PSM Mission Statement:

Public Safety Management is a broad based public safety management educational program designed to augment and develop managerial skills necessary for a career in public safety or continued advancement within the field.

Course Descriptions

Students will be assigned to a University approved program to engage in activities related to the Fire Service Management Program and the student’s career objectives. Students will seek out acceptable organizations and after conferring with the instructor choose one of the acceptable organizations. The student will not begin their internship until approval is obtained from the instructor. The student will perform duties and services in an instructional setting as previously arranged with the sponsoring work site supervisor. Hours and credits to be individually arranged. Mandatory Pass/Fail.

Notes:

1. All internships must be performed at other than the student’s normal work site, must involve the student in activities that differ from the student’s usual duties and responsibilities, and must relate to the student’s academic and career goals.

Options: With the faculty member’s concurrence, all off-campus students may select one of the following options for completing a three semester-hour internship:

   a. Complete a total of 150 hours of internship experience and all other requirements.

   b. Complete a total of 75 hours of internship experience, write a formal paper related to the internship, and complete all other requirements.

Requirements:

1. The student is required to complete an Internship Agreement and Internship Objectives prior to beginning the internship.

   a. The student, with the guidance of the faculty member, is responsible for identifying a suitable occupational internship site and for negotiating the structure and terms of the internship. This includes the internship location, assigned duties and responsibilities, work hours, objectives, and (if applicable) travel, housing, and employer benefits.
b. The faculty member is responsible for ensuring that the approved internship is consistent with the student’s academic program and career goals. Occupational internships must provide the student with an opportunity to apply skills gained in the academic setting to real work situations; must be directly related to the student’s academic and career objectives and are expected to serve as a supplemental source of learning.

2. The student, prior to seeking faculty approval, must meet with the preceptor and must complete the Internship Agreement and Internship Objectives forms. Each form must be signed by the student and the preceptor.

3. The student must maintain an Internship Diary during the time of the internship to record hours worked, tasks, and objectives accomplished. The student and the preceptor must sign all diary pages.

4. The student must provide the preceptor with copies of the Midterm and Final Internship Evaluation forms. The original signed evaluation forms must be returned to the faculty member.

5. At the request of the faculty member, the student must schedule an appointment for the faculty member and the preceptor to meet with the student. Such meetings may be scheduled prior to the internship, at midterm during the internship, and/or at the completion of the internship. Faculty should strive to meet with the preceptor and the student at least once during each internship.

6. The student must meet at least twice with the faculty member: once prior to beginning the internship and once during or at the completion of the internship.

7. The student must satisfactorily complete a minimum of 150 hours of internship experience for option a or a minimum of 75 hours of internship experience for option b. All internships must be performed at other than the student’s normal work site and must involve the student in activities that differ from the student’s usual duties and responsibilities.

8. Prior to the end of the semester during which the student is registered for the internship course, the student must provide the faculty member with originals of all of the following:

   a. The signed midterm and final evaluation forms.

   b. Signed diary pages.

   c. A typed final report completed in the format of the attached Final Report Outline.

9. In addition to the above, students who elect to complete 75 hours of internship experience under option b are required to provide the faculty member with a typed formal paper that meets all requirements stated in the attached Formal Internship Paper Outline.
Grading:

All internships are graded on a Mandatory Pass/Fail basis. To receive a grade of Pass (P), a student must satisfy all of the following:

1. Faculty approved (prior to beginning the internship) Internship Agreement and Internship Objective forms.

2. Signed originals of all Internship Diary forms provided to the faculty member prior to the end of the semester. The diary must indicate satisfactory completion of most of the planned Internship Objectives.

3. Signed originals of the Preceptor’s Midterm and Final Evaluation forms with minimum ratings of four in all areas provided to the faculty member prior to the end of the semester.

4. A properly completed Internship Final Report in the format of the attached outline provided to the faculty member prior to the end of the semester.

5. In addition to the above, students who complete 75 hours of internship experience under option b are required to provide the faculty member with a satisfactorily completed Formal Internship Paper that meets the criteria of the attached Formal Internship Paper Outline.
Internship
Preceptor Information

Southern Illinois University Carbondale offers courses leading to the baccalaureate degrees in Fire Science Management at various off-campus sites.

