

# Criminal Justice Internship Manual



coordinator), 2) there is not a very high demand from students for

be complex and the student may not be fully aware of the possibilities available to him/her. If this occurs, the student should seek advice from either the internship coordinator or the student's academic advisor.

The second decision to be made in getting an internship is where

return it to the coordinator. The coordinator will sign the form and submit it to the Registrar's Office to register the student for the course. Students don't register themselves for internships in OneCampus as they do other classes. The student will be billed in accordance with university tuition rates.

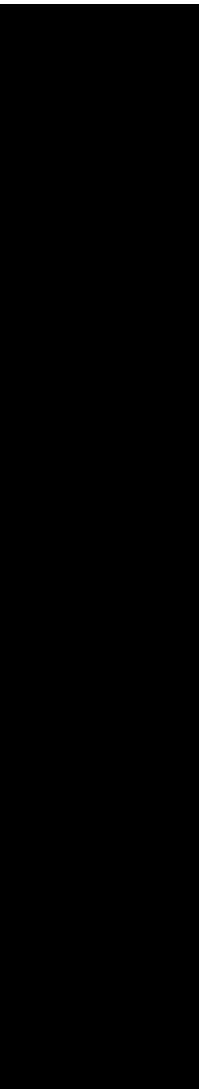
### When to Begin the Process

Ordinarily, students should begin the process of acquiring an internship one full semester before the desired time of placement. Students interested in Federal internship placements may need to begin the process as early as two semesters before placement. CRJU internships may be scheduled any semester.

### How Many Credits is an Internship?

Internships vary from 6 - 15 credit hours, depending on the needs of the student and the agency. All internships are graded on a pass/fail basis.

Credits	Hours of Direct Agency Contact
---------	--------------------------------



should not work less than 4-hour blocks of time, and ideally will be working 8-hour days. For example, a student doing a 15-credit internship should work 8 hours per day, 5 days per week, for 14 weeks to fulfill the 560-hour requirements. A student doing a 6-credit internship will ideally work 8 hours per day, 2 days per week, for 14 weeks to fulfill the 224-hour requirement.

Although these schedules would be ideal, the student can arrange any combination of hours and days and agency to fulfill the minimum number of required hours (within reason).

Types of Agencies 3 days/10 (w)s)2 (o) 8 c 0.3 (s)2 (o) 0 Tc 0 Tw 3.6 Dr

occasionally encountered in the criminal justice system.

To facilitate good rapport with the chosen agency, interns must







2. Interact: Interact with the internship coordinator every 2-3 weeks; make note of meeting time/date in journal. This coordination can be accomplished by an office visit, by telephone, or by e-mail. However, it must be done on a regular basis! Leaving a message on an answering machine is not sufficient; it is the student's responsibility to persist until the contact is made and acknowledged.
3. Textbook: Student interns must purchase a textbook that includes questions that the student must answer in writing. Some of these answers will be submitted early in the semester and the remaining answers will be submitted near the end of the semester. (The student will be provided a course syllabus at the beginning of the semester that will specify the textbook, the pages to be read in the textbook, the questions to be answered, and applicable due dates).
4. Evaluation: At mid-term and at the conclusion of the internship, the agency site supervisor will fill out an evaluation form on the student. It is the student's responsibility to see that the evaluation is completed and submitted by the time designated in the course syllabus (or by the deadline established in consultation with the internship coordinator – see the note below). There is a link to the evaluation form on the internship website.
5. Interview: At mid-term, the student will conduct an interview with an employee of the agency and submit a written summary.

(NOTE: If the student's work schedule is such that the student will not have worked about half of the student's total hours for the semester by mid-semester, the internship coordinator and the student will determine another date for submission of all material required to be submitted at mid-term).