

Internship Process and Requirements Sociology and Criminal Justice

Internship Coordinators:

Dr. Melvina Sumter (primary contact for fall)
2023 and 6028 Batten Arts and Letters
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Dr. Kathleen Slauson-Blevins (primary for contact spring)
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Course number: SOC/CRJS 368 (depending on your major)

Section: Varies depending on number of hours and location (on campus, TTN, etc.)

Grade scale: Pass/Fail

Class meetings: By appointment

Eligibility: Must be a SOC or CRJS major, a junior or senior, and have a 2.0 GPA

Course Requirements

- **Recommended - Resume approval.** We strongly encourage each student to have their resume reviewed and approved by the Career Development Center (CDC) <http://www.odu.edu/ao/cmc/al/info.shtml#intern> prior to applying for an internship.
- **Find an internship.** There are three ways to find an internship CDC maintains a database of available internships in the Hampton Roads area. You must contact CDC in order to obtain the password to access the database. Many students also find their own internships. Students are encouraged to contact agencies and organizations that relate to their major to find out if they offer internships. Finally, the Internship Coordinators may know of individual opportunities as well.
- **Internship Approval.** Regardless of how students find their internship, it must be approved by the Internship Coordinator. The best way to do this is to email the internship coordinator a detailed description of the roles, responsibilities, duties, etc. that you will have at your internship. You will receive an email back stating whether your internship is approved; keep this email for your records. Internships must relate to your major and require you to be “in the field” learning skills that will increase your marketability upon graduation. All internships must be approved before work can begin.
- **Decide on the number of hours that you want to work at your internship.** The formula for gaining internship credit is that each credit hour you register for is worth 50 hours of work. You can register for 1 to 6 credit hours during the semester. If you register for 3 academic credit hours, that will be 150 hours of field work experience, which is about ten hours per week. As indicated above, you may count up to 6 credit hours of internship toward your upper level major requirements (as upper level elective credit).
- **Register for the course.** Send an email to the Internship Coordinator requesting to be added to the course. The email should include your request which specifies either the sociology or criminal justice course, the number of hours you desire to register for, and your UIN.
- **Complete Agency Articulation Form.** The contract will be due to the Internship Coordinator (with copies to CMC) about a month after the semester begins (date is on syllabus) The agency articulation form is included in your syllabus and also posted on Blackboard. The agency articulation form must be completed and signed by the student and the field supervisor (supervisor at your internship).
- **Attend a mandatory initial and mid-semester class meeting.** Both meetings are designed to cover the course requirements and expectations. During the mid-semester meeting students will discuss progress in their internship, the assignment components, and any problems that have occurred during their internship.
- **Keep track of your time.** A timesheet documenting hours worked must be signed by your supervisor.
- **Submit the host agency mid-term and final performance evaluations.** All interns will be required to submit a mid-term and final evaluation completed by your direct supervisor.
- **Keep a daily journal.** Describe internship experiences and reflect on them in light of theoretical concepts and other lessons learned in your coursework. Detailed guidelines are provided in the syllabus.
- **Complete a research portfolio.** All interns must complete a research portfolio that draws on academic knowledge to correlate theory with practice and assess the internship experience. Detailed guidelines are provided in the syllabus.