

Criminal Justice Internship Handbook

CRJU 3398

Department of Sociology and Criminal Justice

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PREPARING FOR YOUR INTERNSHIP

Read this handbook thoroughly. Provide a copy of this handbook to your field supervisor.

You must attend a departmental orientation session during the semester immediately preceding the semester in which you plan to participate in an internship. **This is a mandatory step – if you fail to attend an orientation, you will not be eligible for an internship.**

Due dates for all internship activities will be provided at the Orientation Session.

Registration for CJ Internships is completed AFTER the orientation session. Registration cannot be accomplished by the intern without following the process included in this handbook.

Prior to the internship experience, you are encouraged to engage in a variety of activities as often as possible to determine your interests, to determine needed coursework, to enrich your academic experience, and to investigate and make contacts for internship sites. Courses with service-learning opportunities and field trips are means of discovering personal interests, preferences, and networking.

PHILOSOPHY AND GOALS OF THE CJ INTERNSHIP

This course provides a structured and extended off-campus experience in a supervised Criminal Justice setting related to your major and career interests. It is an opportunity for you to apply the principles learned in the academic setting to a work situation, to explore a career area before graduation, to obtain work experience and contacts for future job seeking and/or graduate school, and to develop knowledge and work skills through the combination of practical experience and scholarly research in the topical area of the internship. You may complete an internship upon completion of 90 semester hours, that is, once you are classified as a senior, as the internship is a capstone experience. The course is designed to meet your goals and interests. You arrange your internship with the approval of the Faculty Internship Coordinator. The work should involve growth and should be in the area of career or graduate school interest. Please note that the internship does not guarantee employment, but it does assist in preparing the CJ graduate for work in the field or further formal education.

Internships may be done at your regular job site only if internship hours are spent on new duties involving personal growth. The type of work experience and personal contacts must be relevant to a criminal justice career and/or graduate school goals. If you are employed full-time in the field of criminal justice, you may be able to participate in a co-op rather than an internship. The Internship Coordinator can advise you accordingly. Career Services (470 578-6555) assists with and is responsible for co-ops. Staff can assist you with resume writing and interviewing skills.

This Criminal Justice Internship is a capstone experience of your undergraduate program. The General Intern Learning Outcomes (SLO) of this synthesis of academic and experiential learning are indicated in Appendix A.

CONVERSION - CREDIT HOURS/INTERNSHIP HOURS

A three-semester hour internship is required for the major. *Additional hours may be taken in Related Studies and/or Free Electives.* Discuss these options with your academic advisor.

3 semester credit hours = 150 hours on site (equivalent to 10 hours per week for 15 weeks)

6 semester credit hours = 300 hours on site (equivalent to 20 hours per week for 15 weeks)

9 semester credit hours = 450 hours on site (equivalent to 30 hours per week for 15 weeks)

Note: Co-op, Criminal Justice 3396, is not the same as an Internship. A Co-op can be done in place of an internship. Contact Career Services for possible career-related Co-op positions. Students already in a career position may be able to earn Co-op credit for their current job. An internship through Career Services does not meet the requirement for your degree. A co-op only meets the degree requirements if approved by the department's internship coordinator.

PRE-INTERNSHIP CHECKLIST

No later than mid-semester of the term ***before*** the internship, contact one or more sites to determine if an internship is possible during the upcoming semester. Find out the kind of work you would be doing. Be assertive about your own goals in discussing a plan of mutual benefit with an agency. Many CJ internships require background checks; ***start early***. Many agencies require you to complete a polygraph examination prior to beginning an internship; scheduling this takes time; ***start early***. Example: Applications for the Georgia Bureau of Investigation fall internship are due to the agency by May 1.

Check with the Faculty Internship Coordinator about the acceptability of the site. **You are responsible for identifying the internship site and obtaining the agency's approval.**

To be eligible to register for an internship, you **must**:

Attend an **Orientation Session**.

Secure a verbal commitment for internship approval from your selected host agency.

Complete the Online Experiential Education Application form from the KSU Career Services website and submit it to the site supervisor.

YOU CANNOT register for the CJ Internship until AFTER you have attended an orientation session and have been granted approval by the CJ Internship Coordinator and Career Services. You will be notified via KSU student email once approval has been granted.

