

LACKAWANNA COLLEGE

Bachelor Degree Social Science Internship

SSC 300/SSC 400: Social Science Internship I and II (3 credits)
Each credit is equivalent to 40 hours of experiential learning.

Description:

This course provides learners with the opportunity to gain work experience in a social science agency. Emphasis is placed on skill development and acquisition of practical knowledge, skills, and abilities in the field of social sciences. (3 credits) Prerequisite: ESW101

Social Science Competencies: Each internship opportunity will vary; however, it is expected that most of the competencies listed below will be successfully demonstrated during the internship:

Work Quality/Productivity - Plan and complete work thoroughly and accurately; clarify and understand requirements to achieve success; produce a reasonable amount of work in the time allotted.

Professionalism – Display a mature, positive, respectful image; seek guidance from appropriate mentors; be responsible and proactive for your professional development and achievement; dress professionally in accordance with the agency's protocol; abide by rules of confidentiality.

Effort/Initiative – Seek new assignments and duties; demonstrate a desire to learn about the internship and agency; take initiative to help when needed; suggest and implement solutions when appropriate.

Effective Communication/Teamwork – Effectively give and receive information and feedback, verbally and in writing; keep supervisor and/or co-workers updated on progress. Collaborate, cooperate, and be open-minded; share opinions respectfully.

Community/Public Focus – Social Science agencies serve the community and public. The intern must demonstrate appropriate attention to public/community needs when making decisions and taking action. The student must be responsive, professional, ethical, and courteous with the public. Listen, become knowledgeable (researching when necessary), and empathize with community concerns.

Problem Solving – Resolve problems effectively by researching and considering appropriate options before making decisions. Be respectful when asking for feedback if your solution is not accepted.

Modeling Agency Values – Learn the culture and values of the agency. Demonstrate an attitude and work that are consistent with the overall values of the agency.

Students may register for SSC 300 once they have completed the following:

1. Received approval from the Social Science internship advisor and their academic advisor.
2. Are in good academic standing with a GPA of 2.0 or higher.
3. Completed at least 45 credit hours toward an associate degree.

Student Internship Criteria:

1. Students may complete their internship during the fall, spring, or summer semesters.
2. Students must have completed the Employment Skills Workshop prior to registering for internship.
3. Students must have Social Science Internship registered in their course schedule.
4. All student interns who obtain internships must report the internship to the social science internship advisor **prior** to their start date. You cannot begin logging hours until this is done. **STUDENTS WHO DO NOT SECURE AN INTERNSHIP BY THE ADD/DROP PERIOD WILL BE DROPPED FROM THE COURSE.**
5. Complete the Internship Agreement form with your internship site supervisor.
6. * Only if required by place of internship. Obtain a Criminal Background Check*, submit fingerprints*, obtain a Child Abuse background check*, and show proof of personal insurance* (* denotes if necessary). For some internships - **YOU CANNOT BEGIN YOUR INTERNSHIP UNTIL THESE BACKGROUND CHECKS**

ARE BACK AND UPLOADED TO THE PORTAL. * not all internships require clearance's. Please check with your site before you do these.

7. Internship Agreement Form, clearances, insurance certificate, Internship Code of Conduct, the Social Networking Policy, and the Social Science Internship Course Agreement must be completed and uploaded to the portal before logging hours.

8. Student interns have one semester to complete their internship. After one semester, the grade will turn into a "F" if the internship hours are not completed. Any assignment or required document uploaded late will lose points. **REGARDLESS OF THE NUMBER OF INTERNSHIP HOURS COMPLETED, ANY ASSIGNMENTS NOT COMPLETED BY THE END OF THE SEMESTER WILL EARN A GRADE OF ZERO. EVERYTHING MUST BE UPLOADED TO THE PORTAL.**

Grading

Letter Grade	Numeric Range	Quality Points
A	96 - 100	4.0
A-	90 - 95	3.67
B+	87 - 89	3.33
B	83 - 86	3.0
B-	80 - 82	2.67
C+	77 - 79	2.33
C	73 - 76	2.0
C-	70 - 72	1.67
D+	67 - 69	1.33
D	60 - 66	1.0
F	0 - 59	0

Assignments: TO EARN FULL CREDIT, ALL ASSIGNMENTS MUST BE UPLOADED TO THE PORTAL BY THEIR DUE DATE—NO EXCEPTIONS!

