

SOCIAL RESPONSIBILITY GRADUATE PROGRAM  
**INTERNSHIP HANDBOOK**



SAINT CLOUD STATE UNIVERSITY  
Spring 2005

## Table of Contents

<b>I. Introduction to Social Responsibility Program Internships .....</b>	<b>3</b>
<b>II. Preparation for an Internship.....</b>	<b>4</b>
<b>III. Registration .....</b>	<b>6</b>
<b>IV. Basic Requirements .....</b>	<b>8</b>
<b>V. Faculty Internship Advisor Responsibilities During Internships.....</b>	<b>9</b>
<b>VI. Internship Field Supervisor Responsibilities for Internships .....</b>	<b>10</b>
<b>VII. Student Responsibilities during Internship .....</b>	<b>11</b>
<b>VIII. Internship Tips.....</b>	<b>12</b>
<b>Appendix .....</b>	<b>13</b>
Important Phone Numbers.....	13
SOCIAL RESPONSIBILITY INTERNSHIP LEARNING CONTRACT .....	14
APPROVAL FORM – INDIVIDUAL STUDY.....	15
STUDENT REQUEST FOR PRACTICAL TRAINING/ ACADEMIC ADVISOR VERIFICATION .....	16
Table: Local Internship Opportunities.....	17
Table: Internship Opportunities in Greater Minnesota.....	21
Table: Additional Internship Opportunities.....	24

## I. Introduction to Social Responsibility Program Internships

Internships offer students the opportunity to earn experiential credit for new learning gained through pre-arranged and structured work experience in public, non-profit, advocacy and community organizations, government offices and business settings. For international students, this is referred to as **Curricular Practical Training (CPT)**. This experiential learning program is designed to provide the following opportunities:

1. to apply academic knowledge in an occupational setting;
2. to develop specialized knowledge and professional skills;
3. to explore career opportunities; and,
4. to facilitate personal development and self-assessment.

An internship in the Social Responsibility program can be completed in a wide variety of settings, ranging from private business, government organizations, advocacy, non-profit agencies, educational institutions, and research groups. Final selection of the internship site depends on the learning goals of the student, the appropriateness of the site for meeting both the student and Social Responsibility program goals, and the field supervision available at the work site.

Internships in the Social Responsibility Master's Program can be completed for between 3 to 8 graduate credits. The amount of credit earned is based on the total amount of time spent at the site, as well as the type of activities undertaken. Each credit earned requires 37.5 internship hours.

A learning contract must be prepared prior to an internship detailing the specific duties and responsibilities the internship will involve, the student's learning goals and the number of credits that will be earned. The learning contract also briefly outlines student, organization and university obligations. The student, their chosen faculty internship advisor, and the internship field supervisor must mutually agree upon the learning contract. In the event of any disparity among any of the three parties, the faculty internship advisor is responsible for resolving the conflict.

**International students** preparing for an internship (CPT) need to complete the learning contract after obtaining an approval letter from the company or organization serving as the internship site. Additionally, the **CPT Authorization Form** must be completed by the student and verified by their chosen faculty internship advisor, then returned to the Center for International Studies. (For a detailed explanation, see p. 6)

Students in field settings are expected to perform in accordance with the highest standards of professional conduct. Inappropriate and nonprofessional conduct is defined by the internship field supervisor or faculty internship advisor. Such conduct is grounds for termination of the internship and denial of future placements. Students have the right to bring grievances to the attention of the internship field supervisor and/or faculty internship advisor in order to have them resolved.

## II. Preparation for an Internship

Good planning and early preparation for an internship is recommended, as some opportunities are very competitive, require specific educational and/or extracurricular experience, and adhere to stringent application deadlines. You can begin exploring ideas about an internship by consulting the St. Cloud area and greater Minnesota listing of organizations and businesses found in the Appendix of this handbook.

Some useful resources for discovering internship opportunities can also be found using the Internet. Specific sites, such as <http://www.unitedwayhelps.org>, <http://www.mncouncilofnonprofits.org>, and <http://www.idealists.org/> have many prospects listed in a variety of socio-economic and social justice fields. Simply using a search engine can return favorable results, as well.

The personnel at the Career Services Center can offer guidance in finding an internship aligned to your specific requests. They can also assist you with resumes, cover letters, and interviewing skills. They are located in Room 101 of the Administration Building. The office phone number is 308-2151, and the website is located at <http://www.stcloudstate.edu/careerservices>.

Directly inquiring with organizations about available opportunities and/or internship descriptions via telephone or internet web sites can help students determine if an organization's mission coincides with Social Responsibility program objectives as well as individual learning goals. Because of the diversity of both the program and students' personal goals, the potential organization's willingness and ability to work to tailor an internship experience that will correspond with program objectives is crucial.

**Once students have created a valid internship opportunity, they will need to contact a faculty member to act as their faculty internship advisor.** During the first meeting with the faculty internship advisor, students will discuss the opportunities they have found and how these opportunities will enhance the master's degree they are building in the Social Responsibility program.

