

CRIM 492

Internship in Criminal Justice Studies

And

CRIM 494

**Policies & Procedures for “Directed
Internship Experience” & “Civic
Engagement Experience”**

**Department of Sociology, Anthropology &
Criminal Justice Studies**

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Guide for Completing this Manual

- A. Thoroughly read pages 2 through 6. Should you have questions about any aspect of your internship, please consult your Faculty Internship Supervisor, Academic Advisor or Department Chairman.
- B. Complete the Application (p. 7-8) and the Experiential Learning Letter of Understanding (page 9), have your agency review these materials with you and fill out required agency areas (pp. 7-9). Once all required information is filled out and signatures obtained from student and organization, return to your faculty internship supervisor on campus.
- C. Provide your site supervisor with a copy of the Responsibilities of the Placement Organization/Agency (located on page 7) to your Agency Supervisor.
- D. Provide your agency site supervisor with a copy of the evaluation of student intern form (pp. 10-11).

Purpose of the Internship in Criminal Justice

This course is designed for the student who intends to seek employment as a practitioner in the criminal justice system upon graduation. The requires that students find placement in a criminal justice agency (police, courts, corrections) or criminal justice related field so that they can gain experience working with professionals in their chosen career path. The goal of the internship experience is that students will gain field experience they can place on their resume, learn communication and collaboration skills among professionals, and integrate what they have learned within the academic setting with how this applied to the specific work environment.

Purpose of the Civic Engagement Course in Criminal Justice

This course is designed for the student who does not intend to work directly within the criminal justice field upon graduation. The course requires that students find placement within a community agency (non-profit) so that they can gain experiences and skills that are useful across a wide variety of employment settings. The goal of the civic engagement experience is that students will gain professional experiences that they can place on their resume, learn communication and collaboration skills within a work environment, understand and address the issues that impact communities, and be actively engaged in a project that is designed to address these issues.

Finding an Internship

Internships are found in a number of ways. First, Career Services <http://www.longwood.edu/career/> at Longwood maintains a current list of internship opportunities. Much of their information is available on-line, but students also are welcome to stop by the Career Services office in Maugans Hall to receive assistance from a Career Counselor. Second, students may find out about internship opportunities by talking to their advisor or other professors in the department. Faculty members are knowledgeable of organizations locally and in other areas that have worked with student interns from Longwood in the past. The most common way students find internships is by searching in their hometown for organizations, businesses, and/or agencies that perform the type of work they are interested in doing. Students then check the agencies website or call the agency and ask if they accept interns and determine the process for application for an internship with that agency. Students who are interested in completing an internship at a policing agency should begin their search and applications early (at least a semester before) to allow time for background checks to be performed.

Getting Enrolled in an Internship for Academic Credit

Once they find an agency that they are interested in working at and who is interested in accepting them, students will complete the internship hiring process with that agency. Upon acceptance as an intern, students will provide site supervisor at their agency location a copy of the application and experiential learning letter of understanding (pp. 7-9) in this packet to obtain required information and signatures. Once the signatures and listing of duties/responsibilities on site have been completed on the form, students should return the packet to the department chair. During the summer, internship supervisors are assigned by the department chair. During fall and spring, the student is responsible for approaching a faculty member to request that they serve as the academic supervisor for their internship.

The ideal time to complete an internship is the summer between the Junior and Senior year. Students generally find that internships completed over the summer are more rewarding and easier to manage because they do not have to squeeze in hours between classes. Additionally, students are able to live at home and have an additional job if they so desire.

There are no prohibitions against students taking paid internships.

Students who are double majors in Criminal Justice and Sociology are required to complete only ONE internship to satisfy the internship requirement for both majors. Whether a student enrolls in SOCL 492, CRIM 492, or CRIM 494 is dependent upon the type of agency the student will be working for. Please see your advisor to determine which enrollment is more appropriate.

Eligibility Requirements

Students must have a cumulative grade point average of at least 2.0 and have completed 18 credit hours of courses here at Longwood in their major to be eligible for internship. Students should keep in mind that while Longwood University requires a 2.0 GPA to complete an internship, many agencies have their own site-specific GPA requirements that may be higher than this requirement. Students should investigate whether or not the agency they are interested in has a specific GPA requirement. If a student's GPA is less than that required by the agency, they should not apply to that agency.

Students whose grade point average falls below 2.0 must: (1) take or repeat courses to bring the GPA up to 2.0 or 2) take a 300-400 level elective to fulfill this requirement of the degree.