Internships are designed to give students practical experience in some area of their career field other than their normal work place. Students must spend at least 75 hours during the semester working under the supervision of a qualified preceptor (tutor) who will assist the student in establishing learning objectives to achieve during the work experience.

The arrangement for internships will be established by a written agreement signed by the student, the preceptor, and the faculty member. This agreement will include a brief description of the duties to be performed during the internship experience and a definition of the learning objectives for the course.

The preceptor is requested to provide a written evaluation of the student’s performance and progress at both the midpoint and the end of the internship. Forms will be provided to you for this purpose. These two (2) evaluations will be a major consideration for determining a final grade for the course; therefore, your reasoned opinion is appreciated.

The student is required to maintain a notebook, or log, of the experiences at your work site. This log should be a complete chronological listing of tasks accomplished, or learning objectives met, rather than a mere hour-by-hour or day-by-day chronology of events. The notebook, or log, will be turned in at the end of the internship and will be considered as part of the requirements for a grade.

The student will also prepare a four to five (4-5) page narrative summary of the internship experience and the achievement of the learning objectives.

The preceptor’s role in this course is critical in determining the value of the learning experience and assigning an academic grade. By accepting this role, you agree to contribute your experience, your knowledge, and your supervisory abilities to an important practical learning experience for an interested student. Allow the student to contribute to your activity while he or she is learning from you, but do not expect the student to perform only menial tasks others wish to avoid.

We at SIUC appreciate your cooperation and willingness to work with us and our students and sincerely desire this to provide a mutually beneficial experience for all concerned. Please contact the SIUC office if you need further information or encounter any problems.

March 2017
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COLLEGE OF APPLIED SCIENCES AND ARTS

Internship

This course provides the opportunity for students to earn credit for career-related work experience with a University-approved organization. The student must supply all the information.

Course: _________________________ Term: _______ 20 ______ Credit Hours:_______

Student: ___________________________ SS#: __________________

Local Address: ____________________________ Daytime Phone: __________________

Cooperating Organization: ____________________________

Address: ____________________________

Normal Supervisor: ____________________ Phone: __________________

Internship Preceptor: ____________________ Room #: ______

Title: ____________________________ Phone: __________________

Period of Experience: From: ___________ To: ___________

Number of Hours Per Week (min. 5 hrs.): ___________ Or Term (min 75 hrs.): ___________

Normal Duty: ____________________________

Internship Activity/Project: ____________________________

The Student and Preceptor agree to comply with all stipulations of requirements.

________________________________________ Date: __________________

Student Signature

________________________________________ Date: __________________

Preceptor Signature

________________________________________ Date: __________________

Faculty’s Signature

March 2017
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COLLEGE OF APPLIED SCIENCES AND ARTS

Internship Objectives

During the __________________ Semester, 20 ______, in cooperation with my internship preceptor and faculty, I will attempt to accomplish the following list of objectives:*

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

*It is understood that a midterm and final preceptor’s evaluation of the above list of objectives are required for successful completion of the internship.

__________________________________________ Date: __________
Student Signature

__________________________________________ Date: __________
Preceptor Signature

__________________________________________ Date: __________
Faculty’s Signature

March 2017
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COLLEGE OF APPLIED SCIENCES AND ARTS

DIARY FOR
INTERNSHIP EXPERIENCE

Name of Student: __________________________________ SS#: __________________

Internship Preceptor: __________________________________

Student Signature: ____________________________________

Internship Preceptor’s Signature: _________________________

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
<th>SIGN-IN TIME</th>
<th>SIGN-OUT TIME</th>
<th>TOTAL HOURS</th>
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</table>
Preceptor’s Midterm Evaluation of Student Intern

Name of Student: ___________________________  SS#: ___________________________

Cooperating Organization: ___________________________

Internship Preceptor: ___________________________  Title: ___________________________

Phone: __________  Period of Report:  From: _________________  To: _________________

This evaluation has been discussed with student:  Yes ☐  No ☐

Please evaluate the student intern in the following categories. Please circle your response.

