CJ 461 Internship Manual

Criminal Justice Program
Mars Hill University
Mars Hill, NC 28754
As of April 2013

Mars Hill University

INTERNSHIP IN CRIMINAL JUSTICE

CJ461 (3-6 credit hours)

Catalog Description:

Advanced, off-campus supervised internship in an agency or community setting during which the student applies knowledge and skills learned in the classroom. The internship is linked to a seminar that provides the opportunity to reflect upon the field experience and evaluate student performance. A maximum of six credits will be given for the internship experience unless otherwise approved by the Criminal Justice Coordinator. Prerequisites: 90 credits of coursework completed toward the major and the completion of CJ111, 112, 113, 210, 230 SOC/CJ219, and BSS/CJ220, at least three credits of upper level criminal justice electives, and 46 credits completed for general education requirements.

Purpose:

The criminal justice internship program within the Department of Social Sciences at Mars Hill University is designed specifically to enable students to apply classroom knowledge to the work environment and to better prepare them to enter the criminal justice field upon graduation. The internship program exposes students to the qualifications and requirements of various employing agencies, giving those students the experience to meet those requirements. It is intended that students will participate in the work of the internship agency and, when possible, make significant contributions.

Objectives:

1. To afford students the opportunity to correlate theory with practice within the agency setting.

2. To develop in students an understanding of current problems within the agency and other components of the criminal justice system (or general public or private sectors related to the criminal justice system).

3. To allow the agency an opportunity to benefit from objective inquiries by students into the agency’s method of operation.

4. To provide students with intensive agency experience and to permit students to become sufficiently involved so that their input is solicited and received.

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5. To allow students to assume appropriate responsibilities of a regular staff member and be able to function with a minimum of supervision.

6. To enhance students’ capacity for intellectual inquiry, expository writing skills, and critical analysis.

7. To develop students’ understanding and/or ability to devise realistic strategies for improving an agency’s delivery of services.

In the achievement of these objectives, students should have the opportunity to assume responsibility for productive tasks within agencies and to observe and identify with the public or private sector professional in his or her various roles in the agency and community.

**Educational Goals and Objectives**

As an applied interdisciplinary profession, criminal justice places emphasis upon planned experience as a vital aspect of the educational process. There are six educational objectives for each intern in the field internship instruction:

I. **Socialization:** Interns should identify themselves as part of the agency staff, develop collegial relationships with staff, and become accustomed to the style of the agency (hours, modes of dress, casual conversation, place and style of work). However, interns should not use profanity, regardless of what others are doing, and should not become involved in gossip or work group cliques.

II. **Knowledge of Services:** Interns should be completely familiar with the functions of the field agency, its modes of intake, service limitations, referral, and recording. They should also become familiar with the agency’s network of relationships with other agencies.

III. **Awareness of Role:** In agency activities, students should develop a consciousness of purpose, including objectivity toward clients and a comfortable sharing relationship with supervisors. Interns should never become argumentative or disrespectful. It is expected that interns will start developing some sense of commitment to the profession and to be receptive to new ideas.

IV. **Values:** Interns should be conscious of their values and how values affect their ability to function with clients. They should be able to accept challenges to values and, when necessary, use supervisory help to examine the validity of such challenges.

V. **Skills:** Interns should develop and practice those skills which are necessary in dealing with individuals and groups. Such skills include interviewing, listening, speaking, summarizing, and communicating non-verbally. The ability to establish comfortable relationships is vital.

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VI. Advocacy: Interns should be sufficiently aware of agency functions and sufficiently secure as persons to initiate questions and explore alternatives. Reactions to supervision and staff meetings should demonstrate a comfortable, collaborative attitude.

Minimum Requirements of Eligibility:

1. Criminal justice major;

2. Students should have completed at least 90 semester hours toward graduation;

3. Successful completion of the following courses:

   CJ111, 112, 113, 210, 230 SOC/CJ219, and BSS/CJ220, at least three credits of upper level criminal justice electives, and 46 credits completed for general education requirements;

4. An overall grade point average (GPA) of 2.0 and a 2.5 GPA for all course work in the major.

5. The student shall not have been convicted of a felony;

6. If presently under indictment for a felony, the student will postpone the internship placement pending the outcome of the indictment; and,

7. If applicable, the student shall have been off academic probation for one full semester prior to the internship placement.

    Note: Internships will not be approved for current or previously held jobs.

Credit and Required Hours:

Three semester credit hours require a total of 120 hours worked at the internship site. A six-credit internship requires a total of 240 hours worked in the field.

Responsibilities of the Student:

1. Complete all prerequisites.

2. Arrange and appear for a personal interview with the internship coordinator the semester prior to your anticipated internship.

