OAKLAND UNIVERSITY CRIMINAL JUSTICE INTERNSHIP MANUAL 2018-2019

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CRIMINAL JUSTICE INTERNSHIP OVERVIEW

Thank you for your interest in the criminal justice major at Oakland University! We are proud to offer this major at both OU's main campus in Rochester and at the Anton/Frankel Center in Mount Clemens. This manual contains detailed information about the CJ internship. Please see the *Criminal Justice Program Manual* for a complete description of major and minor requirements, an overview of the specialization areas, and a complete description of courses. Students with questions should feel free to contact the Director of Field Services and Student Support for more information:

Kimberly Byrd, LMSW
Director of Field Services & Student Support
byrd@oakland.edu
(248) 370-2770

STATEMENT OF PHILOSOPHY

The criminal justice major at OU is an interdisciplinary program grounded in the theoretical, methodological, and applied policy traditions of criminology & criminal justice, as well as those related disciplines that have contributed to its core knowledge (i.e., sociology, political science, public administration, law, philosophy, and psychology).

DEFINING THE INTERNSHIP

OU criminal justice majors are required to complete an internship once they reach senior academic standing. Internships are coordinated by a full-time administrative professional and include a classroom component supervised by a full- or part-time faculty member. Internship placements are available in the metropolitan Detroit area. Requirements for the academic component of internships will be standardized to ensure uniformity in students' classroom experiences.

Internships are particularly crucial for criminal justice students. Popular media depictions of the criminal justice system – and of criminal justice careers especially – are greatly exaggerated, distorted, and inaccurate. While these depictions often prompt student interest in criminal justice careers, they also promote unrealistic ideas about what such work is like. Therefore, it is imperative that students receive actual work experience in the criminal justice system so that they may make more informed decisions about the type of career they wish to pursue. By requiring an internship for students, the OU criminal justice major prioritizes experiential and applied learning, while promoting professionalism.

COURSE DESCRIPTION

CRJ 4950 Internship in Criminal Justice (4)
Field placement and supervision of students in an approved criminal justice agency requiring the completion of associated course work to receive academic credit. Prerequisites: completion of all required and core major classes, senior standing, approval of Director of Field, and minimum GPA of 2.3in the criminal justice major.

CRIMINAL JUSTICE INTERNSHIP REQUIREMENTS

IMPORTANT DEFINITIONS

Director of Field

An Oakland University employee who is responsible for student internship placement, course and internship advising, interacting with Field Supervisors, and teaching CRJ 4950 Internship in Criminal Justice.

Field Supervisor

An agency/organization employee who accepts the supervisory role of an Oakland University Criminal Justice student intern.

Student Intern

An Oakland University Criminal Justice student who completes a semester-long internship at a designated agency/organization and CRJ 4950 Internship in Criminal Justice.

PURPOSE OF INTERNSHIP

Field experience is an integral part of the criminal justice curriculum at Oakland University. It creates a natural linkage between the classroom and the "real world" of professional practice. The internship program is designed to offer interface with criminal justice practitioners, clients, and other cross-disciplinary professionals. It creates the ability to observe the application of theoretical concepts, the implementation of justice-related policies, and the function of criminal justice organizations in the community and governmental environments, as learned in the undergraduate curriculum. After observing and participating in the work activities of criminal justice professionals, students are better prepared to assess their own criminal justice career interests.

The internship is also an academic learning experience, as students take CRJ 4950 Internship in Criminal Justice in conjunction with completing required internship hours. In class, students discuss internship experiences, build upon relationships within the agency setting, evaluate their techniques and skill sets, complete various written assignments that capitalize on internship experiences, discuss ethics and confidentiality, and build professionalism and a strong resume while networking within the criminal justice field.

INTERNSHIP ELIGIBILITY

Students should take the following steps to maximize their opportunity to obtain an approved Criminal Justice internship:

1) Student must officially declare a Criminal Justice major.

2) All criminal justice major students following Fall 2016 and beyond catalog must maintain a **2.0 overall GPA and a 2.3GPA in all CRJ courses** in order to remain in good standing in the program and to successfully obtain a degree in Criminal Justice.

