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# CJ 461 Internship Manual

**Internship Coordinator**

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Department of Criminal Justice  
Mars Hill University

Updated March 2022



## **Department of Criminal Justice Criminal Justice Internship**

**CJ 461 (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 CJ 111, 112, 113, 210, 230, SOC/CJ 219, and CJ/SOC 220, 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 Criminal Justice 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 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.
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.

**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, CJ/SOC 219, and CJ/SOC 220, 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.***

## Credits 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 (Intern)

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

(Alternatively, these forms, as well as Addendum C, will be turned in to the coordinator at the first mandatory meeting of the semester in which you complete your internship.)

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 them 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).
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:

Dr. Craig Goforth, [cgoforth@mhu.edu](mailto:cgoforth@mhu.edu) or (828) 689-1405.

**ADDENDUM A**

**Criminal Justice Department  
Mars Hill University**

**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: \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street

\_\_\_\_\_ City/State/Zip Permanent Address:

\_\_\_\_\_  
(If different from above) \_\_\_\_\_  
City/State/Zip

Gender: \_\_\_\_\_

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\_\_ \_\_\_\_\_ Summer, 20\_\_

\_\_\_\_\_ Spring Semester, 20\_\_

4. Other than the internship, do you plan to enroll in any other courses during the semester?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, list additional courses:

\_\_\_\_\_

5. Desired type of placement: (List your 1<sup>st</sup> and 2<sup>nd</sup> 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

\_\_\_\_\_ Local or state CJ agency: (Specify) \_\_\_\_\_

\_\_\_\_\_ 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: \_\_\_\_\_



**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 Criminal Justice 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\_\_.

\_\_\_\_\_  
Public Expiration Date \_\_\_\_\_ Notary

**Field Placement Agreement**

Department of Criminal Justice  
Mars Hill University  
PO Box 6662  
Mars Hill, NC 28754-0370  
Tel (828) 689-1405, Fax (828) 689-1309

**ADDENDUM C**

**Mars Hill University  
Department of Criminal Justice  
CJ 461 Internship**

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 20\_\_ for a total of \_\_\_\_\_ hours.  
(Fall or Spring or Summer)

This agency agrees to limit the zone of danger and always provide proper supervision 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 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)

**ADDENDUM D**  
**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:** \_\_\_\_\_

<b>Specific Areas of Evaluation:</b>	<b>Rating #:</b>
1. Understanding of/adherence to agency's policies and procedures	
2. Understanding of structure, function, and goals of the agency	
3. Ability to use knowledge of agency and community resources	
4. Functions cooperatively with professional staff	
5. Functions cooperatively with nonprofessional staff	
6. Understanding of the population that the agency serves	
7. Ability to communicate verbally	
8. Ability to communicate in writing	
9. Ability to respond positively to supervisor's directions	
10. Ability to function as a team player	
11. Motivation to learn and develop skills	
12. Demonstrated dependability in completing assignments on schedule	
13. Demonstrated ability to adapt to new situations or assignments	
14. Effective use of time	
15. Regard for ethical concerns of the profession	
16. Ability to solve problems by doing each of the following:	
A. Identify problems	
B. Obtain facts	
C. Identify possible solutions	
D. Follow through on solutions	
17. Ability to take initiative and make decisions	

18. A: Assignments in which the intern participated (e.g., staff meetings, research, consultations, etc.):

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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:

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Signatures: \_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Student/Intern)

Date: \_\_\_\_\_

**Upon completion, please mail to:**

Dr. Craig Goforth, Internship Coordinator  
Department of Criminal Justice  
Mars Hill University 28754-0370  
PO Box 6662; 323 Cornwell  
Mars Hill, NC 28754-0370

Tel (828) 689-1405 / Fax (828) 689-1309  
Email: [cgoforth@mhu.edu](mailto:cgoforth@mhu.edu)

**ADDENDUM E**  
**Department of Criminal Justice**  
**Student Intern Performance Evaluation (Final)**

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:** \_\_\_\_\_

<b>Specific Areas of Evaluation:</b>	<b>Rating #:</b>
1. Understanding of/adherence to agency's policies and procedures	
2. Understanding of structure, function, and goals of the agency	
3. Ability to use knowledge of agency and community resources	
4. Functions cooperatively with professional staff	
5. Functions cooperatively with nonprofessional staff	
6. Understanding of the population that the agency serves	
7. Ability to communicate verbally	
8. Ability to communicate in writing	
9. Ability to respond positively to supervisor's directions	
10. Ability to function as a team player	
11. Motivation to learn and develop skills	
12. Demonstrated dependability in completing assignments on schedule	
13. Demonstrated ability to adapt to new situations or assignments	
14. Effective use of time	
15. Regard for ethical concerns of the profession	
16. Ability to solve problems by doing each of the following:	
A. Identify problems	
B. Obtain facts	
C. Identify possible solutions	
D. Follow through on solutions	
17. Ability to take initiative and make decisions	

18. A: Assignments in which the intern participated (e.g., staff meetings, research, consultations, etc.):

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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:

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Signatures: \_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Student/Intern)

Date: \_\_\_\_\_

**Upon completion, please mail to:**

Dr. Craig Goforth, Internship Coordinator  
Department of Criminal Justice  
Mars Hill University  
PO Box 6662; 323 Cornwell  
Mars Hill, NC 28754-0370

Tel (828) 689-1405 / Fax (828) 689-1309  
Email: [cgoforth@mhu.edu](mailto:cgoforth@mhu.edu)

**ADDENDUM F**

**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:

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

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## ADDENDUM G

### 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:

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2. Field Placement:

- A. How would you describe your field placement?

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- B. Which experiences were the most educational?

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

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3. What was the attitude of the agency executive and his/her staff toward the following:

- A. The organization's service objectives:

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- B. The clientele served:

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- C. You as an intern:

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**ADDENDUM H**

**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:

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

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

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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.

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**ADDENDUM I: Weekly Time Sheet**

**Mars Hill University – Criminal Justice Department (CJ 461 Internship)**

Name of intern: \_\_\_\_\_ Student ID: \_\_\_\_\_

Agency: \_\_\_\_\_

Date	Day of week	Time worked	Total hours worked
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total hours for the week: \_\_\_\_\_

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Site supervisor signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

