

Shippensburg University Department of Criminal Justice
Academic Internship Student Contract

As an enrolled student at Shippensburg University, I agree to the following stipulations regarding academic, credit-bearing internships.

1. It is my responsibility to locate internship opportunities and obtain an internship placement, just as I would find any professional career assignment.
2. It is my responsibility to file all required paperwork as required by the University and my Department in order for the Department to schedule the appropriate credits for my internship. I will adhere to all posted deadlines. I will obtain all the required documentation as required by my Department and the internship agency. This includes criminal background checks, professional liability insurance, and child abuse clearance. _____ (student initials)
3. Approval of the internship for academic credit is contingent on the approval of the Criminal Justice Department Chair.
4. I understand that I must have a minimum 2.0 GPA, have completed CRJ 309 with a grade of C or better, and have *earned* 60 credit hours to participate in an academic internship. If my GPA is below the minimum, then I will not be able to begin an internship until the current semester's grades are computed and I have achieved the required GPA. If my GPA falls below the minimum due to performance the semester preceding the internship, the tentative awarding of internship credits will be withdrawn.
5. I acknowledge that I read the Criminal Justice Internship Handbook prior to the start of my internship. _____ (student initials)
6. I understand my acceptance in the internship placement may be contingent on my ability to meet the internship agency's selection criteria such as an interview, pre-employment screening, FBI background check, and/or drug screening.
7. I will pay the tuition (based on the number of credits) and all associated fees for the internship. I understand that I am responsible for transportation to and from the internship site for the duration of my internship. I understand the Criminal Justice Department offers no reimbursement for mileage, travel, or other costs, for students participating in an internship. _____ (student initial)
8. I will submit all required weekly summaries, internship supervisor evaluation, internship paper, internship exit survey, and communicate weekly with my faculty internship advisor as outlined in the syllabus. I will inform my academic internship supervisor (AIS) of any changes to my internship job description and work schedule. Additionally, I will immediately report any significant problems that I may encounter at the internship site to my academic internship supervisor or any responsible party in the CRJ Department. _____ (student initial)
9. I understand my internship agency supervisor (AG) will be the professional at the internship site who performs the day-to-day supervision. The AG will be responsible for completing my performance evaluation which they will share with my academic internship supervisor (AIS).
10. I understand my internship grade will be based, in part, on the completed evaluation by my on-site supervisor and the timely completion of any assignments required by my academic internship supervisor (AIS). It is my responsibility to discuss the academic assignments with my AIS. I understand that internship courses are graded as a Pass (P) or Fail (F).
11. I will adhere to the accepted standards of behavior at the internship site. These may include, but are not limited to: attendance, punctuality, workplace ethics, professional decorum, dress codes, confidentiality, harassment and anti-discrimination policies and proprietary information and others. I will consult with my on-site supervisor about all issues.
12. I understand that I am responsible for completing the required agency hours and assignments for my internship no later than the last day of the semester for which my internship is scheduled. _____ (student initial)

Student's Name (Print) _____

Student Signature _____ Date _____