



Civic Engagement & Responsibility Minor

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**INTERNSHIP APPLICATION PACKET**  
**IDS 398.02: PROFESSIONAL PRACTICE (3 Hours)**  
**OFF-CAMPUS INTERNSHIPS ONLY**

The American Democracy Project has developed a professional practice program within the scope of the Civic Engagement and Responsibility Minor to provide professional experience for academic credit. The IDS 398.02 Professional Practice is required by all students who wish to graduate with the Civic Engagement and Responsibility Minor. This packet is designed to assist the student in fulfilling all requirements of their professional practice including; application process, expectations of the student, important contact information and assessment details.

Students working towards a major in Teacher Education may receive an internship which focuses on outcomes set forth by the Urban Teacher Preparation (UTP) curriculum. 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 Civic Engagement & Responsibility Coordinator remains the teacher of record for IDS 398.02. Because of this, the Minor Coordinator will assess assignments and issue evaluations.

**Professional Outcomes:**

1. Students will gain first-hand knowledge and experience about the community need and the agency they chose. 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 fields of study.
3. Students will put to practice and apply conceptual knowledge and skills learned in the classroom directly into the community.
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.

**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 off-campus internship must meet the following requirements:

- Must be a senior (90 hours completed).
- Be a student accepted to the Civic Engagement and Responsibility Minor.
- Must have successfully (C or higher) completed all course work in IDS125.

## Steps to Apply for IDS 398.02 Professional Practice

1. Read the Internship Application Packet about the Civic Engagement and Responsibility Minor internship process.
2. Make an appointment with the Minor Coordinator to discuss career goals and internship options. You may request an appointment by emailing Cynthia Edmonds-Cady at [cedmond@ilstu.edu](mailto:cedmond@ilstu.edu). If you already have a clear idea of the type of internship you are interested in, complete the forms below and then schedule a meeting with Cynthia.
3. Complete the four documents described below and submit it to the Minor Coordinator before the deadline for final approval, November 15th (for Spring semester) and April 15th (for Summer and Fall semesters).
  - i. **Resume (Appendix I):** Create or update your resume. There is one sample enclosed, but it is just a general guideline. The Career Center can provide hands-on help with your resume.
  - ii. **Placement Request (Appendix II):** Identify a community service learning need (consistent with your personal goals) in a community organization. Each student will be responsible for identifying an organization or business with which they choose to work. It is suggested that the student attempts to find multiple prospects in case a few are not viable. One person (specifically someone in a leadership position) from the organization needs to be acknowledged as the supervisor for the student. The student is responsible for contacting the potential supervisor and explaining the professional practice to them. Supervisors must be aware of the syllabus and their role in providing the student with a professional practice position as it relates to this service learning experience. After this initial contact, the student should contact the Minor Coordinator (Cynthia Edmonds-Cady) and deliver a brief report of the proposed professional practice (Refer Placement Request). The Minor Coordinator will then contact the supervisor and make arrangements to set up meetings with the student and supervisor. Weekly contact with the Minor Coordinator is expected.
  - iii. **Professional Practice Contract (Appendix III):** Student and Minor Coordinator will both sign the contract
  - i. **Request for Academic Credit (Appendix IV):**
    - i. Registration is the student intern's responsibility. If you do not go through the proper registration process, you will not receive academic credit for your internship.
    - ii. Credit Hours: IDS 398.02 is a three credit requirement. During the Fall/Spring semester, the student will spend **8-10 hours** in the professional practice per week. During the Summer 12 week session, the student will spend **10-12 hours** in the professional practice per week. During the Summer 8 week session, the student will spend **15-20 hours** in the professional practice per week.
    - iii. Request for Academic Credit Form (Appendix IV). File this form and the application packet with the Civic Engagement and Responsibility Minor Coordinator, Cynthia Edmonds-Cady. This will complete registration for the course.

**Appendix I: RESUME TEMPLATE**

**NAME**

Address

Phone

Email

**OBJECTIVE** (optional)

Your objective statement should be brief and tailored to the position you are applying for. It can also briefly highlight the skills you can offer the organization.

**EDUCATION**

Institution Name, City, State

**Degree Title and Major(s)/Minor(s)**

Graduation Date

Cumulative/Major GPA: ??/4.0

(Month, Year)

Academic Honors: List any honors

Related Coursework: List any courses that highlight unique skills or knowledge

Previous Institution Name, City, State (if applicable)

Degree

Date

**RELATED EXPERIENCE**

Job Title

Date(s)

Organization, City, State

- Describe responsibilities and skills obtained in order of importance
- Start each bullet point with an action verb, then add skills and abilities developed while performing the task

Job Title

Date(s)

Organization, City, State

- Quantify experiences when possible
- Focus on key skills and qualifications highlighted in a job description and match your bullet points to those listed

**OTHER HEADINGS** (additional experiences categorized into appropriate sections)

Job Title/Position

Date(s)

Organization, City, State

- Continue listing appropriate bullet points for experiences and skills gained

**COMMUNITY SERVICE**

Organization, City, State

Date(s)

**CERTIFICATIONS AND PROFESSIONAL MEMBERSHIPS**

Certification/Professional Association, Organization, City, State

Date(s)

**SKILLS**

Proficient/knowledgeable in \_\_\_\_\_

Experience working with \_\_\_\_\_

(Use margin and font size adjustments, spacing, and headings to get your resume to one full page. Margins should be between .5” and 1”. Font size should be between 10-12 point, except for the header and section headings, which should be in larger font.)