Requirements

Internship Agreement Form, clearances*, insurance certificate*, Internship Code of Conduct, the Social Networking Policy, and Social Science Internship Course Agreement must be completed and uploaded before logging hours.

Employer/Student Internship Project Worksheet and completed projects

Weekly log sheets which will total 120 hours for the semester

Weekly reflection journals

Final internship paper

TWO employer evaluations (one at 60 hours, one at 120 hours) directly mailed or emailed to instructor

Student evaluation of Internship

*Denotes if necessary

Develop and complete the *Employer/Student Internship Project Worksheet* and the corresponding projects:

In collaboration with the employer and human service internship advisor, the student intern will develop one (1) project/goal per course credit. Since this course is generally run as a three-credit course, the student intern will work with the employer and human service internship advisor to develop three projects/goals. The projects/goals will be specific to the employer needs, as well as the student intern's abilities. The worksheet must be developed within the first week of the student intern's start date. The student will complete the worksheet and submit to the social service internship advisor for final approval. Projects can be specific long-term assignments given by the employer or academic assignments such as a paper written after observing/participating in an internship-related assignment. Projects need to be approved by the social science internship advisor prior to completion and will be approved on a case-by-case basis.

Weekly Timesheets

Internship timesheets must be submitted to the social service internship advisor WEEKLY via the Portal. Remember that completed timesheets ARE a requirement of the course! Please make sure to complete these timesheets at the end of each work week. Time sheets must be signed by both the student intern and the employer on a weekly basis.

Journal Reflections

The student intern will document weekly learning experiences from the internship into a maximum of a one-page paper. The journal should include a summary of the week's internship activities and a reflection upon what was learned. The journal is due weekly via Canvas and should be submitted at the same time as the timesheet by Monday at 9:00 am to the social science Internship via Canvas.

Final Internship Paper

The final paper **must be completed and uploaded no later than Wednesday of the final week of the semester! For summer internships, the final paper must be uploaded by the end of the final week for session 2.**

***Summer internships - you will have until the end of summer 2 to complete. However you must apply for an incomplete.**

The report should include a summary and reflection of the required projects that the student completed during the internship. The final paper will be submitted via canvas. There is no minimum page amount for the report; however, the paper should include most of the following:

I. Cover Page

Student intern name and title of position, name of agency and agency intern supervisor, name of social science internship advisor, address and telephone number of agency

II. Section One - The student will describe the internship experience and the role at the Agency. Information should include (if available), but not limited to, the following: brief history of agency, role of the agency and relationship to human service system, approximate number of people working and number of departments, brief description of services provided, how the work is divided - departments, sections, etc., specific brief description of department in which you worked, organizational chart, marketing materials (flyers, brochures, etc.), photos of group projects, accomplishments, etc, i.e. participation in community events.

III. Section Two - Description of the projects assigned: describe the process taken to complete project(s)/goal(s), describe the job/role performed during the internship (including work accomplished), describe in detail the purpose of the project and how it was incorporated into the workplace, analyze the strengths and weaknesses discovered in carrying out the work, discuss what was learned from fellow

workers, both personally and professionally, discuss, compare, and contrast perceptions and expectations at the beginning and end of the internship, analyze skills, ideas, and knowledge learned from the placement; indicate which are needed most in this field and why, discuss how the skills learned and this internship may influence your academic decisions and career focus/choices for the near future.