**International students** will need to obtain an approval letter from their internship field supervisor **prior** to beginning the application process for an internship, and will also need to complete the Student Request for Practical Training form. (see pg. 6)

Before an internship begins, all students need to create an internship Learning Contract (see pg. 14). This contract details the expectations of the student, the internship field supervisor and the faculty internship advisor. This contract must include several descriptions that detail student background regarding the issue(s) they will be dealing with, specific responsibilities, what they hope to learn and how it ties in with social responsibility. Once a draft of this contract is complete, students will share the final draft with their internship field supervisor and their faculty internship advisor.

Finally, a meeting is required between the student, the internship field supervisor, and the faculty internship advisor. At this time, everyone has a chance to meet, and to discuss and finalize the objectives and expectations of the upcoming internship.

**NOTE:** There will be at least one meeting of this nature. At the midway point of the internship, all three individuals may meet again to discuss the objectives that have been met and those that remain. The addition or subtraction of learning objectives can be discussed, depending upon the pace and nature of the internship to date. A final meeting may be held at the conclusion of your internship if requested by the student, internship field supervisor, and/or faculty internship advisor.

### III. Registration

**Domestic Students** should follow the steps below when pursuing an internship:

1. After finding a valid internship opportunity select and schedule a meeting with a chosen faculty internship advisor. Students should bring the following to this meeting:
  - a draft of the **Learning Contract**, and
  - an **Individual Study form** (available online at [www.stcloudstate.edu/registrar/](http://www.stcloudstate.edu/registrar/) or in the Records and Registration office, located in the Administration Building in room 118).
2. Modify the Learning Contract with the faculty internship advisor's help.
3. Once the student and the faculty internship advisor have modified the Learning Contract, the student then fills out the Individual Study form. Have the faculty internship advisor sign it.
4. After securing the required signatures, the completed form needs to be turned in to the Records and Registration office.

Once the Registration department records the internship, they will send the student an e-mail with the course ID number. Students then use this ID number to register for the internship online.

**International Students** should follow the steps below when pursuing an internship:

1. Students will need to secure an approval letter from the internship field supervisor prior to the beginning of the internship. This letter should include the name of the organization/agency/company where the student will be working, the name of the person who will be the direct supervisor during the internship, the start and end dates during which the internship will take place, the amount of hours the student will be working per week, and the rate of pay or salary. (Be sure the internship field supervisor signs this letter.)
2. Select and schedule a meeting with a chosen faculty internship advisor. Students should bring the following to this meeting:
  - a draft of the **Learning Contract**,
  - an **Individual Study form** (available online at [www.stcloudstate.edu/registrar/](http://www.stcloudstate.edu/registrar/) or in the Records and Registration office, located in the Administration Building in room 118), and
  - a **Student Request for Practical Training form** (available in the Center for International Studies office in Lawrence Hall room 101).
3. Modify the Learning Contract with the faculty internship advisor's help.

4. Once the student and the faculty internship advisor have modified the Learning Contract, the student then fills out the Individual Study form. Have the faculty internship advisor sign it.
5. Complete the top portion of the Student Request for Practical Training form. The faculty internship advisor then needs to complete and sign the bottom of this form to verify that the information regarding the internship is correct.
6. Obtain the required signatures on both forms.
7. Finally, students should schedule a meeting with CIS in order to have the internship approved. **Students must remember to have CIS change their I-20** to accurately reflect student status while working in the internship.
8. All completed forms need to be turned in to the Records and Registration office.

Once the Registration department records the internship, they will send the student an e-mail with the course ID number. Students then use this ID number to register for the internship online.

## IV. Basic Requirements

The following requirements apply to **all** internships:

1. A completed Learning Contract (see pg. 14)
2. A **daily** log of all activities. This log can be an appointment-like calendar outlining each day's activities.
3. Progress reports. This will be more in depth than the daily log. The reports will be a 1-2 page summary of the weekly activities, the progress the student is making towards meeting the learning objectives, and what aspects of the position are related to social responsibility during this period. Comments on the skills and knowledge the student is gaining should also be included. The faculty internship advisor will specify how often these reports will need to be written and submitted.
4. A mid-term evaluation. This is a meeting between the student, the internship field supervisor, and the faculty internship advisor to discuss student progress and future objectives.
5. A final project. This project will utilize much of the knowledge learned throughout the internship. The project should have a general objective when the student begins the internship, and a firmer design by the mid-term evaluation. The project may be beneficial to the organization providing the internship and may take a variety of forms (a term paper, film, research report, power point presentation, etc.). The final project may be defined by the student to simultaneously meet or summarize learning goals.
6. A final meeting. This meeting is for discussion between the student, the internship field supervisor, and the faculty internship advisor about how the internship went, the objectives accomplished, the results of the final project, as well as the applicability of the student's experiences to potential careers.  
**\*\* (This meeting may be optional if all three parties agree that it is not necessary.)**

