

Criminal Justice Internship Handbook

CRJU 3398

Department of Sociology and Criminal Justice

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PREPARING FOR YOUR INTERNSHIP

This handbook serves as the syllabus for CRJU3398. Read it thoroughly and provide a copy of this handbook to your field supervisor.

Access to all information regarding the CJ internship is available online. Students who are planning to participate in an internship are urged to review all online information in the semester prior to the planned internship, since there are deadlines for applying and registering that occur before or at the beginning of each semester.

Registration for CJ Internships is completed AFTER reviewing all instructions and forms and completing and submitting the online application, called Handshake, available on the website for the KSU Department of Career Planning and Development. Registration cannot be accomplished by the intern without following the process outlined 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 academic and professional interests, to enrich your academic experience, and to investigate and develop contacts for internship sites. Courses that offer service- learning and field trips are excellent opportunities to discover 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. In addition, to be eligible for CRJU 3398, you are required to have successfully completed at least four upper-level CJ courses.** The course is designed to intersect with your academic and professional goals and interests. You arrange your internship with the approval of the Faculty Internship Coordinator. The work you engage in during your internship should involve growth, meaning you should be exposed to and learn new things and practices related to the position and agency/organization you chose for your internship. Please note that the internship does not guarantee employment, but if chosen intentionally according to your career plans, 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 and professional growth. The experience 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 Planning and Development (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 the Start Here section of D2L for CRJU 3398 online.

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, CRJU 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. A co-op only meets the degree requirements if approved by the department's internship coordinator. An internship through Career Services does not meet the requirement for your CJ degree.

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 or organization. Many CJ internships require background checks, so *start early*. Likewise, many agencies require you to complete a polygraph examination prior to beginning an internship; scheduling this takes time, so again, *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**:

1. Review relevant information <http://scj.hss.kennesaw.edu/resources/internships/>
2. **Secure a verbal commitment** for internship approval from your selected host agency.
3. **Complete the Online Experiential Education Application form** (Handshake) from the KSU Department of Career Planning and Development website and submit it to the site supervisor.

You CANNOT register for the CJ Internship until AFTER you have completed and submitted the Handshake application form and have been granted approval by the CJ Internship Coordinator and Career Planning and Development. You will be notified via KSU student email once approval has been granted.

DURING THE SEMESTER OF THE INTERNSHIP

1. You are required to complete a total of 10 **online discussion boards** on the D2L course website. Instructions are detailed on D2L.
2. Keep a **Daily Journal** for each day that you work at your internship site. A template can be found in the START HERE folder on D2L. Please submit the final deliverable as one document in the D2L dropbox.

Include in your Journal:

- critical reflections / analysis of your internship experiences
- notes, insights, connections, critiques of & from your internship work experiences, readings, and other relevant courses / experiences
- observations, perceptions, ideas which are synthesized with what you have learned in your coursework and internship experiences

- activities, accomplishments, frustrations, feelings about your internship experiences

3. Keep a **time sheet** for your completed hours. The form can be found in the START HERE folder on D2L.

4. The **Mid-Semester Field Placement Evaluation Report** is due from the field supervisor when you participate in your Mid-Semester Seminar. Remind the field supervisor about 10 days before it is due. It is YOUR responsibility to have the supervisor submit it on time.

The Mid-Semester Evaluation must be emailed directly from the field supervisor to the KSU internship coordinator. Evaluations will not be accepted unless received in this manner. Students will be required to attend a **Mid-Semester Seminar**, directed by the Internship Coordinator. These seminars will be conducted online via Collaborate Ultra in D2L. Each session will involve approximately 4-8 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. You will be able to sign up for this seminar once the semester has begun by responding to an email from the Internship Coordinator. After the Mid-Semester Seminar, you will be able to sign up for the Final Seminar.

5. At semester's end, you will be required to participate in a **Final Seminar** attended by the Internship Coordinator and approximately 4-8 interns (this number will vary, depending on the number of internships per semester). As with the mid-semester seminar, students will participate in an online Collaborate Ultra session. 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 PowerPoint, brief videos, or other media for this presentation. These must either be developed by you or properly attributed if copied from another source. Attend 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 posted in D2L.