3) Student must meet with the Criminal Justice Director of Field Services and Student Support, Kim Byrd, LMSW during the semester **immediately preceding** the semester of enrollment in CRJ 4950:

Meeting with Field Director	Online Application Due Date	Enrolled in CRJ 4950/Internship
August/Sept	October 1st	Winter Semester
January/February	February 1st	Summer Semester
May/June	June 1st	Fall semester

4) Student must have completed all required prerequisite courses prior to registering for CRJ 4950, and be at least Junior standing. CRJ 4950 is taken the student's second to last semester at Oakland University.

5) Student must be able to devote 16-20 hours a week at internship site. Most students work two full business days a week at agency/organization, however some agencies can be flexible with days/times. The minimum of 224 hours must be completed during the semester. Students must remain in their internships from the beginning of the semester through the last day of the semester, regardless of exceeding 224 hours.

6) Student must be enrolled in CRJ 4950 in conjunction with internship placement to receive academic credit. This is a course that meets weekly and provides supervision and support to students in their placement.

7) Student must complete all steps of application process online by deadline.

8) Student is required to accept the first internship placement offered, cancelling all other interviews with potential placements.

Students should consult with the Director of Field to obtain an approved internship site. When possible, the Director will attempt to match the student career interest with the internship placement, however this is not guaranteed. Placement with specific agencies and/or experiences are not guaranteed. If students secure an internship placement on their own the student must seek written approval of the site from the Director of Field in order to receive credit. Internship placements are mandatory for Criminal Justice majors. For more information regarding the required internship and for a step by step process please see the Criminal Justice Internship webpage.

ROLE OF FIELD SUPERVISOR/AGENCY

Each agency may have its own guidelines for selection of interns. The agency has the right to reject intern applicants. The agency may wish to conduct a formal or informal orientation of the student, which may cover working hours, breaks, personal conduct, appropriate dress, procedures, and routines, and confidentiality of information. The Field Supervisor may also wish to include a discussion of the agency and the student intern's role within the agency, the organization and administration of the agency, clarifying the various departments and positions, chain of responsibility, and accountability. Discussion of the agency's relationship with other local, state and federal agencies may also be instructive. Discussing the philosophy and objectives of the agency, and the services and programs it provides, is educational for the student. The Field Supervisor will provide regular, direct feedback to the student intern about his/her adaptation to the site. The Field Supervisor will complete an evaluation of the student at the end of the semester, which will be provided by the Director of Field. The agency may want to meet with the Director of Field one time per semester for a brief update on student progress, learning objectives, and areas of concern. The Director of Field and Field Supervisor will have open communication throughout the semester regarding the student intern

ROLE OF THE STUDENT INTERN

During the course of an internship, the student intern represents the Oakland University Criminal Justice Program. All students will adhere to the following guidelines:

1) Attendance: If you become ill and cannot attend your internship site, you must contact your Field Supervisor. When you are absent, you must contact your Field Supervisor and arrange to make up the missed hours. Tardiness and leaving early are neither professional nor accepted behaviors.

2) You should discuss the appropriate standard of dress with your Field Supervisor.

3) You should understand that confidentiality means not disclosing, verbally or in writing, any client/agency/staff information of which you have knowledge while you are on site or after you leave it. When you begin an internship, family and friends will want to know what you are experiencing, and what it is like for you. What you can discuss are your own reactions about what you are learning, but you cannot discuss specific information, client identification data, or anything that would compromise the agency or the clients receiving services from the agency.

SECURING AN INTERNSHIP

The Director of Field identifies all approved internship opportunities for students and schedules the student for agency interviews. All efforts will be made to match the student's internship experience with their career goals. Specific agencies and/or experiences cannot be guaranteed. Therefore, students are expected to be flexible with respect to internship placements as agency needs and site availabilities can vary from semester to semester.

Prior to the identification of internship placement, students are expected to disclose to the Director of Field any and all legal infractions that could result in an agency rejection of their placement. Students should not assume an infraction that was "dismissed" or occurred when they were a minor is unavailable to criminal justice agencies when they conduct background checks. Agencies vary with respect to their tolerance of criminal histories for interns. Consequently, it is important to have an open discussion with the Director of field about such matters to facilitate and identify the appropriate field placement for the student.