## **V. Faculty Internship Advisor Responsibilities During Internships**

It is expected that the faculty internship advisor will participate in the following:

1. Assist the student in assessing interests and in securing an appropriate placement.
2. Help the students to develop their learning contracts and in setting learning goals.
3. Meet with the student and the internship field supervisor to discuss internship activities and learning goals.
4. Monitor student progress in the internship via journals and weekly progress reports completed by the student.
5. Arrange for a mid-term evaluation with the student and their internship field supervisor to assess progress toward fulfilling the learning contract, the learning goals, and the student's final project, as well as providing the student with relevant feedback.
6. Maintain contact via journals and weekly progress reports with the student for the remainder of the internship.
7. Assess the final evaluations from the student and their internship field supervisor to decide if a third and final meeting is necessary. If so, make arrangements with the student and their internship field supervisor.
8. Evaluate and provide feedback on the student's final project.

## VI. Internship Field Supervisor Responsibilities for Internships

It is expected that the internship field supervisor will participate in the following:

1. Participate in developing a learning contract outlining specific activities and responsibilities that meet the skill and knowledge objectives identified by the student.

**\*\*International students:** Prior to meeting with the faculty internship advisor, be sure to secure an approval letter from the internship field supervisor.

2. Talk with the faculty internship advisor prior to the internship.
3. Provide and/or supervise the training of the student, including an orientation to the organization, discussion of its mission and the organization's operating procedures.
4. Supervise the student's work.
5. Meet with the student periodically to review Learning Contract objectives and activities and to provide feedback to the student.
6. Meet with the student and the faculty internship advisor for the midterm evaluation.
7. If requested, meet with the student and the faculty internship advisor at the end of the internship as part of the final evaluation.
8. Write a final evaluation of the student's performance.

Also expected are the following:

1. It is expected that the student intern will be involved in a variety of professional level activities, responsibilities and projects.
2. It is expected that interns will be appropriately trained and supervised and in return the student's work will be of value to the organization.
3. The internship may be terminated only after discussion and agreement between the student, the internship field supervisor and the faculty internship advisor.

## VII. Student Responsibilities during Internship

1. Meetings (between the student, the internship field supervisor and the faculty internship advisor):
  - a. First Meeting (prior to beginning internship)
    - Present a final draft of the learning contract to the internship field supervisor and the faculty internship advisor that contains a list of knowledge and skills to be developed along with specific responsibilities.
    - Establish a work schedule.
    - Clarify any points that are ambiguous.
  - b. Second Meeting (at midpoint of internship)
    - Discuss any revisions to the learning contract.
    - Discuss the weekly progress reports.
    - Plan accordingly for the time remaining in the internship.
    - Discuss the final project.
  - c. Final Meeting (at end of internship: may be optional)
    - Review written evaluations by the student and the internship field supervisor.
    - Review the student's final project.
    - Review the learning contract and evaluate whether learning objectives were met.
    - Discuss the possible career applications for the student.
2. Continuous Responsibilities:
  - a. Maintain a log of daily activities.
  - b. Complete progress reports as often as agreed upon with the faculty internship advisor (usually every 1-2 weeks).
  - c. E-mail progress reports to the faculty internship advisor as often as agreed upon.
  - d. Attend all scheduled meetings with the internship field supervisor.
  - e. Complete a mid-term evaluation of the internship experience to date.
  - f. Complete a final evaluation of the experience of the internship.

## VIII. Internship Tips

→ Students should plan their life's schedule with high importance placed upon the internship. Students should not take on an internship if they think that they may not have the time to devote to it. Failing to allocate adequate time to the internship will likely reduce the quality of the experience for the student and the site organization.

→ It will be highly beneficial for students to intern with an organization that is similar to their anticipated career path. The internship is intended to provide valuable real-life experience and insight regarding a student's expected career.

→ Demonstrate professional work etiquette by showing up on time and completing tasks in a timely manner.

→ Students should always ask questions if there is something they don't understand. By seeking clarification with the supervisor, students show that they are trying to understand the task and that they have an active interest in the organization.

→ Be assertive. Take initiative to get things done as opposed to waiting to be told. It is also important to actively reach the learning objectives. Because these objectives may not be requirements of the position, it is the student's responsibility to see that they are attained.

→ Practice ethical behavior and maintain confidentiality. Learn the rules of confidentiality that apply to the organization, and plan in advance for situations where confidentiality may be compromised. Always consult with the supervisor when there are ethical questions to be resolved.

→ **International students:** Students who have **any** questions regarding the application process for an internship should contact the Center for International Studies, Linda Havir in the Department of Sociology, or their academic advisor. Remember that there are some extra steps International students must take in order to secure and complete an officially authorized and successful internship.

