INTERNSHIP REQUIREMENTS

The criminal justice internship is a cooperative effort between the criminal justice program at Shippensburg University and public or private criminal justice agencies. The purpose of the internship is to give students the opportunity to apply their education to actual work situations.

Specifically, the student has the opportunity to:

1. Identify, analyze, and evaluate the organizational structure of the cooperating agency or organization.
2. Identify the roles and responsibilities of individuals within the agency.
3. Evaluate career goals and assess readiness to enter a chosen profession.
4. Demonstrate a mature approach to establishing an effective rapport with individuals within the agency, including administration, support staff, and the public.
5. Utilize and apply the theoretical concepts and knowledge learned in the classroom with real-world employment situations.
6. Assess confidence in your ability as a criminal justice professional through satisfactory performance of tasks assigned by the placement site supervisor.
7. Identify, develop, and create solutions to work-related problems.
8. Evaluate your practical on-the-job experience in a professional setting.
9. Utilize work-related references and networking opportunities which will enhance marketability as a criminal justice professional.

REQUIRED PREREQUISITES

Undergraduate students must have earned at least 60 credits, have a minimum 2.0 GPA, and the written approval of the Criminal Justice Department before the start of your internship.

INTERNSHIP SUPERVISION

Internship supervision will be the responsibility of two individuals: an academic advisor and an agency supervisor. The academic advisor will be assigned by the Department Chair and may not be the faculty member you see for schedule advising. The agency supervisor is the agency employee assigned to you by the agency for field supervision.

You will be notified of your academic advisor via your SHIP e-mail. During the first week of your internship you must notify the Department Secretary (bghemi@ship.edu) or by telephone at (717) 477-1558 and your assigned academic advisor that you started the internship.

Internship Credit

Each internship credit is defined as being the equivalent of a 40-hour workweek. Therefore, for every internship credit scheduled, you must work 40 hours, i.e., 3 credits = 120 hours; 6 credits = 240 hours; 9 credits = 360 hours; and 12 credits = 480 hours.
REGISTRATION

After your internship application is approved by the department internship coordinator and the Associate Dean of the College of Education and Human Services – the department will take care of forwarding your application to the Dean’s office – the department secretary will schedule you for the appropriate number of internship credits. You do not need to schedule the internship yourself. Check your schedule on SIS about four weeks after the application deadline to make sure your internship has been registered correctly.

ASSIGNMENTS

ACTIVITY LOG: Each week, students will be required to submit a summary of the week’s activities to their internship advisor. The weekly summary should be structured as follows:

1. Chief activities for the week
2. Specific lessons learned
3. Fit between the week’s experience and relevant information received in the classroom
4. Any surprises or unexpected experiences

The internship advisor will then respond with specific questions or observations designed to facilitate critical analysis, integration of concepts, and an appreciation of different perspectives and alternatives. This requirement allows weekly monitoring of student activities and provides a continuous series of opportunities for faculty to help students gain maximum value from the field experience.

INTERNSHIP EXIT SURVEY: As an intern you are required to complete and submit an Internship Exit Survey. The survey is located on the CRJ website: [http://www.ship.edu/Criminal_Justice/Internship/](http://www.ship.edu/Criminal_Justice/Internship/). The main goal of survey is to provide an opportunity for you to reflect upon and evaluate your experiences within the organization. Your feedback is important as accreditation standards require that we survey and obtain feedback from you regarding your internship experience and our academic programs. Therefore, your candid feedback is very important and will remain strictly confidential.

INTERNSHIP SUPERVISION: Your internship site supervisor is required to complete an “agency evaluation form.” The evaluation form can be located on our website: [http://www.ship.edu/Criminal_Justice/Internship/](http://www.ship.edu/Criminal_Justice/Internship/). Evaluation letters you’re your agency supervisor will be due—via fax, email, or regular mail—to your academic supervisor.