Academic Credit and Grading

Students must take a minimum of 3 credit hours of internship to fulfill the internship course for the criminal justice major. While University policy allows up to 15 hours of internship credit, students are strongly encouraged to enroll in no more than 6 credit hours of internship (either in one internship or multiple internships).

The number of hours students work at the internship site depends on the number of credit hours of internship for which they are registered. The general rule is that students must complete 40 clock hours of on-site activity for every one credit hour of internship in which they are enrolled. Students enrolled in 1 credit of internship complete 40 hours; 2 credit hours=80 hours, 3 credit hours=120 hours, etc.

The number of hours per week a student spends on-site depends on how many weeks the internship lasts. The following chart is an example of how internship hours would be spread over 10 and 15 weeks.

Credit Hours Needed/Earned	Hours per Semester (15 weeks)	Hours per week (15 weeks)	Hours per week (10 weeks)
4 credits	160	10	16
3 credits	120	8	12
2 credits	80	5	8
1 credit	40	2.5	4

Students enrolled in internship must complete the following assignments:

1. Students will submit a weekly journal detailing and analyzing their experiences at their internship site for the week. The specific requirements of this journal and the format for it to be submitted can be found in the academic supervisor's syllabus.

2. A final paper for the course that provides a summative overview of the student's experience at their internship site. The student should include not only a review of the major activities engaged in during their time at the agency but also a synthesis of their experiences in the field with their academic knowledge gained from the classroom. Further, the student should reflect on their experience and provide an insightful review of what they enjoyed most about their potential career and aspects of the potential career they did not enjoy.

3. Students will complete a "culminating experience" presentation of their experience at the internship. The format of this experience will be selected by the academic supervisor and relayed to the student intern through the course syllabus. Regardless of the format, students will be required to present on the following elements:

- a) The organization where the internship was completed and a discussion of the goals and mission of this organization.
- b) The various roles that exist within this organization
- c) Your role as an intern at the organization and/or what your role would be as an entry level employee in this field
- d) The most significant, rewarding experiences that the intern had during the internship
- e) Factors of the work that are less appealing to the intern
- f) 5 connections (minimum) to concepts that you have learned within academic environment. These connections can be theoretical, policy driven, crime patterns driven, procedures followed within policing, courts, corrections, constitutional law etc.
 - i. For example, if as part of your duties you helped an officer perform a welfare check on a citizen. This would fall under the "serve" function of officers and represents a service style of policing. What does that mean and how does it relate to your activity.

4. Provide their site supervisor with the Evaluation of Student Intern form (page 8). This form must be completed by the agency supervisor at the conclusion of the internship and returned to the faculty internship supervisor.

Students enrolled in civic engagement must complete the following assignments:

1. Students will submit a weekly journal detailing and analyzing their experiences at their site for the week. The specific requirements of this journal and the format for it to be submitted can be found in the academic supervisor's syllabus.

2. A final paper for the course that provides a summative overview of the student's experience at their site. The student should include not only a review of the major activities engaged in during their time at the agency but also a synthesis of their experiences in the field and how the skills they are gaining will be beneficial to them as they transition into their careers after graduation. Further, the student should reflect on their experience and provide an insightful review of what they enjoyed most about their potential career and aspects of the potential career they did not enjoy.

3. Students will complete a "culminating experience" presentation of their experience at the agency. The format of this experience will be selected by the academic supervisor and relayed to the student intern through the course syllabus. Regardless of the format, students will be required to present on the following elements:

- a) The organization where the experience was completed and a discussion of the goals and mission of this organization.
- b) The various roles that exist within this organization
- c) Your role at the organization and/or what your role would be as an entry level employee in this field
- d) The most significant, rewarding experiences that the student had during the experience.
- e) Factors of the work that are less appealing to the student.
- f) 5 skills (minimum) that the student developed during their work at the agency.

i. For example, if as part of your duties you were required to meet with clients, develop case notes, and document any contacts with other agencies you could discuss communication skills, inter-agency cooperation skills, maintenance of confidentiality, organizational skills, and written communication skills.

4. Provide their site supervisor with the Evaluation of Student form (pp. 10-11). This form must be completed by the agency supervisor at the conclusion of the course and returned to the faculty supervisor.

Internship Course Registration

Students cannot register for the internship courses on their own. The department chair must register students for the course. To be registered, students must have the following forms completed and presented to the department chair prior to the last day of add/drop for the respective semester:

1. Application for Internship Credit (pp. 7-8)
2. Experiential Learning Letter of Understanding (page 9)
3. Signature of a faculty supervisor for the academic portion of the internship.