An interview with an agency does <u>not</u> guarantee placement with that agency. At times, for various reasons, agencies may not decide to place a student. However, if an agency determines the student is not suitable or competent for placement, the Director of Field will meet with the student to address student deficiencies and provide constructive feedback based on their interview performance and agency feedback. Students may be required to undertake professional and career development efforts after which the Director of Field will determine the student's readiness for another internship interview. Upon successful completion of these efforts within a reasonable time frame, one additional opportunity for obtaining an internship placement will be provided. If the student is still unsuccessful in obtaining a placement, alternative options for program completion will be discussed.

Students may present internship opportunities to the Director of Field where no formal relationship with Oakland University currently exists. In order for this agency to qualify as an approved internship placement, the Director of Field will contact the agency to review the necessary academic and experiential requirements and establish a formal agreement with that agency. Final decisions on whether an internship opportunity meets the requirements of CRJ 4950 is left to the sole discretion of the Director of Field or designee.

After students complete an interview and are offered an internship position, students must communicate with the Director of Field immediately. Students must discuss the acceptance or refusal of an internship position with the Director of Field prior to any discussions related to the offer with the agency. Students are required to accept the first placement offered to them, canceling all other scheduled or future interviews. Students who do not consult with the Director of Field prior to the refusal of an internship offer may not be given additional interview opportunities. Students are required to cancel all scheduled upcoming interviews once placement is secured.

CRIMINAL JUSTICE INTERNSHIP POLICIES

Student Safety Policy

To prepare students for this internship experience, students are provided with a basic, generic knowledge of safety issues as a topic discussed in the field seminar course. Students with specific safety concerns should contact the Director of Field and their Field Supervisor for further discussion and guidance. It is expected that the Field Supervisor will discuss safety concerns and agency policies with the student intern, and assess the understanding of safety matters as well as the student's ability to handle potentially threatening situations in a mature and professional manner. At the beginning of the internship, the Field Supervisor shall provide instruction on agency policies regarding safety matters. This should include information on all emergency procedures both on and away from the agency premises.

It is the responsibility of the agency to advise and educate students regarding potential health risks in the work environment. Students are to inform their Field Supervisor of any health conditions that may potentially affect performance of their duties in the field. Oakland University and the Criminal Justice program/faculty will not be held liable in the event of a safety-related matter. The Field Supervisor and Director of Field are expected to assist the student in developing skills to assess the potential dangers of interacting with clients and communities, and to provide instruction on how to diffuse these situations if possible, as well as to ensure access to appropriate assistance when needed.

Student interns are not permitted to transport clients, make unsupervised home visits, or be in the agency without a qualified, professional staff member available for supervision. It is the right of any criminal justice student intern to refuse to perform any activity due to concerns regarding safety.

Student Use of Private Vehicles Policy

In some agencies, students are required to use their own vehicles in the performance of field internship duties. Students should be aware that the driver of the vehicle has the responsibility in the extent of personal injury or property damage, and that the responsibility is distinct from that of the agency or Oakland University. Students who use a private vehicle in the performance of agency internship duties are advised to check with their insurance agency to determine if the student has appropriate insurance coverage.

Client Service Continuity Policy

Students in criminal justice field placements are expected to develop and maintain significant and meaningful relationships with agency personnel, clients, and/or other constituents during their internships. Some flexibility in academic scheduling may be required of students during times when the University designates a holiday or semester break. Although scheduled exams take precedence over internship experience, Oakland University expects student interns to consider client/agency needs when scheduling absences from agencies during semester breaks. Semester breaks are also important times for students to rest and attend to non-academic obligations. The University intends for all students to have breaks between semesters. Students are not required by the University to maintain a presence in the field agency during semester breaks, unless prior arrangements have been made with the agency and confirmed with the Director of Field. All students and Field Supervisors should discuss agency expectations for student availability during semester breaks, and agree to a plan during the initial interview between student intern and Field Supervisor before accepting agency/student match. Whenever the student intern and Field Supervisor agree that the student will continue to provide services in the agency during semester breaks, the student must inform the Director of Field.

