

Criminal Justice Internship Handbook

Department of Criminal Justice

Shippensburg University

This handbook is designed for students who wish to enroll in the Criminal Justice Internship Courses (CRJ 471, 472) at Shippensburg University. Only Criminal Justice majors enrolled in the Bachelor of Science Degree or Victimology and Victim Services Certificate can participate in the Criminal Justice Internship course. Criminal Justice majors are not required to complete an internship. This handbook is intended to provide an overview of the internship experience, describe the responsibilities of all parties participating in the program, and explain policies and procedures established in the program for successfully completing the internship/field experience requirement. If you plan to do an internship, it is required that you read this handbook thoroughly. All interns are responsible for knowing and understanding all the policies, procedures and requirements contained herein.



Table of Contents

The Criminal Justice Internship Webpage.....	3
Benefits of a Criminal Justice Internship	3
Eligibility/Prerequisites.....	3
Credit for Previous Employment & Training Experiences	4
Denial of a Student from the Internship	4
 STEPS IN SETTING-UP YOUR INERNSHIP	
1. Read the Criminal Justice Handbook	4
2. Attend a CRJ Internship Meeting.....	4
3. Select an Internship Agency Site.....	4
4. Contact Host Agency & Complete All Application Requirements	5
5. Approvals and Paperwork	6
6. Scheduling and Payment for Internship Credits	7
Termination of a Student Internship.....	7
Who's Who in the Criminal Justice Internship Program.....	7
Dangerous Situations	8
Participation in Training During Your Internship	8
Changing Internship Sites	8
Summary of Internship Course Requirements	9
Problems or Difficulties at the Internship Site	9
Responsibilities of the Internship Agency Site	9
Intern Conduct.....	12
Attendance	12
Professional Behavior.....	12
Grooming and Dress.....	13
Confidentiality	13
Problems or Difficulties at the Internship Site	13
Liability Issues.....	14
Responsibilities of the Internship Agency Site.....	14-15

THE CRIMINAL JUSTICE INTERNSHIP WEBPAGE

The Department of Criminal Justice has created an Internship information tab located off of the Department website: https://www.ship.edu/academics/colleges/coehs/criminal_justice/internship/. On this website students can view information on the Criminal Justice Internship program, including a copy of this handbook, the syllabus for the internship course, and all the required forms related to the internship.

Students are ***strongly*** encouraged to utilize the information and forms on the website in preparation for and during their Criminal Justice Internship.

BENEFITS OF A CRIMINAL JUSTICE INTERNSHIP

The major in Criminal Justice is designed to prepare students for entrance into professional positions in the field of Criminal Justice. The Criminal Justice Internship is an important part of the undergraduate program in Criminal Justice at Shippensburg University and represents an integral part of the student's education by providing an opportunity to integrate academic learning with hands-on experiences in a Criminal Justice setting. In addition to their field work, students are expected to successfully complete multiple written assignments that analyze concepts and issues from previous course work and relate them to agency experiences. This provides a seamless integration of classroom knowledge with practical experience.

The internship allows the student to observe firsthand what it is like to work in a specific Criminal Justice agency. Internships have the potential to increase a student's career preparedness and actual employability. Studies have found that students who complete internships feel more prepared for their careers and obtain a more accurate understanding of their career. Participant observation allows interns to learn about the duties, expectations and challenges associated with a particular career, improving their ability to assess whether the profession is right for them. It also gives the internship agency the opportunity to assess the student for potential job openings. Internships also provide students with networking opportunities by having students interact and develop professional relationships with experienced professionals who can serve as mentors, role-models, teachers, and references.

A successful internship is a great resume builder, especially for traditional students whose work experiences may be limited. While an internship is certainly not a guarantee of a later placement, many students "got their foot in the door" by completing successful internships.

ELIGIBILITY/PREREQUISITES

There are four requirements you must meet before you are eligible to enroll in a Criminal Justice Internship.

1. Only Criminal Justice majors enrolled in the Bachelor of Science Degree or Victimology Certificate (major or non-major) at Shippensburg University can participate in the Criminal Justice Internship course.
2. As an undergraduate student, you must have earned *at least* 60 credits.
3. Completed CRJ 309 with a C or better.
4. Have a minimum 2.0 GPA.
5. You must obtain written approval of the Criminal Justice Department before the start of your internship. This approval will be communicated via your Shippensburg email address.
6. You must also sign the required internship contract, to be approved for the internship. To sign the internship contract, please see Ms. Bonnie Heming in 321 Shippen Hall. You will also be provided with a signed copy of the internship contract.

The internship course can be taken in the Fall, Spring, or Summer semesters. It is recommended that students

complete their internship during their last academic year or final semester. The reason for the recommendation is that many students are offered a job immediately following the completion of their internship.

The deadline to submit internship applications for a Spring internship is November 1. The Deadline for Summer/Fall applications for a summer/fall internship is April 1. Please submit all internship paperwork via email to Bonnie Heming at bghemi@ship.edu

CREDIT FOR PREVIOUS EMPLOYEMENT AND TRAINING EXPERIENCES

The Department of Criminal Justice at Shippensburg University does not give internship credit for previous occupational or training experience. The objective of the internship program is to allow students to utilize the knowledge from their course work and apply it to real life situations. As an intern, the student is a field researcher, in which they take field notes about their observations and experiences, assesses his or her internship agency, and writes and submits weekly journals, and/or research papers relating to the operation of the internship agency. Most of this research cannot be done retroactively.