Responsibilities of the Student Intern

Interns understand that they are participating in an internship sponsored by the Department of Sociology, Anthropology and Criminal Justice Studies and an off-campus organization or agency. They recognize that in the internship they are subject to the rules, regulations, and policies of Longwood University, as well as those that the field supervisor deems appropriate for the organization or agency.

Interns understand that they are not covered by the agency's fringe benefits and that it is the intern's responsibility to make arrangements for their own insurance, including accident, health, and hospitalization coverage. The intern will not hold the agency, organization or Longwood University, nor any of the personnel employed by these organizations liable for injury or death as a result of this internship.

Interns understand that in the internship, they will be representing Longwood University and the Department of Sociology, Anthropology and Criminal Justice Studies; and they will do nothing that would adversely affect the image of either unit. Interns agree that if any of their behavior is deemed improper (detrimental to the intern organization or Longwood University) they will withdraw from the internship and accept a failing grade. Interns further understand that failure to abide by the policies and procedures of the internship program will result in termination of the internship with a grade of "F"

Interns agree that they will:

- A) Deliver the Responsibilities of the Placement Agency/Organization to Agency Supervisor.
- B) Always dress appropriately for the internship.
- C) Notify their agency supervisor and faculty supervisor as soon as possible should they be unable to report to work for any reason.
- D) Avoid becoming involved in office politics and/or ideological disputes.
- E) Maintain the confidentiality of records and internal matters at all times.
- F) Obtain prior approval from their faculty and agency supervisors before circulating any written work outside of the internship organization or the Department of Sociology, Anthropology and Criminal Justice Studies.
- G) Not be in possession of or use firearms or other weapons during their internship unless permission is obtained from their faculty supervisor and agency supervisors.

Responsibilities of the Department of Sociology, Anthropology & Criminal Justice Studies

The Sociology, Anthropology & Criminal Justice Studies Department agrees that it will:

- A) Fully cooperate with organizations and agencies participating in the internship program, and provide a faculty supervisor to coordinate activities.
- B) Screen applicants and recommend only those who possess the necessary skills to function satisfactorily in a particular agency or organization.
- C) Encourage each organization and agency to interview the prospective intern before making the decision to accept or reject the applicant.
- D) Determine the intern's final grade.
- E) Notify the student if it becomes necessary to terminate the placement, and to explain why termination was necessary.
- F) Discuss termination with the agency supervisor.

Responsibilities of the Placement Organization/Agency

The placement Organization/Agency agrees that it will

- A. Assign a supervisor to direct and coordinate the student's internship and to evaluate the intern's performance upon completion of the internship. (Evaluation of Student Intern Form – pp. 10-11).
- B. Provide the intern with meaningful tasks and to strive to expose intern to as many operational aspects as possible. The organization/agency will provide the facilities, supplies, space, etc. necessary for the intern to adequately perform his/her assigned duties.
- C. Offer constructive criticism directly to the intern when needed.
- D. Alert the faculty supervisor about any problems relating to the intern's job performance. The intern will provide the site supervisor with the faculty supervisors contact information at the start of the internship.
- E. Request that the intern be withdrawn when personal conduct or educational progress is such that additional time and effort on the part of the agency would not be worthwhile.
- F. Terminate an intern only with just cause and prior notice to the faculty supervisor.
- G. assure that the intern is never alone with clients (in clinical settings).

Longwood University

Department of Sociology, Anthropology and Criminal Justice Studies

Application for Internship Credit

*** Complete fillable items, print form, secure signatures and return to your faculty internship supervisor ***

Enrollment will not be finalized until this completed form is returned to faculty internship supervisor

Student Information

Name: _____ ID: _____

Course: CRIM 492 (Internship) _____ OR CRIM 494 (Civic Engagement) _____

Major: _____ Cumulative GPA (must be at least 2.0): _____

Start & End Dates: _____ Semester: _____

Credit Hours (3-6): _____

Student Address:

Telephone: _____ E-mail Address: _____

By my signature, I have read the Internship Policies and Procedures for the Department of Sociology, Anthropology and Criminal Justice Studies. The nature, scope and policies of the program have been explained to me and I agree to abide by them.