# Appendix

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## Important Phone Numbers

*These phone numbers are accurate as of November 1, 2005.  
Be sure to consult the current Campus Directory if there are any discrepancies.*

Center for International Studies	308-4287
Career Services Center	308-2151
Records and Registration	308-2111
Sociology & Anthropology Department	308-5498
Human Relations and Multicultural Ed	308-3124

## SOCIAL RESPONSIBILITY INTERNSHIP LEARNING CONTRACT

Saint Cloud State University

Student Name: \_\_\_\_\_ Credits: \_\_\_\_\_ Semester: \_\_\_\_\_  
Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Attach required materials.

1. DESCRIPTION: Brief description of internship.
2. BACKGROUND: State how you became interested in the subject area. Include work, academic, and other experiences that apply.
3. LEARNING CONTRACT: This should be a specific description of what it is that you are trying to learn. (What topics do you want to explore? What mastery of an area do you want to gain?) Objectives should include a description of:
  - a. specific activities and responsibilities of the internship
  - b. skills to be developed/improved
  - c. knowledge specific to the organization to be developed and applied
  - d. how the internship relates to social responsibility
4. FINAL PROJECT: What will be produced as a final outcome of the internship study. The finished product will represent an application of social responsibility to the internship tasks, internship setting, and internship experiences.

### ADDITIONAL STUDENT RESPONSIBILITIES:

- A. Daily Log
- B. Progress reports
- C. Two or three meetings between the student, faculty internship advisor and field supervisor.
- D. Mid-term and final evaluations.

The attached learning contract and intern's responsibilities have been discussed between the student, field supervisor, and faculty internship advisor who agree that the terms are reasonable and appropriate. All parties have read and agree to the conditions specified in the Social Responsibility Internship Handbook.

\_\_\_\_\_  
Field Supervisor Signature                      Title                      Organization                      Date

\_\_\_\_\_  
Faculty Advisor Signature                      Date                      Intern Signature                      Date

# APPROVAL FORM – INDIVIDUAL STUDY

St. Cloud State University

This form is an agreement between the student and the university that specifies the content and the obligations of this enrollment. ***The items below MUST be completed in order for your registration to be processed.*** NOTE: Credit hours specified must concur with curriculum guidelines. All **501** courses must be approved by the Graduate Dean.

Today's Date: \_\_\_\_\_ Course ID: \_\_\_\_\_  
SCSU (Tech) \_\_\_\_\_ (Created by Office of Registration)  
Student's Name \_\_\_\_\_  
(PLEASE PRINT) Last First Middle  
Course: \_\_\_\_\_  
Department Number Credit Hours Fall Spring Summer  
(Circle One) Year  
Title \_\_\_\_\_  
(Required for Independent Study and Special Problems)

Independent Study/Special Problem/Thesis Description:

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

Internship Site:

\_\_\_\_\_

Supervisor's Name:

\_\_\_\_\_

Assignments:

\_\_\_\_\_

Schedule:

\_\_\_\_\_

Evaluation and Grading Procedures:

\_\_\_\_\_

## Required Signatures:

1. \_\_\_\_\_  
Student Signature (PRINT) Date

2. \_\_\_\_\_  
Instructor Signature (PRINT) Date

3. \_\_\_\_\_  
Department Chairperson Signature (PRINT) Date

4. \_\_\_\_\_  
Graduate Dean Signature (501 Course) (PRINT) Date

SPECIAL COURSE FEES \$ \_\_\_\_\_ (ARRANGED COURSE ONLY)

***Deliver to Office of Registration in AS-117***

**Student will register for course online. E-mail will be sent with course ID.**

INSTRUCTOR USE ONLY:  
Grading option must be checked:  
\_\_\_\_ ABCDF \_\_\_\_ S/U

**STUDENT REQUEST FOR PRACTICAL TRAINING/  
ACADEMIC ADVISOR VERIFICATION**

**This portion to be completed by the student**

NAME: \_\_\_\_\_ EC ID #: \_\_\_\_\_  
                    Last (Family)                      First

SAMPLE

Degree Program (i.e. BA, BS, MA, MS) \_\_\_\_\_ Department of Study \_\_\_\_\_

I will be working \_\_\_\_\_ hours per week during the following date: \_\_\_\_\_ to \_\_\_\_\_.

The proposed internship/practicum is required in my degree program \_\_\_\_\_ yes \_\_\_\_\_ no.

Describe the intemship /practicum \_\_\_\_\_

I will receive course credit for the internship \_\_\_\_\_ yes \_\_\_\_\_ no.

Course title and number: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

.....  
*This portion is to be completed by the Departmental Internship Director:*

**Note to the Internship Director:** The student has indicated that s/he has received approval for the above employment. The student is applying for Curricular Practical Training, which can be authorized only if the proposed employment is required for the degree program or if a credited course requires employment experience. Your verification of the information the student has provided above is required by our office to insure that we are in compliance with United State Citizenship and Immigration Services (U-S.C.I.S.) law and regulations. If you have questions, please phone the Center for International Studies at (320) 308-4287.

I have read the information above provided by the students as it relates to his/her eligibility for practical training authorization.