## **Appendix II: Placement Request**

1. Profile: The name, type of organization, and a brief history of its involvement in the community (including alternative community organization).
2. Rationale for choice and community need.
3. Internship Details:
  - The supervisor's name, contact information, their title and role in the organization
  - Number of hours committed to both on a weekly basis and for the duration of the internship
  - Any relevant information obtained from the initial contact
  - Projected learning and practice plan: this is a list of potential obligations and expectations.
  - Collaborate with Minor Coordinator and agency supervisor to create reflection components and activities at the community agency or organization that foster civic engagement competencies and civic responsibility skills.
  - Students with Urban Teacher Prep emphasis must still collaborate with the Minor Coordinator.
4. Letter of Commitment: It is required that the student obtains a short letter from the supervisor at the site stating their commitment for accepting a student intern.

### Appendix III: Professional Practice Contract

The Civic Engagement and Responsibility Minor professional practice program is designed to place exceptional students in a service learning setting in which they are able to use their civic knowledge and interests and to gain additional skills in civic engagement.

While you are enrolled for internship credits (Class IDS 398.02) with the American Democracy Project you will have responsibilities described below.

#### Intern Responsibilities

- Register for the internship via computer **BEFORE** the deadlines for the semester in which you are completing the internship.
- Pick up a syllabus from the coordinator for the course at the beginning of the semester.
- On a weekly basis, check in with the course page on ReggieNet or with the Minor Coordinator for updates, assignments and feedback.
- Turn in the homework on time.
- Contact the Minor Coordinator if you decide to withdraw from your internship position, or decide to work with another company or organization.
- Contact the Minor Coordinator when you have any questions.
- Perform duties for the internship position you selected.
- Stay current with relevant due dates.
- Understand the responsibilities and requirements of your internship position.

#### Minor Coordinator for Professional Practice (Internship) Responsibilities:

- Facilitate paperwork and ReggieNet for students enrolled in IDS 398.02 course.
- Respond to questions from students enrolled in the IDS 398.02 course and their site supervisors.
- Coordinate with student and site supervisor to provide required information to facilitate internship and necessary assessment of student.
- Assign grades to students enrolled in IDS 398.02, according to the information provided by students and their site supervisor.

I agree to the responsibilities stated above in this contract and promise to follow them.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
UID

\_\_\_\_\_  
Minor Coordinator

\_\_\_\_\_  
Date

**Appendix IV: REQUEST FOR ACADEMIC CREDIT**

**IDS 398.02: PROFESSIONAL PRACTICE**

You and the minor coordinator should complete this form immediately *after* you receive confirmation that you have been approved for an internship. Bring the completed form to the **Civic Engagement and Responsibility Coordinator** for departmental signature and an electronic permit will be entered in the computer within 24 hours. You may then register via ReggieNet.

For semester: Fall \_\_\_ Spr \_\_\_ Sum \_\_\_ Year \_\_\_\_\_

Name: \_\_\_\_\_

UID# \_\_\_\_\_

Local Address and Phone:

\_\_\_\_\_  
\_\_\_\_\_  
(        ) \_\_\_\_\_

Permanent Address and Phone:

\_\_\_\_\_  
\_\_\_\_\_  
(        ) \_\_\_\_\_

Major: MAC-Broad MAC-Jour PR SPC

Major GPA: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Internship Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Finish Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Internship is: Unpaid \_\_\_\_\_ Paid: \_\_\_\_\_ Amount \_\_\_\_\_ per \_\_\_\_\_

Hours per Week \_\_\_\_\_ # of Weeks \_\_\_\_\_ Hours of Credit \_\_\_\_\_

Agency Name, Address

\_\_\_\_\_  
\_\_\_\_\_

Phone (        ) \_\_\_\_\_

Email \_\_\_\_\_

Agency Supervisor and Title: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Recommend: \_\_\_\_\_

Committee Approval: \_\_\_\_\_

Internship Coordinator

**All requested information must be complete. Then take this form to the Civic Engagement and Responsibility Minor Coordinator, Cynthia Edmonds-Cady at 301 Rachel Cooper, [cedmond@ilstu.edu](mailto:cedmond@ilstu.edu), 309-438-5949**

Do not write below this line. For official use only.

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Information Check \_\_\_\_\_ GPA Check \_\_\_\_\_ Signature Check \_\_\_\_\_ Health Insurance Form on File \_\_\_\_\_

\_\_\_\_\_  
Executive Director's Representative and Date