Social Media Policy

Students are expected to practice in an ethical manner while working with clients or programs within their placement. Students using social media sites are expected to use the highest privacy settings on their social media profiles to ensure private information and photographs cannot be accessed by field agency personnel or clients. Students are not permitted to link to or view the social media profiles of clients or employees of the field placement agency.

In the event that a student's social media profile or linkage is considered a poor professional practice or an ethical violation, the student will be subject to a review for unprofessional conduct.

Drug Free Policy

Students must maintain a negative drug screen throughout the internship. This requirement stems from the fact that individual government agencies, clinics, courts, jails, police departments, and other facilities used in the internship component of the criminal justice major all require a drug screen to be completed before allowing a student to perform internship duties at their agencies. OU will not alter its requirement that an internship must be completed in order to graduate. The internship is a fundamental requirement of the program and is a prerequisite to graduate. Further, despite the fact that you possess a Michigan marijuana registry identification card, which only precludes arrest, prosecution under state law, it remains a violation of federal law to use and possess marijuana. Violations of the federal prohibition against marijuana use could put into jeopardy our federal funding as we are subject to the federal Drug-Free Schools and Communities Act. Please feel free to contact Oakland University's Disability Support Services (DSS) office. DSS assists in coordinating services and programs for students with disabilities.

University Non-Discrimination Policy

Oakland University, as an equal opportunity and affirmative action employer, complies with all applicable state and federal laws regarding anti-discrimination, equal opportunity and affirmative action.

"It is the policy of the university that there shall be no unlawful discrimination

against any person on the basis of race, sex, sexual orientation, age, height, weight, disability, color, religion, creed, national origin or ancestry, marital status, familial status, veteran status, or any other characteristic protected by federal or state law."

CRIMINAL JUSTICE INTERNSHIP STANDARDS & EXPECTATIONS

Ethical and Professional Standards

The fundamental duties of criminal justice professionals include serving the community, keeping property and lives safe, keeping the peace, protecting the community, and ensuring liberty, equality and justice.

While criminal justice work can be risky, student interns must not allow themselves to be placed in dangerous situations (i.e., carrying a gun, making arrests, or participating in any other activity or behavior that is dangerous). If the Field Supervisor orders a student intern to participate in a dangerous situation, the student should respectfully but firmly decline to participate and immediately contact the Director of Field. Students who have problems or concerns regarding internship placement should contact the Director of Field immediately.

Standards for Professional Conduct Within the Internship

Criminal justice education serves the function of ensuring that competent persons enter the criminal justice profession. Protection of the integrity of the profession and the rights of clients to quality service requires that graduates from Oakland University are prepared in a professional manner. At times it becomes necessary to review a student's motivation and suitability for a career in criminal justice.

The Criminal Justice program has the responsibility for evaluating, screening, and monitoring students for suitability in the criminal justice profession. If a concern about a student arises, the matter will be addressed by the Director of Field. If the concern is serious enough to jeopardize the student's continuation in the internship, the Department Chair will be consulted.

Expected professional conduct for criminal justice students includes ethical behavior, treating others with respect and dignity, demonstrating tolerance, compassion, competence, and possessing adequate interpersonal skills and the necessary psychological well-being sufficient to interact positively and constructively with others (Cobb & Jordan, 1989). Examples of unprofessional conduct include:

- Inability to form adequate relationships with others
- Inability to accept feedback
- Disruptive behaviors that undermine the teaching, learning, and morale of others
- Inability to perform due to personal problems
- Inadequate work skills such as absences and tardiness
- Inability to recognize and respect personal/professional boundaries
- Non-compliance with agency policies and procedures

Examples of unethical behaviors include:

- Participation in dishonest, fraudulent, deceitful, or misrepresentative behavior
- Failure to treat others with respect
- Exploitation of others for personal advantage
- Engaging in sexual activities with clients or agency staff

Grounds for Failing CRJ 4950

Students who graduate with a degree in criminal justice must meet the highest standards for maturity, judgement, and professionalism to ensure they have what it takes to work in the field and with vulnerable populations. These qualities are best evaluated through academic coursework in CRJ 4950 and performance at the internship site, which is why the internship and CRJ 4950 are mandatory for all CRJ majors. All students who wish to graduate with a CRJ major are thus required to satisfactorily complete both the internship and all course work of CRJ 4950. Students who do not meet these requirements of coursework, deadlines, and professionalism may be asked to withdraw from CRJ 4950, may receive a failing grade in CRJ 4950, may be prohibited from retaking CRJ 4950, and may be expelled from the criminal justice major permanently – all possibilities are at the sole discretion of the Director of Field, Professor Byrd or designee. Pending the reasons behind the lack of successfully completing the requirements, students may be referred to the Dean of Students for further review.