3. Complete the following forms (2 copies) prior to meeting with the internship coordinator:

   (A) Internship Application (Addendum A)
   (B) Notarized Waiver of Liability (Addendum B)
   (C) Current Resume

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4. Arrange and appear for a personal interview with the agency program representative.

5. Report to the agency dressed and groomed in accordance with agency guidelines (if unsure, check with the internship coordinator or agency representative **prior** to the scheduled interview).

6. Be punctual and reliable; treat this assignment as you would a normal paid career or occupational assignment. The agency supervisor and/or representative must be notified if you will be late or absent. All absences will be made up prior to the end of the term.

7. Maintain regular attendance at the agency during hours arranged for placement. Absences must be reported to the supervisor and internship coordinator and lost time must be made up prior to the end of your internship.

8. Fulfill in a professional manner all the duties and responsibilities assigned by the agency supervisor. Special emphasis is placed on absolute commitment to the principle of confidentiality regarding sensitive information gained while in field placement. Do not discuss sensitive information with non-agency people.

9. Be familiar with the rules, regulations, and all laws that pertain to the participating agency or program. (**Important Note:** if a student is dismissed from an agency for a violation of rules, regulations, or laws, that student will in effect fail the internship and may not be allowed to repeat the course.)

10. Participate openly and honestly in the evaluation process.

11. Attend the mandatory internship meeting the first week of the semester and meet with the internship coordinator at least two additional times during the semester (e.g., midterm and at the end of the semester.) Addendum C is due at the first meeting.

12. Complete all written assignments (summary of weekly activity form, student evaluation of field placement, student self-evaluation in field placement, research paper, etc.) and all other course requirements.

13. To facilitate good rapport with the participating agency, interns must have good listening and interpersonal skills and must possess emotional stability and high levels of maturity and integrity.

**Responsibilities of the Internship Site Supervisor:** It is the responsibility of the site supervisor to: 1. Ensure that the student is not being asked to perform unreasonable duties that could put him/her in harm’s way; 2. Assign tasks to the intern and adequately supervise the intern in the carrying out of those tasks; 3. Review and sign the student’s daily log sheet (Addendum I of this document); 4. Complete the mid-term and final evaluation assessment of the intern (Addendums D and E of this document); and, 5. Report immediately any concerns about the job performance,
attendance, lack of quality associated with assigned tasks, failure to follow agency rules/procedures, etc. to the Criminal Justice Program Coordinator (Dr. Barbara Sims, bsims@mhc.edu or 828.689.1276).
ADDENDUM A

MARS HILL UNIVERSITY
DEPARTMENT OF SOCIAL SCIENCES
CRIMINAL JUSTICE PROGRAM
CRIMINAL JUSTICE INTERNSHIP APPLICATION FORM

This application is to be completed and filed with the Criminal Justice Internship Coordinator at least one month prior to the semester you anticipate the internship placement. Attach a copy of your resume and a notarized copy of the “waiver of liability” to this form.

Name: ___________________________________________________________ Date: ______________
Last       First               MI

Social Security #: _______ - _______ - _______
DOB: MM/DD/YYYY

Present Address: ____________________________________________________________
                      Street
                      City/State/Zip

Permanent Address: ____________________________________________________________
(if different from above)
                      Street
                      City/State/Zip

Gender: Male: __________  Female: ___________

1. Do you have any health problems or physical conditions which may affect your placement? Yes: __________  No: __________
If yes, please explain:
________________________________________________________________________
________________________________________________________________________

2. Have you ever been convicted of a felony? Yes: __________  No: __________
If yes, please give details:
________________________________________________________________________
________________________________________________________________________

3. I am requesting internship placement during the semester noted below:

       ________ Fall Semester, 20__1   ________ Summer, 20__1
       ________ Spring Semester, 20__1

4. Other than the internship, do you plan to enroll in any other courses during the semester? Yes: __________  No: __________
If yes, list additional courses:
________________________________________________________________________

As of April 2013
5. Desired type of placement: (List your 1st and 2nd choices)

_________ Adult Corrections    __________ Adult Probation

_________ Juvenile Corrections    __________ DNR – Law Enforcement Division

_________ Law Enforcement Agency    __________ Sheriff’s Office

_________ Juvenile Court    __________ Superior Court

_________ Adult Parole    __________ Drug Enforcement Agency

_________ Secret Service    __________ FBI

_________ National Park Service    __________ Juvenile Probation

_________ Other local or state CJ agency: (specify) ___________________________________

_________ Other federal CJ agency: (specify) ___________________________________

_________ Juvenile community-based corrections    __________ Non-CJ local agency

_________ Non-CJ state/federal agency    __________ Undecided

6. Do you have access to an automobile? Yes: __________  No: __________

7. Current Overall GPA: __________ GPA within major: __________(leave blank if unsure)

Total hours of your degree program completed at the end of this semester: __________

8. List criminal justice courses in your program that you have completed to date:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please read the following statement and sign below if you consent.
“I certify that all statements made in this application are complete and true. Furthermore, I recognize that some agencies require criminal record checks and other background information prior to accepting an intern student. By signing this application, I give consent to such background and record checks as may be necessary.”

