substitute for credits from required courses or electives. No student may count more than 16 hours of any 398 credit toward graduation. Students who want to apply for an internship must meet the following requirements:

- Be a student accepted to the Civic Engagement and Responsibility Minor.
 - Must have successfully (C or higher) completed all course work in IDS125 prior.
 - Must have completed nine elective credit hours for the minor or have permission from the coordinator.
 - Good academic standing
- 2) **Meet with Minor Coordinator [Katy Strzepiek](#).** The Minor Coordinator will listen to your ideas, discuss your career goals, highlight potential internship sites, and support you as you secure an internship site. In advance of this meeting, send Minor Coordinator a draft of your resume. You are strongly encouraged to utilize the resources offered by [Career Services](#). Even if you have a clear idea of the internship you would like to do, you are still expected to meet with Minor Coordinator. It is suggested that you attempt to find multiple prospects in case a few are not viable.
 - 3) **Secure internship site.** After you have secured your internship, complete the [Placement Request & Request For Academic Credit IDS 398.02: Professional Practice Form](#). **Form must be submitted by November 15 (for Spring semester), April 15 (for Summer semester) and July 15 (for Fall semester).**
 - a. Minor Coordinator will review form. Approval will be indicated via an email forwarding the form to Academic Advisor and copying student.
 - 4) **Register for class.** After all parts of step 3 have been completed, an electronic permit will be entered into Campus Solutions within 24 hours. You may then register for class.

Credit Hours

IDS 398.02 is a three-credit requirement with a minimum expectation of 120 internship site hours. During the Fall/Spring semester 15 week semester, the student will spend **8 hours** in the internship per week. During the Summer 12-week session, the student will spend **10 hours** in the internship per week. During the Summer 8-week session, the student will spend **15 hours** in the internship per week. Internship sites requiring an additional 45+ hours may be eligible for additional credit hours. See Internship Coordinator to discuss the possibility.

- 5) **Memorandum of Understanding.** Minor Coordinator or IDS398.02 Instructor will prepare a Memorandum of Understanding (MOU) and send to internship supervisor. Finalized agreement will be stored with the Center for Civic Engagement.
- 6) **Site paperwork.** Complete any required paperwork for your internship site.
- 7) **Career Services Forms.** Complete the internship form on the Career Services ["Hire a Redbird" site](#) and sign the release form.

- 8) **IDS398.02 Instructor contact.** Instructor will contact students prior to class session starting. Students can also check Reggie Net for course syllabus.
- a. Instructor will confirm completion of release form through “Hire a Redbird”.
 - b. Instructor will send any other required release forms.
 - c. Students may be asked for permission to use class assignments or photos in social media, digital or printed marketing materials to promote the minor.

Students should contact the Minor Coordinator with any questions.

Contact the Minor Coordinator immediately if you decide to withdraw from your internship position or decide to work with another company or organization.