Grounds for Failing CRJ 4950 include, but are not limited to:

1) Termination of the internship prior to completion by the student, the Field Supervisor, or by the Director of Field.

2) Failure to complete a minimum of 224 hours at the internship site. Students at risk of not completing their hours for reasons beyond their control (such as a reduction of hours by the field supervisor) must immediately inform the Director of Field so that alternative arrangements can be made.

3) Failure to satisfactorily complete all coursework and/or poor attendance in CRJ 4950. Check the syllabus for the most current attendance policy to ensure compliance.

4) Failure to promptly and truthfully report to the Director of Field any arrest, citation, moving violation, or other change in criminal history.

5) Failure to take and pass any drug tests required by an internship site in time to begin the internship placement as scheduled.

6) Disclosure of any information obtained at the internship site that the student was required to keep confidential.

7) During the weeks placed at the internship site, engaging in conduct on social media sites (such as Twitter, Instagram, Facebook, Snapchat, message boards, etc.) that is discriminatory, harassing, unprofessional, or provides evidence of recent criminal behavior or problem substance abuse.

8) Fraternization with agency staff or clients.

Process For Reviewing Unprofessional Conduct

Concerns, suggestions, or other issues pertaining to the student intern will be identified by the Director of Field and discussed with the student on an ongoing basis. The Director of Field is a resource for faculty and students to use in identifying and addressing concerns before reaching a point in which the student's continuation in the internship is in jeopardy. Recognizing that this is not always possible, the following steps will be taken when a student is unable or unwilling to meet the program's standards:

1) When concerns arise regarding a student intern's non-professional conduct in the program the Director of Field or Field Supervisor should discuss the concerns first with the student. Generally speaking, students should be given the opportunity to correct their behavior by having expectations clarified or by developing a plan for improvement. All concerns should be documented on the concerns form and forwarded to the Director of Field. Concern forms should be completed in detail, clearly articulating issues/concerns/complaints.

2) If the concerns are not resolved or are of a serious nature, the problem will be put in writing and forwarded to the Director of Field, who will then meet with the student as soon as possible to address the issues and outline further action. Documentation of this activity will be noted in the student's file.

3) If the issues continue to be unresolved and are serious enough to possibly warrant the student intern's termination of the internship, the Department Chair will be asked to review the matter.

4) All parties will be provided with opportunities to present information and discuss the matter. Potential outcomes of the review include but are not limited to:

- Development of a learning contract or plan for the student intern's continued growth and ultimate success within the program
- Termination of internship
- Failing CRJ 4950
- Expulsion from the CRJ major
- Referral to the Dean of Students

CONCLUSION

Internships give students the opportunity to work on enhancing their career goals, to develop contacts, start networking in their field, and to experience professional work life. Our courses are taught by Ph.D.-level Criminologists and Sociologists who offer our students a higher level of education. We here at Oakland University hope to continue to foster strong working relationships within our community criminal justice agencies.

APPENDIX: CRIMINAL JUSTICE FORMS

See following pages for:

- Field Placement Contract
- Field Supervisor's Evaluation of Student Intern
- Student Evaluation of Internship Site
- Field Agency Safety Review
- Concern Form

Field Placement Contract

Agency/Organization:_____
Address: _____
Phone:_____
Name of Field Supervisor: _____
Email address of Field Supervisor:_____

Field Site Supervisor: I have discussed this internship with the intern and have agreed to the assigned projects and activities. I will provide the intern with an orientation to the organization and its relevant policies and procedures. The intern will be present 16-20 hours a week at the agency/organization. I also agree to provide the completed student evaluation at the end of the semester to Kim Byrd, LMSW, Director of Field and Student Support (byrd@oakland.edu).