\_\_\_\_\_ **I agree with the information**      \_\_\_\_\_ **I disagree with the information**

\_\_\_\_\_  
Signature of Academic Internship Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name - Please Print

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Academic Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name - Please Print

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Department or College

### Local Internship Opportunities

<u>Organization</u>	<u>Address</u>	<u>Organization Phone</u>	<u>Contact Person</u>	<u>Contact Phone</u>	<u>Contact E-mail</u>
American Cancer Society	3721 23 <sup>rd</sup> St. South Suite 102 St. Cloud MN 56301		Amanda Loe	320-229-7789	amanda.loe@cancer.org
American Red Cross	1204 7 <sup>th</sup> Street South St. Cloud MN 56301	320-251-7641	Katie Wayne		katie@cenmredcross.org
Better Homes and Gardens Transitional House for Women	2923 Maine Prarie Road #103 St. Cloud MN 56301	320-529-0899	Nancy Evans		evansn@centracare.com
Big Brothers Big Sisters of Central Minnesota	15 6 <sup>th</sup> Avenue North St. Cloud MN 56303	320-253-1702	Sharon		www.bbbscentralmn.org
Birthline, Inc.	2700 1 <sup>st</sup> Street North Suite 302 P.O. Box 7487 St. Cloud MN 56303	320-252-4150	Kim Gillitzer		kgillitzer@birthline.org
Boys and Girls Club	101 Wilson Avenue NE St. Cloud MN 56304	320-253-5159	Vickie McKnight		vmcknight@bgcmn.org
Central Minnesota Council on Aging	600 25 <sup>th</sup> Avenue South St. Cloud MN 56301	320-253-9349	Lorie Vrolson		
Central MN Center for Victims of Sexual Assault	15 Riverside Drive NE St. Cloud MN 56304	320-251-4357	Peggy LaDue		cmsac@astound.net
Central MN Mental Health Center	1321 13 <sup>th</sup> Street North St. Cloud MN 56303	320-252-5010	Elaine Bakke	320-202-2080	*not in on Fridays
Central Minnesota Foster Grandparent Program	157 Roosevelt Road Suite 200 St. Cloud MN 56301	320-229-4587	Jaime Renner	320-229-4597	jrenner@gw.stcloudio.org
Central Minnesota Legal Services	830 West St. Germain Street P.O. Box 1598 St. Cloud MN 56302	320-253-0121	Sarah Shella- Stevens	320-253-0138	
Central MN Task Force on Battered Women (Anna Marie House)	500 11 <sup>th</sup> Avenue North St. Cloud MN 56303	320-253-6900	Judi Gay		judi@annamaries.org
Community Education Services	245 37 <sup>th</sup> Avenue North St. Cloud MN 56303	320-529-6500	Shawn Kasianov	Ext. 6209	shawn.kasianov@isd742.org

Country Manor	520 1 <sup>st</sup> Street NE Sartell MN 56377	320-253-1920	Darla Dittus		<a href="mailto:info@countrymanorcampus.org">info@countrymanorcampus.org</a> <a href="http://www.countrymanorcampus.org">www.countrymanorcampus.org</a>
The Dream Center (formerly PATH Recovery Center)	529 16 <sup>th</sup> Avenue North St. Cloud MN 56303	320-656-1550	Pastor Michael Laidlaw		
First Call for Help	P.O. Box 542 St. Cloud MN 56302	320-252-3474	Betty Schnettler	320-252-0227 Ext. 11	<a href="mailto:bschnettler@unitedwayhelps.org">bschnettler@unitedwayhelps.org</a>
Girl Scouts	117 4 <sup>th</sup> Street South Waite Park MN 56387	320-252-2952	Sandi MacKedenz	Ext. 225	<a href="mailto:smackedanz@girscoutslolc.org">smackedanz@girscoutslolc.org</a>
Good Shephard Community	1115 4 <sup>th</sup> Avenue North Sauk Rapids MN 56379	320-252-6525	Beth Chapin	Ext. 2124	
Habitat for Humanity	1200 25 <sup>th</sup> Avenue South St. Cloud MN 56301	320-656-8890	Judy Carmack		<a href="mailto:cmhfh@integraonline.com">cmhfh@integraonline.com</a>
Head Start (Reach Up, Inc.)	236 North Highway 10 St. Cloud MN 56301	320-253-8110	Suzie Amundson		<a href="mailto:samundson@reachupinc.org">samundson@reachupinc.org</a>
Housing Coalition of the St. Cloud Area	P. O. Box 607 St. Cloud MN 56302	320-259-7676	Jaime Schroer		<a href="mailto:jschroer@housingcoalition.com">jschroer@housingcoalition.com</a>
Independent Lifestyles Inc.	519 2 <sup>nd</sup> Street North St. Cloud MN 56301	320-529-9000	Jody	Ext. 19	<a href="mailto:jodye@independentlifestyles.org">jodye@independentlifestyles.org</a>
Independent School District 742 (School Social Work)	South Junior High 1120 15 <sup>th</sup> Avenue South St. Cloud MN 56301	320-251-1322 320-529-4331 fax	Sara Nelson	Ext. 1715	<a href="mailto:sara.nelson@isd742.org">sara.nelson@isd742.org</a> **Sara is the Social Work intern coordinator for all of District 742. You need to send your materials <b>directly to her</b> , not the Social Worker at the school where you want to intern. She does not mind printing your cover letter and resume if you want to e-mail it to her.
Journey Home Halfway House for Women	210 5 <sup>th</sup> Avenue NE St. Cloud MN 56303	320-259-9149	Joal Peitz		<a href="mailto:peitzjoa@centracare.com">peitzjoa@centracare.com</a>
Minnesota Correctional Facility – St. Cloud	2305 Minnesota Blvd. St. Cloud MN 56304	320-240-3007	Kathy Stadther (Warden's office)	320-240-3060	
Minnesota Job Service	Midtown Square Suite 212 3333 Division Street St. Cloud MN 56301	320-654-5320	Rick Dank	320-255-2927	<a href="mailto:richard.dank@state.mn.us">richard.dank@state.mn.us</a>
NAACP St. Cloud Branch	700 West St. Germain Street St. Cloud MN 56302	320-654-6222	Mark Ochu, President		*office hours: Tues & Fri 1-4
Nahan Printing, Inc.	7000 Saukview Drive St. Cloud MN 56303	320-251-7611	Jaci Olson		<a href="mailto:jaci.olson@nahan.com">jaci.olson@nahan.com</a>