IV. Self-Reflection Questions - The last part of this paper will require the student intern to answer the following self-reflection questions: how would you describe your learning experience at the internship site? What skills did you bring to the internship site? What skills did you feel you lacked to complete your internship more effectively? (i.e. technology, accounting, organizational, etc.) How do you think the internship will help prepare you to reach your future career goals? What skills did you take away from the internship?

The above comments and questions are just a starting point for the student intern to reflect upon their internship. Students should add additional information that they feel is important to share with their social science internship advisor.

LACKAWANNA COLLEGE INTERNSHIP AGREEMENT FORM

Student Intern Name
Student Intern Signature
Major
Semester Hours Completed
Current Overall GPA
E-mail
Phone Number
Agency Name and Phone Number
Employer Address (Street/P.O. Box)
Employer's Address (City) (State) (Zip)
Immediate Supervisor Name and Title
Supervisor Signature
Phone Fax E-mail
Which is preferred form of communication?
Internship Start Date
Completion Date
Rate of Compensation (if applicable)
Expected hours of work per week

Guidelines

1. Internships are generally 3 semester credit hours which requires interns to complete a minimum of 120 hours of work at an approved internship site during one semester.
2. The social science internship advisor will enter the grade upon completion of all internship requirements.
3. The intent of the internship program is to allow student interns to devote time to gain practical work experience. Student interns are permitted to take additional courses while completing an internship; however, course loads should be kept within reason.
4. Student interns completing their internship at their current place of employment must incorporate new learning experiences at the workplace.
5. A grade is contingent upon completed assignments and "satisfactory" evaluations by the employer and social service internship advisor.
6. The intern must pay regular tuition and fees for credit hours, unless completing the internship during summer which may provide a discounted rate.
7. The intern must register for the internship for the academic term during which the work is being performed. Internship credit will not be granted retroactively or proactively; student interns must have internships approved in advance of completed hours.
8. All student interns must have a social science internship advisor and a separate employer supervisor. Interns should contact their human service internship advisor on a regular basis during the internship.
9. The intern is subject to the jurisdiction of all rules, regulations, and codes of conduct impacting student interns at Lackawanna College and the handbook, as well as those that the employer may require.
10. Student interns must maintain confidentiality and professionalism regarding sensitive information gained in the work environment.
11. Student interns must adhere to the attached Social Networking Policy or be subject to dismissal from the internship and possible further discipline pursuant to the Lackawanna College Student Handbook.

Responsibilities of the College (Faculty representing social science Internship Coordinator)

1. Provide the student intern with a pre-internship orientation.
2. Provide the participating employer with appropriate instruments for evaluating the student intern and a certificate of insurance obtained by the student.
3. Mentor students during their internship.

Responsibilities of the Participating Employer/Agency

1. Assign a supervisor/mentor to work directly with the student intern to achieve the educational goals of the internship by assigning appropriate work duties.
2. Complete the employee project worksheet within the first week of employment.
3. Sign off on weekly timesheets.
4. Provide an internship job description.
5. Provide the student intern with an orientation to the work-site duties, hours, and employer/agency expectations.
6. Schedule regular meetings with the student intern and provide an appropriate evaluation of the student intern's performance. Please use the official evaluation form twice (mid-internship, at the end of internship).
7. Provide a safe and secure workplace so the student intern may meet educational objectives.
8. Complete the student evaluation.

This agreement is subject to any specified educational objectives, duties, learning outcomes, and evaluation methods on the accompanying page(s). Any party with two weeks' notice may terminate the agreement. The College or the Employer/agency has the right to terminate a student intern's experience if either party

feels the student intern is not performing satisfactorily. The following signatures confirm understanding and acceptance of the terms of this agreement:

Student Intern	Date
Employer	Date
Social Science Internship Advisor	Date

A complete agreement form including an internship job description is required prior to participation in registration. The forms should be delivered to the social service internship advisor via canvas. A copy of this completed form should be given to the participating employer/business.

Social Science Internship

Student Internship Timesheets- Due weekly

Internship timesheets must be submitted via the portal to the social service internship advisor Monday and on a WEEKLY basis. Remember, completed timesheets ARE a part of the final grade! Assignments uploaded late WILL LOSE POINTS.