Signature of Field Supervisor:_____ accepts _____ from Oakland University in Field Placement for _____Semester of 20__.

The intern will be involved in the following projects:

INTERN: I agree with and accept the projects and activities of the field placement. I agree to complete all tasks promptly and to the best of my ability. I accept the obligation of confidentiality in my work and relationship with my field supervisor(s). I agree to represent Oakland University professionally.

Intern Signature: _____
Date: _____

Field Supervisor's Evaluation of Student Internship

Field Supervisor Directions: Please complete this evaluation form at the end of the semester and fax to Kimberly Byrd, LMSW at (248) 370-4608 or email byrd@oakland.edu.

Intern's Name: _____ Date: _____

Supervisor's Name: _____Agency/Organization: _____

Supervisor's Email: _____

Will/Has the student complete(d) the required number of hours (224) for the semester? _____

1. **Quality of work**: Accuracy, completeness, appropriately applies knowledge of criminal justice system

5	4	3	2	1
Excellent	Very Good	Average	Below Average	Poor

2. **Organization**: Ability to plan, organize, and understand the structure of agency

5	4	3	2	1
Excellent	Very Good	Average	Below Average	Poor

3. **Potential**: Prepared for an entry-level position in the criminal justice or related field.

5	4	3	2	1
Excellent	Very Good	Average	Below Average	Poor

4. **Judgment**: Educated decision-making, maturity, assessment of own strengths and weaknesses

5	4	3	2	1
Excellent	Very Good	Average	Below Average	Poor

5. **Attitude**: Interested, enthusiastic, asks questions and seeks answers, is motivated to develop skills, takes initiative

5	4	3	2	1
Excellent	Very Good	Average	Below Average	Poor

6. **Dependability**: Reliable, accepts responsibility

5	4	3	2	1
Excellent	Very Good	Average	Below Average	Poor

7. **Attendance**: Is punctual, limited days absent, seeks out appropriate time to make up missed hours

5	4	3	2	1
Excellent	Very Good	Average	Below Average	Poor

8. **Congeniality**: Works harmoniously and professionally with co-workers, clients, and visitors, functions as a team player, and displays respect for authority

5	4	3	2	1
Excellent	Very Good	Average	Below Average	Poor

Describe the intern's most significant accomplishment or activity:

Additional comments:

Student Evaluation of Internship Site

Name:_____Date:_____
Name of Internship Placement:_____

Name of Supervisor(s) you had most interaction with:_____

Instructions:	Please circle the number that best represents your agreement/disagreement with the following statements:
5 = Strongly agree	
4 = Agree	
3 = No opinion or N/A	
2 = Disagree	
1 = Strongly disagree	

1. I was treated as an employee of the agency.

5	4	3	2	1
Strongly agree	Agree	No opinion or N/A	Disagree	Strongly disagree

2. The internship experience has improved my understanding of criminal justice agencies.

5	4	3	2	1
Strongly agree	Agree	No opinion or N/A	Disagree	Strongly disagree

3. I felt like I was given exposure to numerous tasks and employee functions within the agency.

5	4	3	2	1
Strongly agree	Agree	No opinion or N/A	Disagree	Strongly disagree

4. The agency trained me to perform the assigned tasks as necessary.

5	4	3	2	1
Strongly agree	Agree	No opinion or N/A	Disagree	Strongly disagree

5. The assignments given to me by the agency met my expectations.

5	4	3	2	1
Strongly agree	Agree	No opinion or N/A	Disagree	Strongly disagree

6. I was assigned to tasks that were appropriate to the internship.

5	4	3	2	1

Strongly agree	Agree	No opinion or N/A	Disagree	Strongly disagree

7. My field supervisor took an active interest in my progress and training.

5	4	3	2	1
Strongly agree	Agree	No opinion or N/A	Disagree	Strongly disagree

8. I felt like I had support within my agency setting.

5	4	3	2	1
Strongly agree	Agree	No opinion or N/A	Disagree	Strongly disagree

9. I would recommend this internship placement to other students.

5	4	3	2	1
Strongly agree	Agree	No opinion or N/A	Disagree	Strongly disagree

Comments:

Field Agency Safety Review

Instructions: During the initial weeks in a field agency students are to become familiar with various aspects of agency life that could impact on an individual's safety. Please review this form with your Field Supervisor and address areas that may be of potential risk to your physical safety and health. Simply put the acronym "NA" if any items do not apply to your field experience setting. Submit the completed form to your professor.