New Beginnings A Home for Single Pregnant Women	40 25 <sup>th</sup> Avenue North St. Cloud MN 56303	320-255-1252	Jessica Gosser		jgosser@newbeginningsmn.org
Northway Group Home	1509 24 <sup>th</sup> Avenue North St. Cloud MN 56303	320-252-8648	Barb Husnik		bjhusnik@cmmhc.com
Place of Hope Ministries	511 9 <sup>th</sup> Avenue North St. Cloud MN 56303	320-203-7881	Pastor Carol Smith	320-291-1927	
Retired and Senior Volunteer Program	400 2 <sup>nd</sup> Street South St. Cloud MN 56301	320-255-7295	Lisa Braun	Ext. 3122	lisa@ci.stcloud.mn.us
Salvation Army	223 East St. Germain Street St. Cloud MN 56304	320-252-4552	Alan Fones		alan_fones@usc.salvationarmy.org
Senior Helping Hands Behavioral Health Services (affiliated with Recovery Plus)	713 Anderson Avenue St. Cloud MN 56303	320-255-5612	Sandy Manderfeld	320-229-3766	manderfelds@centracare.com
Sheriff's Youth Programs, St. Cloud Children's Home	1101 Washington Memorial Drive St. Cloud MN 56301	320-259-6764	Joe Schramel		
St. Benedict's Center	1810 Minnesota Blvd. SE St. Cloud MN 56304	320-252-0010	Brenda Maus	Ext. 316	
St. Cloud Area Crisis Nursery	1205 6 <sup>th</sup> Avenue South #2 St. Cloud MN 56301	320-654-1090	Connie Orth		stcloudcn@lssmn.org
St. Cloud Children's Home	1726 7 <sup>th</sup> Avenue South St. Cloud MN 56301	320-650-1500	Jennifer Rausch		jrausch@gw.stcldio.org
St. Cloud Family YMCA	1530 Northway Drive St. Cloud MN 56303	320-253-2664	Andrea Dockendorf		socialservices@scymca.org
St. Cloud Hospital	1406 6 <sup>th</sup> Avenue North St. Cloud MN 56303	320-255-5650	Renita Sestene- Hinz		
St. Cloud Human Rights Office	400 2 <sup>nd</sup> Street South St. Cloud MN 56301	320-650-3133	Baba Odukale		baba.odukale@ci.stcloud.mn.us
Stearns County Attorney's Office Victim Assistance Program	Administration Center Room 448 705 Courthouse Square St. Cloud MN 56303-4701	320-656-3880	Janelle Kendall		<a href="mailto:county.attorney@co.stearns.mn.us">county.attorney@co.stearns.mn.us</a> <a href="http://www.co.stearns.mn.us/departments/attorney/victim.htm">www.co.stearns.mn.us/departments/attorney/victim.htm</a>
Stearns County Community Corrections Division	705 Courthouse Square Room 352-2 St. Cloud MN 56303-4701	320-656-6000	Roma Steil, Administrator Mark Sizer, Division Director	320-656-6000 320-656-6160	<a href="mailto:HSinfo@co.stearns.mn.us">HSinfo@co.stearns.mn.us</a> <a href="http://www.co.stearns.mn.us/departments/hs/additional/volunteercca.htm">www.co.stearns.mn.us/departments/hs/additional/volunteercca.htm</a>
Stearns County Public Health	705 Courthouse Square Rm. 307 St. Cloud MN 56303	320-656-6000	Renee Frauendienst		renee.frauendienst@co.stearns.mn.us