DURING THE SEMESTER OF THE INTERNSHIP

It is recommended that you keep a journal each day you work, in which you record and critically reflect upon and analyze your internship experience. Notes, reflections, insights, connections, and critiques from work experience, readings, other relevant courses or experiences are to be recorded in your journal. Use this information to synthesize your observations, perceptions, and experiences with the literature and theory. Also include your activities, accomplishments, frustrations, feelings, and how they relate to the theory, research and practice you have learned. This documentation will assist you greatly in writing your final paper. You do not have to submit your journal – this is for your personal benefit.

The **Mid-semester Field Placement Evaluation Report** is due from the field supervisor by the date announced at your Pre-Internship Orientation. Remind the field supervisor about 10 days before it is due. Failure to turn this in on time can affect your grade and it is YOUR responsibility to get it from the supervisor.

The Internship coordinator may conduct a **site visit** to your internship location. You will act as host in introducing the coordinator to your supervisor and on-site colleagues. This will be coordinated with you via email.

Students will be required to attend a **Mid-Semester Seminar**, directed by the Internship Coordinator. Each session will involve approximately 10-12 students; thus, multiple sessions will be offered. In an informal setting, but with a structured protocol, students will discuss their progress and the activities they have engaged in to date. Students will benefit from learning about the experiences of their peers in other internship settings. Attendance is mandatory, but participation will not be graded. You will be able to sign up for this seminar once the semester has begun. After the Mid-Semester Seminar, you will be able to sign up for the Final Seminar.

The final grade for the internship will consist of three parts: the site supervisor's evaluation of your performance at the site, the grade on the internship paper, and the grade on the presentation.

At semester's end, you will be required to participate in a **Final Seminar** attended by the Internship Coordinator and approximately 8-10 interns (this number will vary, depending on the number of internships per semester). Here, you will make a formal 15-minute presentation summarizing the content of your Internship Paper and your overall internship experience. At this seminar you will present a formal, analytical report on the internship and demonstrate your ability to apply academic principles and scholarly research to the experience, answer questions and demonstrate learning and personal growth. You are encouraged to develop handouts, PowerPoint, or other media for this presentation. Come to this seminar with a prepared and rehearsed presentation. A brief question/answer session will follow each presentation. Presentations will be graded by the Faculty Internship Coordinator, using the rubric provided to the student in advance.

Other CJ faculty will have a standing invitation to attend both sets of seminars, mid-semester and final.

The **Final Field Placement Evaluation Report** is due when you attend the Final Seminar. Remind your field supervisor 10 days before it is due. The final evaluation must be provided in a sealed envelope and must be taped with the signature of the evaluator across the tape and the envelope, or emailed directly from the field supervisor to the KSU internship coordinator. Final evaluations will not be accepted unless received in this manner.

The **Internship Paper**

Your internship paper should be not less than 12 nor more than 15 pages, NOT including title page, references, appendices, etc. Pages should be properly numbered. Your finished work should contain all of the following sections:

1. Name and address of the agency
2. Structure – hierarchy, chain of command. List positions and titles, not names.

3. History of the agency – how, when, and why was it created?
4. Nature of the population served. Use official statistics and other quantitative and qualitative information to describe the community served by this agency.
5. Agency official mission statement. Comment on this – is it accurate and comprehensive? If the agency has no formal mission statement, create a draft of one.
6. Discuss how the agency is fulfilling its mission. What specific programs and activities are in place to carry out the stated mission? Do you see any ways to improve on these efforts? Conduct a SWOT assessment, an evaluation of the agency's:
 - Strengths
 - Weaknesses
 - Opportunities
 - Threats
7. Identify at least 5 specific things you learned during the course of your internship.
8. Evaluate your overall internship experience.
 - What were the most positive aspects?
 - What were the most negative aspects?
 - Was the experience what you expected? Explain.
 - Did your college coursework properly prepare you for the internship?
 - Has your internship had an effect on your plans for a career or for further education?

ALL outside references must be properly documented, both in the body of your paper and in a list of references at the end. Use proper APA style, Times New Roman 12-point font, 1 inch margins. Include a title page, but do not place your paper in any type of binder.

Grading: Your paper will be graded based on

- Comprehensive coverage of assigned topics
- Insight and analysis
- Creativity
- Use of proper format, grammar, and spelling

A numeric grade will be assigned to each paper. Late submissions will be penalized ten points for each calendar day past the posted due date.