_____ (Student Signature) (Date)

_____ (Print Name)

Agency/Organization Information

Agency/Organization Name: _____

Address of Agency/Organization:

Agency/Organization telephone number: _____

Site supervisor name, phone, and email:

In the space below, please provide an overview/list of the duties and responsibilities that the intern will have during their time interning at your organization. (This area must be filled out for internship registration to occur).

Site Supervisor Signature _____ (Date)

Approved by:

Approved by:

Signature of Faculty Internship supervisor

Signature of Department Chairman Office use only: Grad Dt:

_____ Deg App Filed: Y N Major Hrs: _____

Course Section: _____ Dt. Reg: _____

Experiential Learning Letter of Understanding

The purpose of this letter of understanding is to set forth the provisions under which students in the Criminal Justice Major of Longwood University (LU) will perform an internship project at _____ (**Agency**).

This project is part of the criminal justice curriculum at Longwood University and the student involved is considered an agent of the Commonwealth of Virginia while carrying out her/his assigned duties and responsibilities. Following are specific agreements between LU and the above listed Agency.

1. The LU point of contact is _____ (faculty supervisor) and the Agency point of contact is _____ (agency supervisor). These persons will be responsible for overseeing the student's project and resolving any problems that may arise. The LU point of contact will ensure that the student is technically qualified to perform the duties assigned. The Agency will also assign a qualified person to mentor the student while performing the project.
2. Each student assigned by LU will be given written instructions that will include specific duties and responsibilities. In as much as the students are neophytes in the field, they should not be expected to perform assignments not specified.
3. There will be no exchange of funds between LU and the Agency. The Agency will furnish all equipment and supplies required for the project. The student will fund any purchases for uniforms or personal items.
4. Students performing experiential learning projects have liability insurance coverage under the State's Risk Management Plan for simple, negligent acts arising out of their assigned duties and responsibilities. This coverage does not extend to illegal or willful acts. Nor does this insurance coverage extend to the operation of the Agency's vehicles. The LU Risk Manager will provide a Certificate of Insurance upon request (ph.: 434.395.2093).
5. Any medical expense associated with the experiential learning will be funded by the student. In the event of an illness/injury that occurs on site, it will be appreciated if the Agency provides first-aid treatment as appropriate. Longwood University assumes no responsibility or liability for any injuries to your person or property caused by the acts or omissions of others during transportation. Further, Longwood University makes no recommendations or guarantees as to any travel agencies or lodging and transportation providers you may deal with in making your travel arrangements. To protect yourself from these types of losses, you may wish to purchase appropriate insurance.

By signing this form you also agree, for yourself, your heirs and assigns, to release and hold harmless Longwood University, its employees and agents, from any legal claim or liability for any bodily injury and personal property damage that is caused to you by the negligent act or omission or third parties while you are participating in the experiential learning program.

Date: _____

Student Signature If the participant is under 18, a parent or legal guardian must also sign.

Signature Date: _____ Parent/Legal Guardian

Date: _____
Longwood Faculty Supervisor Signature

Date: _____

Agency Supervisor Signature

LONGWOOD UNIVERSITY

DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY, & CRIMINAL JUSTICE STUDIES

Evaluation of Criminal Justice Student Intern

Student: _____ Agency/Organization: _____

Agency Supervisor: _____

Please use the table below in evaluating the performance of the student who has interned in your agency. Please check the appropriate box for each item using the following code: S = Superior; AA = Above Average; BA = Below Average; P = Poor; NA = Not Applicable.

	S	AA	A	AA	P	NA
Punctuality						
Attendance						
Appropriate Attire						
Initiative						
Ability to follow written directions						
Ability to organize and complete tasks						
Ability to use supervision (seeks help, accepts criticism)						
Enthusiasm for job						
Judgement						
Written communication skills						
Oral communication skills						
Uses grammar/language appropriate for the setting						
Speaks clearly						
Listens when addressed						
Gives organized and logical responses in conversation						
Relations to other personnel						
Professional Potential						
Overall performance						

Would you recommend this student for a professional position in your organization if a vacancy occurred for which the student was qualified? Yes _____ No _____

What grade would you assign to this student for the internship performance performed? (Circle One)

A+ A A- B+ B B- C+ C C- D+ D D- F

Please feel free to comment on other aspects of the student's performance about which the Faculty Internship Coordinator should be aware. (You may choose to attach a separate letter if you wish).

Agency Supervisor Signature_____ Date _____

Students will provide the site supervisor with instructions as to how to deliver the site supervisors evaluation form to the Faculty Internship Supervisor. The department thanks your organizations for your willingness to work with our students and the guidance you have provided them.