Agency: _____ Date of Review: _____

I. Orientation

Does the agency have its own safety policies? Yes No
NA

Does the agency have a safety orientation or training? Yes No
NA

Are you familiar with the safety policies? Yes No
NA

Have you participated in the safety orientation or training? Yes No
NA

Have you discussed the issue of safety with your Field Supervisor? Yes No
NA

II. Environment

What is your initial reaction to the physical surroundings? Safe Unsafe
NA

Is the agency well lit, both inside and out? Yes No
NA

Are the washrooms and out of traffic areas safe? Yes No
NA

How can you deal with the trouble spots, if any exist?

III. Travel

Is the parking lot well lit? Yes No
NA

Does the area neighborhood present increased risks? Yes No
NA

What special procedures or areas for parking does the agency provide to increase worker safety?

IV. Home Visits and Outreach Activities

Have you discussed home visits and outreach activities with your Field Supervisor ? Yes No
NA

Will you be expected to use your own vehicle for these visits? Yes No
NA

Is your Field Supervisor aware that you may not transport

clients? Yes No NA

What are your agency's specific safety procedures regarding home visits and outreach activities?

What are you expected to do if you find yourself in a situation with a potentially violent or threatening person?

How are high-risk neighborhoods or areas identified?
What safety practices are recommended for after hours or evening meetings?

V. Health

Are there health risks in this setting? Yes No NA

If you answered yes, what are those risks and what precautions are you taking?

Is information and training made available on prevention, particularly from communicable diseases or infections or precautionary procedures? Yes No NA

VI. Reporting

Whom would you contact regarding the following?	Name and Phone Number:
• A potentially violent client	
• Unsafe physical surroundings	
• Harassment by an agency staff person	
• Exposure to a communicable disease	
• An internship related injury	
• Harassment by your Field Supervisor	
• Threatening behavior by a client in their home	

VII. Overview

How would you rate the overall safety of this internship? Circle one

Safe Somewhat Safe Unsafe

How would you rate your own preparedness at this time to participate safely in this internship experience? Circle one

Safe Somewhat safe Unsafe

Please include any additional comments pertaining to safety that you want to share.

We have reviewed this completed form together and have addressed any noted safety concerns.

Student's Signature:_____ _____
Date

Professor's Signature:_____ _____
Date

Field Supervisor's Signature:_____ _____
Date

Developed by Barbara Jean Scott, MSW
Assistant Professor, Madonna University
Livonia, MI 48035

Based on Weinger, S. (2001). Security Risk: Preventing Client Violence Against Social Workers. Washington, D.C.: NASW Press

Concern From

Field Supervisor/Student/Director of Field Directions: Please complete when a professional, personal, ethical, or other behavioral concern is identified during the internship experience. Upon completion of this form, the student and Field Supervisor will meet to discuss concern in an attempt to resolve. The Director of Field may also be consulted. Please fax (248-370-4608) or email (byrd@oakland.edu) this form to Kimberly Byrd, LMSW upon completion in order for it to become a part of the student's academic file.

Intern's Name:_____
Date of Observed Concern:_____Date of Meeting:_____
Field Supervisor Name:_____Agency/Organization:_____
Field Supervisor Email:_____
Was the Director of Field consulted? Yes No
Was the Chair of the Department consulted? Yes No
Was the Dean of Students consulted? Yes No

1. Behaviors of Concern: Please describe the behaviors that are causing your concern.

2. How long have the above behaviors been observed?

3. What action was taken (e.g., learning plan, goals, established time line for behavior correction)? Please attach plan to address behaviors if appropriate.

4. Was the student/Field Supervisor in agreement with the above action? Yes No

Date to be reevaluated by Field Supervisor/Director of Field/student:_____
Field Supervisor: _____ Date:_____
Student:_____ Date:_____
Director of Field: _____ Date:_____
Chair of Department:_____D