FORM II

INTERNSHIP AGREEMENT

Western Illinois University

School of Law Enforcement and Justice Administration

Fire Service Internship (490)

The internship in Law Enforcement and Justice Administration (LEJA) Fire Service (FS) is designed to provide an opportunity for practical application of classroom theory in professional fieldwork. The student should acquire experience in planning, leadership, supervision, basic fire skills, and program evaluation by working with an approved fire service program under highly trained personnel in varied settings. The student, the instructor, and the agency involved in the field experience will all share in the responsibilities of the experience.

1. The student will achieve approximately 360 contact hours in professional fieldwork and related studies for which s/he will receive 9 semester hours of credit upon satisfactory completion. Any compensation to the intern is completely at the discretion of the participating agency and is not required. However, the student is expected to follow the rules, regulations, and policies of the agency as an intern/volunteer.

2. The School of Law Enforcement and Justice Administration Fire Service will provide a written guide to the internship, www.wiu.edu/leja (Current Students, Internship Book and Forms). The internship book will be available to delineate philosophy and objectives of the internship; progression and scope of the internship; the policies and procedures, and the forms and reports to be submitted.

3. The School of Law Enforcement and Justice Administration Fire Service will provide the agency with a Student Information Sheet, Statement of Insurance and Waiver and Release Forms (attached). Evaluation of the agency's participation will be made at least once a year.

4. The student may participate in planning her/his program for field experience, and will submit weekly reports to the agency and University supervisors; have periodic conferences with agency supervisors; and participate in the final evaluation of internship.

5. The agency and the School of Law Enforcement and Justice Administration Fire Service will jointly agree upon placement of a student in the agency, after consultation with the student and in consideration of the needs of the student in relation to what the agency can provide. The student will arrange for an interview, if necessary, before a final decision is made. Upon selection of the agency for placement, a general plan for the student during the entire field experience should be developed in consideration of the student's goals and objectives for this experience.

6. The field experience should include multiple experiences with more than one facet of the agency in order to provide an understanding of the total scope of agency operations. For example, interns could be given opportunities to plan, organize, and lead activities, as well as opportunities to observe and participate in field experiences.

7. When necessary, the agency may alter the above statements to make the requirements appropriate to the agency setting or to meet the student's individual needs. However, the School of Law Enforcement and Justice Administration Fire Service must be notified of substantial changes.

Western Illinois University's School of Law Enforcement and Justice Administration Fire Service
and

_____
(Agency)

_____
(Coordinator)

_____
(Street) (City) (State) (Zip) (Area Code/Phone #)

agree to the provisions of the above statement for the following student: _____

Beginning Date: _____ Ending Date: _____

Signed: _____ Date: _____
(Student Signature)

Signed: _____ Date: _____
(Faculty Signature)

Signed Accepted: _____ Date: _____
(Agency Coordinator Signature)

Signed Denied: _____ Date: _____
(Agency Coordinator Signature)

This form must be signed either accepted or denied and returned to: Jeff Swanson, FS Internship Coordinator, Law Enforcement and Justice Administration (LEJA), Western Illinois University (WIU), One University Circle, Macomb, IL 61455 at your earliest convenience (or fax to 309/298-2516). If accepted, the student will report to the agency the first day of the scheduled internship at a time designated by the agency.

Telephone 309/298-1586 – FS Internship Coordinator, Fax: 309/298-2516
School of LEJA Main Office 309/298-1038 (Fax: 309/ 298-2187)