Print Name: ________________________________________________________

Signature: _________________________________________________________

As of April 2013
ADDENDUM B

RELEASE, WAIVER OF LIABILITY, AND COVENANT NOT TO SUE
(READ CAREFULLY BEFORE SIGNING)

The undersigned hereby acknowledges that participation in the Department of Social Sciences, Criminal Justice Program internship program involves inherent risks, including but not limited to, risks of physical injury, illness or loss of personal property, and assumes all such risks. The undersigned hereby agrees that for the sole consideration of Mars Hill University allowing the undersigned to participate in the internship program which, for which, or in connection with, the University has sponsored or made available any equipment, facilities, ground, or personnel for such programs or activities to the undersigned while participating in any such programs or activities, the undersigned does hereby release and forever discharge Mars Hill University, its members individually, and its officers, agents, and employees, from any and all claims, demands, rights, and causes of action whatsoever of any kind or nature, arising from and by reason of any and all known and unknown, foreseen and unforeseen, bodily and personal injuries, including death, damage to property, and the consequences thereof, resulting from my participation in or connection with such internship or activities.

I hereby certify that I am _____ years of age and suffering under no legal disabilities and that I have read the above carefully and understand everything herein contained before signing.

IN WITNESS WHEREOF, I have hereunto set my hand, this the ________________ day of ________________, 201__.

____________________________________
(Student’s Signature)

State of________________________, County of______________________, Sworn to and subscribed before me, the undersigned Notary Public, this ________________ day of __________________, 201__.

_________________________ _______________
Notary Public Expiration Date
ADDENDUM C
FIELD PLACEMENT AGREEMENT

MARS HILL UNIVERSITY
DEPARTMENT OF SOCIAL SCIENCES
CRIMINAL JUSTICE PROGRAM
BOX 6662, 316 CORNWELL
MARS HILL, NC  28754-0370
Tel (828) 689-1276, Fax (828) 689-1309

AND

AGENCY:

ADDRESS: ____________________________________________________________

TELEPHONE: ____________________________ Alternate Telephone #: ________________

The Undersigned are agreed that: ____________________________________________

(Name of Student)

will be placed in:______________________________________ in:  ______________________

(Name of Agency)      (Location)

for the ______________semester of the year 201__ for a total of _____ hours.

(Fall or Spring or Summer)

This agency agrees to limit the zone of danger and provide proper supervision at all times for the intern. The direct supervisor who will be responsible for the intern’s training and experience is: _______________________________________________________________________.

Please attach a list of activities at this agency in which the intern can expect direct experience during the course of the field experience.

It is understood that the University faculty internship coordinator will retain primary responsibility for the educational direction of the student and specification of educational objectives, as well as for issuance of grades and credit.

_______________________________________      ____________________________________
(Agency Director)      (Agency Supervisor)

_______________________________________      ____________________________________
(Intern)       (Faculty Internship Coordinator)

(Date)

As of April 2013
As of April 2013

ADDENDUM D
MARS HILL UNIVERSITY
DEPARTMENT OF SOCIAL SCIENCES
CRIMINAL JUSTICE PROGRAM
STUDENT INTERN PERFORMANCE EVALUATION (MIDTERM)

Student’s Name: _______________________________________ Date: ___________________
Agency: ______________________________________________________________________
Supervisor: ___________________________________________ Telephone: _______________

To all agency representatives: please evaluate the intern student in each of the following areas. You are encouraged to review the results with the intern. The review should emphasize major strengths as well as areas in need of improvement. (If any area does not apply, please indicate with N/A.)

RATING SCALE:
Excellent: 5  Good: 4  Average: 3  Below Average: 2  Poor: 1  N/A: 0

OVERALL GENERAL RATING: _____________

<table>
<thead>
<tr>
<th>Specific Areas of Evaluation</th>
<th>Rating #:</th>
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<tbody>
<tr>
<td>1. Understanding of/adherence to agency’s policies and procedures</td>
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<td>15. Regard for ethical concerns of the profession</td>
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<td>16. Ability to solve problems by doing each of the following:</td>
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<td>D. Follow through on solutions</td>
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As of April 2013
18. A. Assignments in which the intern participated (e.g., staff meetings, research, consultations, etc.):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