6. 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 emailed directly from the field supervisor to the KSU internship coordinator. Final evaluations will not be accepted unless received in this manner. It is YOUR responsibility to have the supervisor submit it on time.

7. The **Student Evaluation of Internship Site** is due at the end of the semester. The form can be found in the final module on D2L.

8. Your **Internship Paper** should be not less than 12 but no 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 individual 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. If appropriate for your agency, you must include crime statistics, calls for service, number and type of cases handled annually, etc.
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 and discuss 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? Explain.
 - What were the most negative aspects? Explain.
 - Was the experience what you expected? Explain.
 - Did your college coursework properly prepare you for the internship? Explain.
 - Has your internship had an effect on your plans for a career or for further education? Explain.

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 5 points for each calendar day past the posted due date. A grading rubric will be posted in the Course Content in D2L.

The due date for the paper will be posted on D2L shortly after the semester begins. Your paper will be uploaded to www.turnitin.com; access codes will be posted in D2L. **LATE SUBMISSIONS WILL BE PENALIZED 5 POINTS PER CALENDAR DAY.**

GRADING FOR THE INTERNSHIP

The final grade for the internship will be calculated from:

10 discussion boards, 2 postings each – 15 points for each/150 points (15%)

Daily journal - 100 points (10%)

Mid-semester Seminar Attendance– 50 points (5%)

Final Seminar Presentation – 100 points (10%)

The Internship Paper – 250 points (25%)

The site supervisor's Evaluation of your performance at the site – 250 points (25%)

Student Evaluation of Internship Site - 50 points (5%)

Time Sheet - 50 points (5%)

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.

FAILURE TO PARTICIPATE IN THE SEMINARS AT THE SCHEDULED TIME WILL RESULT IN A GRADE OF 0 FOR THAT PORTION OF YOUR FINAL GRADE.

LATE SUBMISSIONS OF THE PAPER WILL RESULT IN A 5 POINT REDUCTION IN THE GRADE FOR THE ASSIGNMENT PER CALENDAR DAY, INCLUDING WEEKENDS AND HOLIDAYS.

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

INTERNSHIP COURSE POLICIES

1. Remember: while you are enrolled in the Criminal Justice Internship and working at your agency / organization, you are a representative of KSU and the Department of Sociology & Criminal Justice. Please act accordingly. Internship sites have provided for our students to have a full internship experience. Your tardiness, poor performance, etc., during your internship will not only reflect poorly upon you, SCJ, and KSU, but could also jeopardize our ability to place future interns at your agency. Violations of expected behavior will be handled on a case-by-case basis. Sanctions may include termination from the internship and a failing grade in the course.

2. Your Internship Coordinator is available to support you and advocate for you during your internship. If you feel that your organization or site-supervisor is placing you in a dangerous situation, or a situation which makes you feel uncomfortable, please notify the Internship Coordinator immediately.

3. Your written work is expected to be professional, typed and submitted in a timely manner. Late work will be penalized. Repeated late work will result in your termination from the internship and a failing grade in the course.

4. Individuals who have any disability – permanent or temporary – which might affect their ability to perform in an internship are encouraged to inform the Internship Coordinator at the start of the internship semester. Adaptations of methods, materials or placement may be made as required for equitable participation.

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.

CAMPUS POLICIES: Students are responsible for reading and familiarizing themselves with the following campus policies:

Academic Honesty/Integrity Statement

<http://scai.kennesaw.edu/codes.php>

Confidentiality and Privacy Statement (FERPA)

<http://enrollmentservices.kennesaw.edu/training/ferpa.php>

University – Student Rights Statement

<http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263>

Ethics Statement

<http://scai.kennesaw.edu/codes.php>

Sexual Harassment Statement

<http://scai.kennesaw.edu/codes.php>

Course Accessibility Statement (ADA statement)

<http://sss.kennesaw.edu/sds/institutional-policies.php>

Disruption of Campus Life Policy

<http://scai.kennesaw.edu/codes.php>

Campus Carry – Concealable Firearms

<http://police.kennesaw.edu/campuscarry.php>

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.

Approve the **Online Experiential Education Application form** (Handshake) field placement application, 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 any reading or training for the Intern, as appropriate for the work.

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.