Stearns-Benton County Employment & Training	Midtown Square Suite 212 3333 West Division Street St. Cloud MN 56301	320-654-5320	Kathy Zavala	320-229-5702	
Tri-County Action Program (Tri-Cap)	700 West St. Germain Street W. St. Cloud MN 56301	320-251-1612	Judy Steny		judy.steny@tricap.org
United Way of Central Minnesota	2700 1 <sup>st</sup> Street North Suite 300 St. Cloud MN 56303	320-252-0227	Betty Schnettler	Ext. 11	bschnettler@unitedwayhelps.org
Whitney Senior Center	1527 Northway Drive St. Cloud MN 56303	320-255-7245	Reena Shetty	320-650-3074	
Youth Resiliency Program	1911 4 <sup>th</sup> Avenue North Sauk Rapids MN 56379	320-529-9357	Jamie Katchmark		

\*\*Updated and revised January 2005

**Internship Opportunities in Greater Minnesota**

<b>Organization</b>	<b>Address</b>	<b>Organization Phone</b>	<b>Contact Person</b>	<b>Contact Phone</b>	<b>Contact E-mail</b>
Anoka County Corrections	2100 3 <sup>rd</sup> Ave Rm 261 Anoka, MN 55303	763-421-4760	Lisa Wagner	763-323-5536	<a href="mailto:lisa.wagner@co.anoka.mn.us">lisa.wagner@co.anoka.mn.us</a>
Anoka County Court Services (Probation)		763-422-7359	Joann Bennett	Same	
Arrowhead Regional Development	221 W 1 <sup>st</sup> St Duluth, MN 55802	218-722-5545	Mary Zinoni	218-529-7543	<a href="mailto:mzinoni@ardc.org">mzinoni@ardc.org</a>
Berkshire Residence, Anoka	501 2 <sup>nd</sup> St SE Osseo, MN 55369	763-425-3939	Kristi Kosfeld	Ext. 124	<a href="mailto:k.kosfeld@abiv-health.com">k.kosfeld@abiv-health.com</a>
C.J. Olson Market Research, Inc.	901 N 3 <sup>rd</sup> St Ste 218 Minneapolis, MN 55401	612-378-5040	Tianna Ramaker	Ext. 942	<a href="mailto:tramaker@cjolson.com">tramaker@cjolson.com</a>
Center for Victims of Torture	717 E River Rd Minneapolis, MN 55455	612-436-4800	Beth Wickum	612-436-4824	<a href="mailto:bwickum@cvt.org">bwickum@cvt.org</a>
Crossroads of Owatonna LSS	710 S 2 <sup>nd</sup> St Mankato, MN 56001	507-451-7811	Greg Nelson	Same	<a href="mailto:gnelson@lssmn.org">gnelson@lssmn.org</a>
Crow Wing County Historical Society	P.O. Box 722 Brainerd, MN 56401	218-829-3268	Mary Lou Moudry	Same	<a href="mailto:history@brainerd.net">history@brainerd.net</a>
Dakota County Judicial Center		651-438-8292	Ruth Fonstad	952-891-7151	<a href="mailto:ruth.fonstad@co.dakota.mn.us">ruth.fonstad@co.dakota.mn.us</a>
Family and Children Services	4123 E Lake St Minneapolis, MN 55406	612-729-0340	Shane Miller	612-728-2088	<a href="mailto:smiller@fcsmn.org">smiller@fcsmn.org</a>
Greeley Health Care Center	313 S Greeley Stillwater, MN 55082	651-439-5775	Matthew Kern	651-689-9095	<a href="mailto:matthew_kern@beverlycares.com">matthew_kern@beverlycares.com</a>
Harriet Tubman Women's Shelter	3111 1 <sup>st</sup> Ave S Minneapolis, MN 55408	612-825-3333	Maryanne Watters	Same	<a href="mailto:mwatters@tubmanfamilyalliance.org">mwatters@tubmanfamilyalliance.org</a>
Heartland Community Action Agency, Inc.					
Hennepin County Court Services		612-348-3000	Barb Ritchie	612-348-6490	<a href="mailto:barb.ritchie@co.hennepin.mn.us">barb.ritchie@co.hennepin.mn.us</a>
Hennepin County Juvenile Detention	510 Park Ave S Minneapolis, MN 55415	612-348-8122	Walt Lorman	612-348-3347	<a href="mailto:w.lorman@co.hennepin.mn.us">w.lorman@co.hennepin.mn.us</a>
Hennepin County-Adult Corrections Facility	1145 Shenandoah Ln Plymouth, MN 55447	763-475-4223	Sue Bangert	Same	<a href="mailto:suzanne.bangert@co.hennepin.mn.us">suzanne.bangert@co.hennepin.mn.us</a>
Hennepin County-Adult Probation	8302 Government Ctr Minneapolis, MN 55487	612-348-6893	Tatiana Przytual	Same	<a href="mailto:tatiana.przytual@co.hennepin.mn.us">tatiana.przytual@co.hennepin.mn.us</a>
Hennepin County-County Home School	14300 Co Rd 62 Minnetonka, MN 55345	952-949-4500	Lisa McFerrin	952-949-4554	<a href="mailto:lisa.mcferrin@co.hennepin.mn.us">lisa.mcferrin@co.hennepin.mn.us</a>