B. Projects assigned:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

19. Evaluation of intern (narrative comments on intern’s strengths, weaknesses, use of supervision, self-awareness, growth, etc.):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

20. Additional comments:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signatures: _______________________________               ______________________________
Supervisor       Intern

Date: ________________

Upon completion, please mail to: Dr. Barbara Sims, Internship Coordinator
Criminal Justice Program
Mars Hill University
Box 6662; 316 Cornwall
Mars Hill, NC  28754-0370
Tel (828) 689-1276  Fax (828)689-1309
e-mail: bsims@mhc.edu

As of April 2013
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As of April 2013
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______________________________________________________________________________
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B. Projects assigned:

______________________________________________________________________________
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19. Evaluation of intern (narrative comments on intern’s strengths, weaknesses, use of supervision, self-awareness, growth, etc.):

______________________________________________________________________________
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20. Additional comments:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signatures: _______________________________               ______________________________
Supervisor       Intern

Date: _____________________

Upon completion, please mail to: Dr. Barbara Sims, Internship Coordinator
Criminal Justice Program
Mars Hill University
Box 6662; 316 Cornwall
Mars Hill, NC  28754-0370
Tel (828) 689-1276  Fax (828)689-1309
email: bsims@mhc.edu

As of April 2013
ADDENDUM F
MARS HILL UNIVERSITY – CRIMINAL JUSTICE PROGRAM
SUMMARY OF WEEKLY ACTIVITIES IN FIELD PLACEMENT

Week: ______________________________ Date: _______________________
Intern’s Name: __________________________________________________________
Agency:  __________________________________________________________
Supervisor:   __________________________________________________________
Supervisor’s position: __________________________________________________________

1. Briefly describe your weekly activities. Also, list any new functions you performed during the week.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
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2. I encountered the following problems or difficulties during this week:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. I have participated in the following activities (on my own time) in a voluntary capacity:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

As of April 2013
4. SUMMARY: Please provide a description (in narrative form) of some significant activity or event that occurred in your field placement this week. Also, briefly analyze how this experience affected your feelings and attitudes.

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Upon completion, please FAX to: Dr. Barbara Sims, Internship Coordinator
Fax (828) 689-1309

As of April 2013
ADDENDUM G
MARS HILL UNIVERSITY – CRIMINAL JUSTICE PROGRAM

INTERN’S EVALUATION OF FIELD PLACEMENT

NAME: _________________________________________ DATE: ________________

We would like your suggestions and comments on the field experience placement that you have just completed. Several areas are mentioned below. Please feel free to add other areas that you feel are pertinent to the criminal justice program and your activity.

1. Comment concerning accessibility of the organization/agency and the physical plant:
______________________________________________________________________________
______________________________________________________________________________

2. Field Placement:
A. How would you describe your field placement?
______________________________________________________________________________
______________________________________________________________________________

B. Which experiences were the most educational?
______________________________________________________________________________
______________________________________________________________________________

C. Which were the most meaningful to you personally?
______________________________________________________________________________
______________________________________________________________________________

3. What was the attitude of the agency executive and his/her staff toward the following:
A. The organization’s service objectives:
______________________________________________________________________________
______________________________________________________________________________

B. The clientele served:
______________________________________________________________________________
______________________________________________________________________________

C. You as an intern:
______________________________________________________________________________
______________________________________________________________________________

As of April 2013
D. Other (specify):

______________________________________________________________________________
______________________________________________________________________________

4. What would be your attitude toward placing another student in this organization/agency?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

5. Would you consider employment in this organization/agency if offered to you? Please be specific.

______________________________________________________________________________
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As of April 2013
ADDENDUM H
MARS HILL UNIVERSITY – CRIMINAL JUSTICE PROGRAM
INTERN’S SELF-EVALUATION IN FIELD PLACEMENT

NAME: _________________________________________ DATE: ________________

1. Knowledge of Self. Please give an example from your field experience in which you have gained knowledge about yourself:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

2. Knowledge of Others. Please relate an incident from your field experience which increased your knowledge of others.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3. How good are your communication skills? How well do you relate to others? How do you think others see you?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4. Knowledge of the agency’s services. Please indicate one example in which you have seen a systemic change planned and implemented to meet specific problems.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

As of April 2013
ADDENDUM I: WEEKLY TIME SHEET
MARS HILL UNIVERSITY – CRIMINAL JUSTICE PROGRAM
INTERNSHIP – CJ461

Name of intern: ____________________________  Student ID: _______________________
Agency: _____________________________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Day of week</th>
<th>Time worked</th>
<th>Total hours worked</th>
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Total hours for the week: _______

______________________________  ________________________________
Student signature          Site supervisor signature

______________________________  ________________________________
Date                        Date

As of April 2013