

# Civic Engagement and Responsibility Minor

## IDS 398a02: Community-Engaged Internship (3 hours)

### Internship Application Process

The Civic Engagement and Responsibility Minor includes a required IDS398a02: Community-Engaged Internship which provides students an opportunity to use their civic knowledge and interests, gain additional skills, and create a mutually beneficial experience for the community organization with which the student partners. Students in the minor working toward a major in Teacher Education may work with the Urban Teacher Preparation program coordinator and the minor coordinator to identify an internship site that emphasizes urban teacher preparation.

IDS398a02 is a three-credit requirement with a minimum expectation of 120 internship site hours. During the spring semester 15-week semester, the student will spend **8 hours** in the internship per week. During the summer, students can complete a 12-week session where the student will spend **10 hours** in the internship per week, **or** an 8-week session where the student will spend **15 hours** in the internship per week. In addition to internship site hours, students will participate in 10 hours of class meetings regardless of semester. Internship sites requiring an additional 45+ hours may be eligible for additional credit hours. Contact [Minor Coordinator](#) to discuss the possibility.

The IDS398a02 instructor will assess the student's success in the class. Student will complete reflection journals, midterm and final self-evaluations, a policy paper, and a portfolio showcasing examples of coursework and internship projects that demonstrate understanding of learning outcomes for the minor. The internship site supervisor will complete a midterm and a final evaluation to provide the student with additional feedback.

## Application Process

The application process is outlined below with step-by-step directions and links. Contact the [Minor Coordinator](#) if you have any questions.

1) **Contact Academic Advisor, [Wendi Whitman](#), to confirm you are eligible for IDS 398a02.**

Internship credits are senior hours; however, they may not substitute for credits from required courses or electives. No student may count more than 16 hours of 398 credit toward graduation.

To apply for the internship, you must meet the following requirements:

- Be accepted to the Civic Engagement and Responsibility Minor;
- Completed all course work in IDS 125 with a grade of C or higher;
- Completed 9 elective credit hours for the minor **or** have permission from the coordinator;
- Be in good academic standing.

2) **Meet with Minor Coordinator, [Katy Strzepek](#), to discuss and plan for your internship.**

You are **required** to meet with Minor Coordinator even if you believe you have a clear idea of the internship you would like to do. Prior to your meeting, please [complete this short midterm program assessment](#) which will also ask you to upload a copy of your resume.

3) **Secure internship site and complete internship application.**

**After** you have secured your internship, complete the [IDS398a02 Internship Application](#). You will be asked to include a short email/letter from your internship site in the application.

**Internship applications must be submitted by:**

- Spring semester internship: **October 20**
- Summer semester internship: **March 20**

You will receive an approval email once the Minor Coordinator reviews your application.

4) **Register for IDS 398a02.**

Once approved, an override will be entered into [Campus Solutions](#) within 24 hours and the Academic Advisor will email you to indicate that you may register.

5) **Complete any required paperwork for your internship site.**

6) **Complete the internship form on the Career Services [“Hire a Redbird” site](#).** You are strongly encouraged to utilize the resources offered by [Career Services](#).

**Contact the [Minor Coordinator](#) immediately if you decide to withdraw from your internship position or decide to work with another company or organization.**