Hennepin County-General Information		612-348-7896			
Hennepin County-Juvenile Probation		612-348-3000	Barb Ritchie	612-348-6490	<a href="mailto:barb.ritchie@co.hennepin.mn.us">barb.ritchie@co.hennepin.mn.us</a>
HHH Job Corps Center	1480 N Snelling Ave St. Paul, MN 55108	651-647-0442	Jeff Gottlieb	Ext. 145	
Kandiyohi County Comm Corrections	2200 23 <sup>rd</sup> St NE Willmar, MN 56201	320-231-6222	Deb West	320-231-6218	<a href="mailto:d_west@co.kandiyohi.mn.us">d_west@co.kandiyohi.mn.us</a>
Lutheran Social Services	2485 Como Ave St. Paul, MN 55108	651-642-5990	John Pribyl	Ext. 214	<a href="mailto:jpribyl@lssmn.org">jpribyl@lssmn.org</a>
Meeker County Probation	325 N Sibley Ave Litchfield, MN 55355	320-693-5260	Tamra Thompson	Same	<a href="mailto:tammy.thompson@co.meeker.mn.us">tammy.thompson@co.meeker.mn.us</a>
Minnesota Advocates for Human Rights	650 3 <sup>rd</sup> Ave S Ste 550 Minneapolis, MN 55402-1940	612-341-3302	Min Chong	Ext. 115	<a href="mailto:mchong@mnadvocates.org">mchong@mnadvocates.org</a>
Minnesota Department of Corrections	Douglas Courthouse 305 8 <sup>th</sup> Ave W Alexandria, MN 56308	320-762-3853	Julie Ellison	320-762-3055	
Minnesota Department of Human Services	444 Lafayette Rd N St. Paul, MN 55755-3812	651-296-6117	Charlene McAdory	651-297-4280	<a href="mailto:charlene.m.mcadory@state.mn.us">charlene.m.mcadory@state.mn.us</a>
Minnesota Workforce Center	801 Roosevelt Ave PO Box 1108 Detroit Lakes, MN 56502-1108	218-846-7377	Donna Hartmann-Turner	Same	
Mower County	201 1 <sup>st</sup> Ave St NE Austin, MN 55912	507-437-9454	Stephen King	Same	
Northwest Passage		715-635-7204	Bill Jury	Same	<a href="mailto:NWPPII@nwpass.com">NWPPII@nwpass.com</a>
Project Foundation	1708 Oak Park Ave N Minneapolis, MN 55411	612-522-1690	Wendi	Same	
Region 9 Development Commission	P.O. Box 3367 Mankato, MN 56002	507-387-5643	Cheryl Weston	507-389-8885	<a href="mailto:Cheryl@rndc.mankato.mn.us">Cheryl@rndc.mankato.mn.us</a>
Rice County Community Corrections	128 NW 3 <sup>rd</sup> St Faribault, MN 55021	507-332-6290	Jim Haas	Same	<a href="mailto:jhaas@co.rice.mn.us">jhaas@co.rice.mn.us</a>
Senate, State of Minnesota	75 Martin Luther King Blvd St. Paul, MN 55155	888-234-1112	Scott Magnuson	651-296-7198	<a href="mailto:Scott.magnuson@senate.mn.us">Scott.magnuson@senate.mn.us</a>
Senior Community Services	10709 Wayzata Blvd Ste 111 Minnetonka, MN 55305	952-541-1019	Adele Mehta	Same	<a href="mailto:a.mehta@seniorcommunity.org">a.mehta@seniorcommunity.org</a>

Sherburne County Social Services	13880 Hwy 10 Elk River, MN 55330	763-241-2600	Lynn Cox	Same	
St. Joseph's Home for Children		612-664-8500	Dawn Lynnbloom	Volunteer Hotline 612-664-8600	
The Bridge for Runaway Youth	2200 Emerson Ave S Minneapolis, MN 55405	612-377-8800	Shirley Carter	Same	<a href="mailto:s.carter@bridgeforyouth.org">s.carter@bridgeforyouth.org</a>
Todd-Wadena County Community Corrections	239 Central Ave Long Prairie, MN 56347	218-894-2554	Kathy Langer	320-732-6165	
Willmar Regional Treatment Center-adolescent	1550 Hwy 71 NE Willmar, MN 56201	320-231-5100	Jackie Miller	320-231-5939	<a href="mailto:Jackie.miller@state.mn.us">Jackie.miller@state.mn.us</a>
Women's Center	PO Box 602 Brainerd, MN 56401	218-828-1216	Julie Guth	218-828-0022	

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