Student Name		
Supervisor Name		
Name of Organization		
Day of the Week	Actual Date and Times Worked	Total Hours Worked Each Day
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total Weekly hours		
Total internship hours to date		
Student Signature		Date
Supervisor Signature		Date
SUPERVISORS: PLEASE NOTE HERE AND PROVIDE THE BEST NUMBER TO REACH YOU IF YOU WOULD LIKE THE INTERN'S FACULTY ADVISOR TO CALL YOU:		

Lackawanna College

Social Science Employer and Student Intern Project/Goal Worksheet

Employer Projects/Goals:

In collaboration with the employer, the student will create one project/goal for every 40 internship hours worked. For a three-credit course, this will require three projects/goals and 120 hours worked. Projects must be social science related, realistic for a student learning environment, and developed within the first week of starting the internship. Once uploaded to the portal, the social science internship coordinator will determine if the projects/goals are approved.

1.
2.
3.

Student signature/date: _____

Supervisor signature/date: _____

LACKAWANNA COLLEGE
Employer Evaluation of Student Intern

Please respond to the following questions regarding the student internship experience. Please provide an honest appraisal of the student, the experience, and the student's contributions to the organization. This is done twice: after approximately 60 hours and after the 120 hours. The first allows the student time to adjust and improve if necessary. However, feedback should be given to the student regularly throughout the internship.

Organization	
Supervisor	
Student	
Semester	Date

Please rate the following aspects of your student intern based on this scale:

- 4 Excellent (Always demonstrates this ability/consistently exceeds expectations)
- 3 Good (Usually demonstrates this ability/sometimes exceeds expectations)
- 2 Average (Sometimes demonstrates this ability/meets expectation)
- 1 Poor (Seldom/Never demonstrates this ability/does not meet expectations)
- N/A Not Applicable (Unable to observe characteristic)

A. Ability to Learn

- Asks pertinent and purposeful questions.
- Seeks out and utilizes appropriate resources.
- Accepts responsibility for mistakes and learns from experiences.

B. Reading/Writing/Computation Skills

- Reads/comprehends/follows written materials.
- Communicates ideas and concepts clearly in writing.
- Works with mathematical procedures appropriate to the job.

C. Listening and Oral Communication Skills

- Listens to others in an active and attentive manner.
- Effectively participates in meetings or group settings.
- Demonstrates effective verbal communication skills.

D. Creative Thinking and Problem-Solving Skills

- Breaks down complex tasks/problems into manageable pieces.
- Brainstorms/develops options and ideas.
- Demonstrates an analytical capacity.

E. Professional and Career Development Skills

- Exhibits self-motivated approach to work.
- Demonstrates ability to set appropriate priorities/goals.
- Exhibits professional behavior and attitude.

F. Interpersonal and Teamwork Skills

- Manages and resolves conflict in an effective manner.

- ___ Supports and contributes to a team atmosphere.
- ___ Demonstrates assertive but appropriate behavior.

G. Organizational Effectiveness Skills

- ___ Seeks to understand and support the organization's mission/goals.
- ___ Fits in with the norms and expectations of the organization.
- ___ Works within appropriate authority and decision-making channels.

H. Basic Work Habits

- ___ Reports to work as scheduled and on-time.
- ___ Exhibits a positive and constructive attitude.
- ___ Dress and appearance are appropriate for this organization.

I. Character Attributes

- ___ Brings a sense of values and integrity to the job.
- ___ Behaves in an ethical manner.
- ___ Respects the diversity (religious/cultural/ethnic) of co-workers.

K. Employer Comments:

This assessment was reviewed with the intern on	
Student Signature	
Evaluator Signature	
Evaluator Title/Position	Phone

Please return this form to: The Social Science Division, 501 Vine Street, Scranton, PA 18509 or email to the student's social science internship coordinator.

Also please provide the student intern with a copy so that they can upload to Canvas.