<table>
<thead>
<tr>
<th>Information-Related Skills</th>
<th>Needs Attention</th>
<th>Outstanding</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Knowledge level of tasks to be performed</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>b) Knowledge level of theory related to job performance</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>c) Ability to make decisions, if necessary</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>d) Ability to use equipment/tools skillfully</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
<td>6</td>
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<table>
<thead>
<tr>
<th>Communication-Related Skills</th>
<th>Needs Attention</th>
<th>Outstanding</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Relationship to supervisor</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>b) Cooperation with other employees</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
<td>6</td>
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<tr>
<td>c) Quality of written communication</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
<td>6</td>
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<tr>
<td>d) Speaking ability</td>
<td>1 2 3 4 5 6</td>
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<td>6</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Attitude/Performance-Related Skills</th>
<th>Needs Attention</th>
<th>Outstanding</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Interest in performing assigned tasks</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>b) Initiates/suggests ideas</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
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</tr>
<tr>
<td>c) Willingness to learn new tasks</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>d) Willingness to follow instructions</td>
<td>1 2 3 4 5 6</td>
<td>5</td>
<td>6</td>
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</table>

_____________________________  Date: ___________________________
Student Signature

_____________________________  Date: ___________________________
Preceptor Signature

Any additional comments by student or preceptor may be provided on the back.

March 2017
Preceptor’s Final Evaluation of Student Intern

Name of Student: ____________________________ SS#: _______________________

Cooperating Organization: ___________________________________________________

Internship Preceptor: ____________________________ Title: _______________________

Phone: __________ Period of Report: From: ____________________ To: __________

This evaluation has been discussed with student: Yes ☐ No ☐

Please evaluate the student intern in the following categories. Please circle your response.

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Date: ____________________________
Student Signature

Date: ____________________________
Preceptor Signature

Any additional comments by student or preceptor may be provided on the back.
Upon completion of each semester of internship, each student is required to submit a *typewritten* report. This outline should be followed exactly as presented.

I. TITLE PAGE

   A. Title-

      FINAL REPORT
      (COURSE NUMBER AND TITLE)
      SEMESTER YEAR

   B. Author-

      By
      John G. Doe

   C. Submission-

      Submitted to:

II. TABLE OF CONTENTS

III. INTRODUCTION

   A. Brief Description of Objectives
   B. Education Value

IV. BODY

   A. This section should contain a description of how you feel various job tasks have contributed to your skills or knowledge.

   Example:
   1. I learned the rate of turnover of parts in the repair department by __________________________.
   2. I gained information on the location of parts distributors and found out how to compare quality and prices of different brand item.
   3. I gained practice in analyzing and solving problems through the process of __________________________.

   ** B. Weekly log of activities: Submit a weekly log of activities during the internship.

      Example:
      January 20-24, 1997 10 hours
      Conducted inventory of parts in repair supply section.
      Prepared list of parts to be ordered.
      Completed parts order forms.
      Catalogued parts received.

   ** Do not forget to include this!
Outline for Formal Internship Paper

Students who are approved by the faculty for a 75 hour internship are required to complete a Formal Internship Paper that meets all of the following criteria.

I. TITLE PAGE

Formal Internship Paper
(course number and title) (semester and year)
(student’s name)
Southern Illinois University Carbondale

II. INTRODUCTION

A few paragraphs, no more than 1 1/2 pages, that describe the internship, objectives, and educational value of the internship.

III. BODY

All internships are performed in a work center that is part of a larger organization. The work center/organization’s policies, rules, and procedures are based on certain management theories, concepts, and procedures as well as government regulations.

The body of this report must be a minimum of eight pages in length (but no more than ten pages in length) and must consist of a literature review of the management theories, concepts, and practices along with governmental regulations that the intern observed and took part in during the internship experience.

IV. CONCLUSION

The conclusion must consist of a minimum of two full pages (but no more than four full pages) that consist of the student’s own original work and is a critical analysis of the internship organization’s management practices: what was being done correctly, what was being done incorrectly, and what recommendations would the student offer for improvement. The logic of the entire conclusion must be based upon and relate to the theories, concepts, and practices included in the body of the paper.

V. A PROPER REFERENCES PAGE

The entire report must meet the criteria and procedures of the Publication Manual of the American Psychological Association.