INTERNSHIP PAPER: Students are required to submit an internship paper at the end of their internship. This paper is intended to provide an overview of the agency with which the student worked, as well as how the internship helped shape the student’s educational experience. The paper must be at least ten pages, not counting the title page. It is due no later than one week after the last day of the internship. It should be structured as follows:
Title Page: The title page of the paper is to include: student name, agency name, and the name of the agency supervisor.

Introduction:
Brief overview of the agency, including:
1. Type of agency (local, state, federal, law enforcement, court, corrections, and any relevant descriptive information).
2. Location (including address).
3. Size of the agency (number of personnel, offenders, geographical area served, and any descriptive information)

Organizational Culture and Structure:
Expected Employee Behavior:
1. Mission Statement.*
2. Official goals statement.*
3. Official values statement.*
4. Code of Ethics/Conduct
*Include a copy of the above if one is available. If none are available, please note that in your report.
Organizational Structure:
1. Agency organization chart.
2. Organization chart for your unit (include number of employees).
3. Agency relationship to other elements of the Criminal Justice System. Students may use a flow chart to illustrate the relationship.

Agency Placement: Observations and Findings
1. What are the most important staff functions in the unit to which you are assigned?
2. Prioritize the functions by calculating the percent of employee time spent on each function.
3. Which of these functions are you allowed to perform?
4. Describe your typical day.

Agency Role in Crime Prevention
1. What role does your agency play in providing services to high-risk youth in an effort to prevent their involvement in crime? (Describe any specific programs).
2. How effective do the members of the agency consider these programs to be?
3. How effective do you believe the programs are?
4. Is there any research on the effectiveness of these programs?
5. If the agency is not currently engaged in high-risk youth crime prevention activities, what future role do you believe they could play in crime prevention?
6. What are the obstacles to the agency participating in crime prevention activities?

Integration of course content and internship
1. Based on your course work, discuss the issues and challenges most relevant to the agency (such as budget constraints, legal changes, increasing or decreasing crime rates, effects of jail/prison overcrowding, changing area demographics, effects of get tough on
crime policies, impact of the media on public perception of the agency).

2. According to the agency, which of these issues and challenges have the greatest impact on the ability of the agency to accomplish its mission? What is the nature of this impact?

3. How does the agency address these issues and challenges?

4. What Criminal Justice themes developed in your courses were verified by your internship? What themes were not?

5. In view of your agency experience, what works in the Criminal Justice system? What does not work? Is this what you have expected to find? Why or why not?

**Personal Growth and Development**

1. What did you learn about Criminal Justice practitioners?

2. What did you learn about working in an organization?

3. What did you learn about the individuals serviced by the agency with which you worked?

4. What did you learn about yourself during this internship?

5. How have you changed, if at all, as a result of your experiences?

6. What impact has this internship had on your career goals?

7. How can the internship experience be improved for future students?

8. What can the Criminal Justice Department do to better prepare students for both the internship and future Criminal Justice employment?

**Ethics**

1. The ethics section uses the College of Education and Human Services Commitment to Ethical Practice as the foundation for your discussion of the issue of work-related ethical dilemmas, alternative resolutions, and management of complex ethical issues experienced during the internship.

**GRADE**

Your grade for the internship will be Pass or Fail. The grade is based on satisfactory weekly logs, satisfactory completion of an end-of-internship paper, completion of the internship exit survey, and a satisfactory Evaluation from your agency supervisor. The academic advisor will call the agency supervisor to discuss your internship experience.
The professions of Counseling and College Student Personnel, Criminal Justice, Educational Leadership and Policy, Exercise Science, Military Science, Teacher Education, and Social Work/Gerontology comprise the College of Education and Human Services. This College is charged with upholding a learning environment in which faculty, administration, staff, and students work together to develop a lifetime commitment to being of service to others. Together, we define who we are and who we aspire to become as members of the College of Education and Human Services community.