Student Evaluation of Internship

Please respond to the following questions regarding the internship experience. Please provide an honest appraisal of the internship site, supervisor, and its contribution to your educational experience. Your comments will not be shared with your employer without your permission.

Organization	
Supervisor	
Semester	Date

Please rate the following aspects of your student internship based on this scale:

- 4 Excellent (Always demonstrates this ability/consistently exceeds expectations)
- 3 Good (Usually demonstrates this ability/sometimes exceeds expectations)
- 2 Average (Sometimes demonstrates this ability/meets expectation)
- 1 Poor (Seldom/Never demonstrates this ability/does not meet expectations)
- N/A Not Applicable (Unable to observe particular characteristic)

- | | |
|---|--|
| <p><input type="checkbox"/> Work experience relates to my area of study</p> <p><input type="checkbox"/> Adequacy of employer supervision</p> <p><input type="checkbox"/> Opportunity to use my training</p> <p><input type="checkbox"/> Opportunity to develop my creativity</p> <p><input type="checkbox"/> Cooperativeness of fellow workers</p> <p><input type="checkbox"/> Opportunity to develop my human relations skills</p> <p><input type="checkbox"/> Opportunity to develop my communication skills</p> <p><input type="checkbox"/> Provide levels of responsibility consistent with my ability and growth</p> <p><input type="checkbox"/> Opportunity to develop critical thinking skills</p> <p><input type="checkbox"/> Attempt to offer feedback on my progress and abilities</p> <p><input type="checkbox"/> Effort to make it a learning experience for me</p> | <p><input type="checkbox"/> Helpfulness of supervisor</p> <p><input type="checkbox"/> Acceptance by fellow workers</p> <p><input type="checkbox"/> Opportunity to problem solve</p> <p><input type="checkbox"/> Opportunity to problem solve</p> <p><input type="checkbox"/> Provide orientation to the organization</p> |
|---|--|

Feel free to explain any of your responses to the above criteria on a second page and attach it to this evaluation.

Would you work for this supervisor again? Yes No Uncertain

Would you work for this organization again? Yes No Uncertain

Would you recommend this organization to other students? Yes No (If not, explain why?)

Do you grant permission to share these comments with the Employer/Supervisor Yes No

INTERNSHIP CODE OF CONDUCT

1. Be Respectful. Each staff member, professional, co-worker, members of the public, and members of other agencies must always be treated with respect.
2. Stand to greet people and offer a firm handshake.
3. Address everyone by their proper title. Deviate only if instructed to by members of the agency.
4. Be Punctual. For interviews, orientation, and work, arrive 15 minutes prior to scheduled time. Arriving at the last minute or late is disrespectful.
5. Dress professionally. Always appear with clean, wrinkle-free clothes, and well groomed. If you are in doubt that your clothing is professional, do not wear it. Adhere to your organization's dress code.
6. No swearing while working in the agency, including at lunch or on breaks.
7. No task is beneath you. Every task asked of you is an opportunity to show your work ethic and your value as an employee.
8. Keep information confidential. You are working for an agency critical to public safety. It is illegal and unethical for you to disclose ANY information you hear or receive as the result of your internship with that agency.
9. Be honest and trustworthy in your work and with your words. Do not behave in any manner that casts a negative image on you, your school, or the agency.
10. No smoking in public view while working for the agency. This diminishes your professional image.

I agree to abide by all rules and regulations contained in the Internship Code of Conduct and in the human service internship packet

Name _____ Date _____

SOCIAL NETWORKING POLICY

Use of internet social networking sites (Facebook, Twitter, Instagram, Snapchat, etc.) is a popular activity; however, students must be mindful of the negative impact inappropriate or unauthorized postings can have on Lackawanna College's relationship with the community. Professionalism, ethics, and integrity are of paramount importance in the human service field. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and uphold these standards of conduct.