The due date for the paper will be announced at the Pre-Internship Orientation Session. **A print copy of the paper must be submitted – electronic submissions will not be accepted. LATE SUBMISSIONS WILL BE PENALIZED 10 POINTS PER CALENDAR DAY.**

GRADING FOR THE INTERNSHIP

The final grade determination will be based on (1) your performance at the site, (2) the final paper, and (3) your presentation at the final seminar. Each factor contributes to 1/3 of the internship course grade. Numeric grades will be given for the presentation and paper, and a numeric equivalent will be assigned to the Final Site Evaluation of Intern.

FAILURE TO ATTEND A PRE-INTERNSHIP ORIENTATION WILL DISQUALIFY YOU FROM PARTICIPATING IN AN INTERNSHIP THE FOLLOWING SEMESTER.

FAILURE TO ATTEND THE MID-SEMESTER SEMINAR OR FAILURE TO SUBMIT THE MID-SEMESTER EVALUATION WILL EACH RESULT IN A 10-POINT REDUCTION IN THE PERFORMANCE PORTION OF YOUR FINAL GRADE (LOSS OF ONE LETTER GRADE).

FAILURE TO ATTEND THE FINAL SEMINAR WILL RESULT IN A GRADE OF 0 FOR THAT PORTION OF YOUR FINAL GRADE.

LATE SUBMISSIONS OF THE FINAL FIELD PLACEMENT EVALUATION REPORT WILL RESULT IN A 10-POINT REDUCTION PER CALENDAR DAY IN THE PERFORMANCE PORTION OF YOUR FINAL GRADE.

THERE ARE NO OPPORTUNITIES FOR EXTRA CREDIT, MAKE-UP WORK, OR SCHEDULING OF INDIVIDUAL SESSIONS FOR ORIENTATIONS OR SEMINARS.

ACADEMIC INTEGRITY: Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section III of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious or intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of academic misconduct will be handled through the established procedures of the University Judiciary Program, which may include an informal resolution by a faculty member resulting in a grade adjustment or a formal hearing procedure, which may subject the student to the minimum one-semester suspension required by the Code of Conduct.

Cheating or plagiarism in any form will result in a grade of F for the course. In addition, a report will be filed with the Office of Student Conduct and Academic Integrity.

Students are solely responsible for managing their enrollment status in a class; nonattendance does not constitute a withdrawal.

Grade of D or F: a student with a final grade of D or F for the internship will receive a failing grade for CRJU3398, the internship course.

A student who fails the internship may repeat CRJU3398 ONLY under the following conditions:

- The student must wait one full semester after failing the course before attempting a second internship.
- The second internship may not be at the same host site as the original. The student has sole responsibility for identifying a second site.
- No more than 3 credit hours may be earned for a second internship experience.

APPENDIX A

Criminal Justice Program Internship - Intern Learning Outcomes

General Intern Learning Outcomes:

SLO 1.

- Demonstrate the knowledge of history and development in the following areas: (1) criminal justice and juvenile justice processes (law, crime/delinquency, and administration), (2) law enforcement (police organization, discretion, subculture, and legal issues), (3) law adjudication (criminal law, prosecution, defense, and court procedures and decision-making, (4) corrections (incarceration, community-based corrections, and treatment programs). **Knowledge**
- Define and describe the structure of each component of the present criminal justice system. **Knowledge**

SLO 2.

- Instill, apply, integrate, and analyze the criminal justice information received based on theories and other knowledge and apply them to related problems and changing fact situations. **Knowledge/Skills**
- Communicate thoughts and ideas effectively with others both in speaking and in writing. **Skills**

SLO 3.

- Demonstrate ability to write a paper describing and evaluating the overall internship experience. **Knowledge/Skills**

Appendix B

EXPECTATIONS FOR THE FIELD SUPERVISOR

Design an internship experience that allows for Intern growth and a variety of experiences, providing at least an introduction to the full range of work accomplished by the organization.

Complete the field placement contract, indicating the Intern's work, hours, and job responsibilities.

Provide an orientation for the Intern.

Train and supervise the Intern in his/her work roles. (Clerical work should not be the main work of the Intern. Agencies vary in specialization of workers and Interns must expect to help when needed, along with everyone else. However, Interns should not be used routinely to perform clerical duties.)

Provide a reading list for the Intern, as appropriate for the work experience.

Assign specific projects for the intern to undertake.

Evaluate the Intern's performance on site, at midterm and at the end of the internship.

Monitor the Intern's work and notify the Internship Coordinator if the intern fails to complete the promised hours or if there are any problems.