Each of the professions represented in the College are guided by ethical codes of professional practice enforced through the prescribed channels of its profession. We acknowledge and respect the individual codes and standards of ethical conduct that are prescribed by the disciplines of the College. From these codes our College has created a unifying ideal that consists of seven ethical statements of principle. These statements reflect the fundamental belief that intra-professional collaboration provides a more comprehensive service system to children, families, clients, students, and institutions than individual disciplines acting in isolation. The administration and faculty of this College believe that it is important to actively uphold the following standards of ethical conduct throughout their careers:

1. Honoring, and dignifying ourselves and others;
2. Valuing differences among and between us;
3. Advocating for and acting to attain social justice;
4. Using discretion vested in the privileges of our positions appropriately;
5. Performing our jobs at the highest standard;
6. Upholding the trust of those with whom we work;
7. Respecting the work of other professionals

Individually, in order that others may know who I am, what I believe, and know of my works, I, with all others here, will be accountable for the privileges and responsibilities that accompany my membership in the College of Education and Human Services.
PROFESSIONAL RESPONSIBILITIES OF CRIMINAL JUSTICE INTERNS

The purpose of the internship is to provide the student with an opportunity to apply and evaluate academic experience in a professional setting; explore possible career choices; gain useful criminal justice experience, thus improving employment potential upon graduation; and it provides a link between academia and the field for the purpose of improving knowledge and delivery of criminal justice services.

In criminal justice, all agencies are different and, therefore, it is impossible to delineate with great detail the responsibilities and the role an intern should play in a respective agency. In general, students should observe the professional work of an agency and to the extent possible, participate in that agency's work. While it is realized that from time to time an intern will be asked to answer phones, and perhaps provide the agency with some secretarial assistance, it is important for the agency to understand that these types of tasks should be the exception rather than the rule, and should not occur on a frequent basis.

Criminal Justice internships are unique in that issues of confidentiality, privacy, and personal integrity are so critical to appropriate functioning. Therefore, for a student to successfully complete an internship with a criminal justice agency, he/she must be able to demonstrate high levels of maturity and integrity. Additionally, Criminal Justice interns must possess emotional stability to the extent that unpleasant sights and situations (which are occasionally encountered) can be observed and dealt with in an appropriate manner.

To facilitate good rapport with the chosen agency, interns must also have good listening and interpersonal skills.

In addition to possessing the above personality traits, all criminal justice interns should abide by the following rules:

- Always dress in accordance with agency guidelines.
- Do not use profanity, regardless of what others are doing.
- Always be on time and do not leave early.
- DO NOT allow yourself to be in dangerous situations.
- Do not become involved in gossip.
- Always ask questions and show enthusiasm.
- Do not discuss sensitive information with non-agency people.
- Do not become argumentative or disrespectful.
- Be honest and forthright about any unusual situations.
- Do not violate confidentiality.
- Do not become involved with work group cliques.

Mutual Responsibilities:
The primary responsibility of the agency supervisor is to permit the student to observe the central functions of the agency. Other responsibilities of the agency supervisor are: to schedule student's work; to mentor and direct the student's work; to evaluate the intern's work; and, to ensure that the intern's experience is productive.
It is the responsibility of the student to immediately contact the academic advisor should he/she believe that the agency is not fulfilling major programmatic responsibilities, or if other issues arise that are deemed to be serious by the student. While no simple solutions exist for these types of problems, the academic advisor will work with the student to remedy the situation.

Should a student fail to fulfill his/her responsibilities, the internship may be terminated. Examples of infractions which may require action are: the student not showing up for assignments; engaging in behavior deemed inappropriate by the agency; engaging in illegal or immoral behavior, as determined by the agency; or, not performing the duties as requested by the agency. Termination from your internship will result in a grade of “F” for all of your internship credits and possible sanctions from the judicial board at Shippensburg University. Students who are terminated by their internship agency are banned from scheduling additional internship credits.