Prohibited Activity and Guidelines

A. Students shall not post, transmit, reproduce, and/or disseminate information (social network postings, blogs, text, pictures, video, audio, etc.) to the internet or any other forum (public or private) that would tend to discredit or reflect unfavorably upon the college, any of the college's staff, instructors, or students or the agency employing the student intern or any of the agency's employees.

B. Posting and/ or disseminating the following types of information to social networking and/or other internet web sites is explicitly prohibited:

1. Any confidential information or documents received or learned by the student intern via the internship.

2. Confidential, sensitive, or copyrighted information to which you have access due to your internship, including, but not limited to incident reports; written statements; criminal complaints; search warrants; police department or agency policies/procedures; memoranda; forms; agency logos/badges/photos or any other official agency documents; or any other materials received or used in the internship.

C. Students are prohibited from posting content that is inconsistent with the Lackawanna College Student Handbook. For example, comments that can be deemed to be racist or sexist; comments insulting groups on the basis of national origin or religion; comments insulting to the general public all tend to undermine the public trust and confidence needed by you and by current members of the human service field to safely and fairly perform your duties.

D. Students are prohibited from posting, transmitting, and/or disseminating any pictures or videos incurred during training, activities, or assignments in the internship.

E. You are prohibited from giving the impression, in any manner, that you are speaking or acting on behalf of the agency or college through any postings or comments.

F. Your posted content has the potential to be shared broadly, including with individuals with whom you did not intend to communicate. This information may follow you throughout your career.

I, _____, hereby acknowledge that I have read, understand, and will abide by the Social Networking Policy.

_____ Date _____

Signature

Social Science Internship Course Agreement

To participate in an internship for academic credit, students are responsible for understanding the following requirements and repercussions:

Students may register for SSC 300 once they have completed the following:

1. Received approval from the social science internship advisor and their academic advisor.
2. Are in good academic standing with a GPA of 2.0 or higher.
3. Completed at least 30 credit hours toward an associate degree.

Student Internship Criteria:

1. Students may complete their internship during the fall, spring, or summer semesters.
2. Students must have completed the Employment Skills Workshop prior to registering for internship.
3. Students must have social science Internship registered in their course schedule.
4. All student interns who obtain internships must report the internship to the social science internship advisor **prior** to their start date. You cannot begin logging hours until this is done. **STUDENTS WHO DO NOT SECURE AN INTERNSHIP BY THE ADD/DROP PERIOD WILL BE DROPPED FROM THE COURSE.**
5. Complete the Internship Agreement form with your internship site supervisor.
6. Obtain a Criminal Background Check, submit fingerprints, obtain a Child Abuse background check if necessary, and show proof of personal insurance. **YOU CANNOT BEGIN YOUR INTERNSHIP UNTIL THESE BACKGROUND CHECKS ARE BACK AND UPLOADED TO THE PORTAL.**
7. Internship Agreement Form, clearances, insurance certificate, Internship Code of Conduct, the Social Networking Policy, and the social science Internship Course Agreement must be completed and uploaded to the portal before logging hours.
8. Student interns have one semester to complete their internship. After one semester, the grade will turn into a "F" if the internship hours are not completed. Any assignment or required document uploaded late will lose points. **REGARDLESS OF THE NUMBER OF INTERNSHIP HOURS COMPLETED, ANY ASSIGNMENTS NOT COMPLETED BY THE END OF THE SEMESTER WILL EARN A GRADE OF ZERO. EVERYTHING MUST BE UPLOADED TO THE PORTAL.**

Risks:

Students must recognize that they may witness, learn about information, or experience events they may find troubling or traumatic throughout the duration of their internship experience. With this in mind, they should choose an internship site aware of such possibility in an attempt to avoid any known triggers they may have. If the student experiences difficulty at any point, it is their responsibility to communicate this with their site supervisor (if possible) and/or their social science internship coordinator.

I have read this course agreement, and I am aware of my responsibilities that are required of me to participate in social science internship and the repercussions of not completing them.

Printed Name: _____

Signature: _____

Date: _____