APPENDIX C

FORMS

- Mid-Semester Field Placement Evaluation Report
- Final Field Placement Evaluation Report

MID-SEMESTER FIELD PLACEMENT EVALUATION REPORT

RETURN to the INTERNSHIP COORDINATOR

Intern's Name: _____

Field Placement Site: _____

Site Supervisor: _____

Evaluation Date: _____

Evaluate the following areas and indicate the level of Intern performance, AS AN INTERN (not as a full-time employee) in each area by means of the following 5-point scale:

| I. The Intern's relationship to the Field Placement: | | | | | |
|--|----------------------|-----------------------------|--------------------------|-----------------------------|------------------|
| | Highest Level | Above Expected Level | At Expected Level | Below Expected Level | Very Poor |
| Understands the structure and function of the site | | | | | |
| Understands the goals of the site | | | | | |
| Understands and adheres to policies and procedures | | | | | |
| Functions cooperatively with professionals, clients and others | | | | | |
| Understands the population that the agency serves: | | | | | |
| Please comment on the overall understanding and interaction of the Intern at the Field Placement. | | | | | |
| | | | | | |

II. Self development of the Intern in regard to the Site setting:

| | Highest Level | Above Expected Level | At Expected Level | Below Expected Level | Very Poor |
|---|---------------|----------------------|-------------------|----------------------|-----------|
| Asks questions and seeks answers | | | | | |
| Functions as a team player | | | | | |
| Relates theoretical knowledge to practice | | | | | |
| Appropriately applies knowledge of Criminal Justice system | | | | | |
| Assesses his/her strengths and weaknesses | | | | | |
| Is motivated to learn and develop skills | | | | | |
| Please comment on the overall performance of the Intern in the area of self-development. | | | | | |

III. Professional development of the Intern:

| | Highest Level | Above Expected Level | At Expected Level | Below Expected Level | Very Poor |
|--|---------------|----------------------|-------------------|----------------------|-----------|
| Effectively uses time | | | | | |
| Observes lines of accountability | | | | | |
| Shows regard for ethical concerns of the profession | | | | | |
| Seeks self improvement | | | | | |
| Accepts responsibility | | | | | |
| Please comment on the overall professional development of the Intern. | | | | | |

Evaluation Report (continued):

If you had a job opening, would this Intern qualify and be a competitive applicant?

____ Yes ____ No

Please comment:

Using the space below, please note any other pertinent information in regard to the Intern's contributions and performance:

SAMPLE

Signature of Intern: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Final Field Placement Evaluation Report

Intern's Name:

Site:

Site Supervisor's Name, Title, and Phone Number:

Semester/Year: _____ Date: _____

To Agency Supervisor:

We hope that this Intern has been of help to you and your organization. As an observer of the Intern's field performance, you can provide information that is vital to a complete evaluation of his/her experience. Please take a few minutes to answer the following questions, disregarding any that are not applicable. Please discuss the assessment with the Intern.

1. Describe the Intern's most significant accomplishment or activity.
2. How would you rate the Intern's ability to perform major duties? Indicate academic preparedness and skill level prior to the internship. Did the Intern make progress? To what extent?
3. How would you rate the Intern's ability to take initiative and make decisions?

4. How would you rate the Intern's ability to comprehend the overall mission of the organization and the organization's relationship to the larger environment? If possible, cite examples.

5. How would you rate the Intern's ability to relate with supervisors and co-workers?

6. How would you rate the Intern's ability to work with the organization's clientele? Provide examples.

7. How would you rate the Intern's ability to comply with the basic regulations required of the organization's employees? Give examples. Was the Intern reliable? Was he/she punctual in meeting work deadlines?

8. Were there any factors beyond the Intern's control that may have adversely affected his/her performance (such as change in supervisor, loss of funding, low workload, etc.)? If so, please explain.

9. If you were in a position to fill a vacancy in your organization, would you hire the Intern based on performance during the internship?

10. The KSU Internship program meets the needs of my organization and I would like to consider Internship Interns in the future. Yes No

11. Using a scale of 1 to 5 (5=highest level of proficiency), please rate your Intern based on the skill categories listed below. Please make comments in the space provided.

Leadership

Communication

Organization

Creativity

Problem Solving

Teamwork

Technical

Attendance

Punctuality

Overall Performance

Comments:

THIS FORM MUST BE submitted to the Internship Coordinator in a sealed envelope, taped, and requires the signature of the supervisor across the tape to ensure no tampering. In the alternative, the form may be emailed directly to the internship coordinator.

Signature of Intern: _____ Date: _____

Signature of Supervisor: _____ Date: _____