DENIAL OF A STUDENT FROM THE INTERNSHIP

The Department of Criminal Justice believes that all students who apply for an internship must be personally equipped, as well as academically prepared, for the experience. Interns are representatives of Shippensburg University, and therefore, must have a strong personal character consisting of maturity, integrity, and high ethical standards. An internship site may deny a prospective intern for failing to meet their policy and/or eligibility requirements.

A student who is denied an internship may search for another site or may be allowed to fulfill their graduation requirements by taking an equivalent number of criminal justice elective courses.

STEPS IN SETTING-UP YOUR INTERNSHIP

Below are the steps involved in setting up an internship.

Step 1: Read the Criminal Justice Internship Handbook

Read this handbook carefully. Keep it for reference. This handbook should answer most of your questions about the Criminal Justice Internship Program.

Step 2: Attend a CRJ Internship Meeting

A CRJ internship informational session will be held each fall and spring semester. This meeting is a brief and informative event designed to provide potential interns with valuable insights into preparing for and successfully completing an academic internship.

Step 3: Select an Internship Agency (site)

You should begin to plan your internship *at least* four months in advance. Some agencies, such as the FBI, require earlier preparation. Please go to the agency website for more information.

Prior to the semester a student wishes to do his or her internship, the student should meet with their academic

advisor to discuss internship opportunities, credit options, requirements, application deadlines, etc. The Department of Criminal Justice maintains a list of all host agencies that have participated in the SU internship program. To access the list, visit the following link: https://www.ship.edu/academics/colleges/coehs/criminal_justice/internship/ and look under the “Internship Resources” tab. The list is in Microsoft Excel format. **If a student wishes to do an internship that is not on the list, he or she must ask permission from their academic advisor.**

One of the first factors in deciding where to do an internship for a student is to consider their personal career aspirations. In general, students should attempt to intern at the agency where they wish to be hired, or at least in the career they wish to be hired. It makes no sense, for example, for a student to intern at a district attorney’s office if they wish to work in policing. At the same time, if a student has no idea what career they wish to pursue, they should consult their academic advisor or seek the resources of the Career Center on campus <https://career.ship.edu/>.

After deciding about their field of interest (i.e., corrections, courts, or law enforcement, or victim assistance, etc.), students must make a more specific decision about the geographic location in which they would like to intern. Again, this decision may be based upon a student’s desired career aspirations. For example, a student who wishes to obtain a job with the Harrisburg Police Department (his or her hometown) should not elect to do an internship with Erie County Sheriff’s Office. Students should consider travel time, expense, and other logistical matters. Some students move home for at least one semester and do their internship at the agency where they wish to be hired.

Please note that federal, state, and local agencies require that students initiate the internship application process at different times. Depending upon the agency the acceptance process can take anywhere from 1 day to 12 months. For instance, at the federal level many agencies require that students initiate the placement process at least 6 to 12 months in advance of the internship semester. Additionally, because of the costs involved in processing an intern, many federal agencies prefer that students begin the application process in their junior year of college. Therefore, because of the diversity of application deadlines, it is imperative that students research each agency and start the process in a timely manner.

!!! IMPORTANT REMINDER!!!

You, the Intern, are responsible for researching, finding, and confirming your internship site. The CRJ faculty are available for consultation and advice, but all aspects of your internship (including locating an internship and keeping up with due dates) are solely within your responsibility. You are also responsible for transportation to and from your internship site for the duration of your internship. The Criminal Justice Department offers no reimbursement for mileage, travel, or other costs, for students conducting an internship.

Step 4: Contact the Host Agency and Complete All Application Requirements

Email or phone the contact person of your chosen agency. If he or she does not respond to your email in a week, try again. Be respectful. Many of these supervisors are extremely busy and are often in training. Sometimes it can be difficult for them to get back with you. The contact person may set up an interview with you. Dress professionally for the interview and bring a resume.

Many agencies now have online websites dedicated to internships. Students need to complete and submit all required applications and papers to the agency in a timely manner.

Keep in mind that filling out an application does not guarantee placement; some internships are highly competitive, and spaces are limited. Currently, most federal placements will require students to live and work

in a metropolitan area.

If the Internship Agency Requires a Letter of Recommendation

Some agencies require a letter of recommendation or letter verifying that a student is eligible to complete an internship for credit. Should a student be required to obtain such a letter to complete their application for an internship, they should simply email their reference and politely request a letter of recommendation for an internship. Please be sure to give ample time to complete the letter on your behalf and to offer them the name and title of the recipient/addressee, the method of submission, and the deadline.

Background Checks, Health Screenings at Internship Sites

Most Criminal Justice agencies deal with sensitive information. As a result, a background investigation, including the completion of a polygraph examination, may be required as a precondition for placement. Background investigations may include checks for prior arrests and convictions, credit history, abuse of illegal drugs, and DUI convictions. This requirement is not flexible. Students who do not pass their background check will need to pursue another internship site. Students with concerns about submitting for a background check should consult with your CRJ advisor.

If a student is arrested or convicted of a crime during the term of the internship, the student may be terminated from the agency and removed from the course; similarly having or acquiring criminal convictions is an internship disqualifier.

Step 5: Approvals and Paperwork

1.) Apply for the following:

- a. **Criminal Background Check:** [PA State Police Records Request](#)
[Instructions for PA Criminal Background Check](#)
- b. **Child Abuse Clearance:** [PA Clearance Records Request](#)
[Instructions for PA Child Abuse Clearance](#)

2.) Complete SU Internship Application Form:

[Undergraduate Internship Application Form](#)
[Graduate Internship Application Form](#)

3.) Complete/sign the Academic Internship Contract

This document can be picked up and returned to Ms. Bonnie Heming in 321 SPH.

4.) All Materials to Department Secretary (321 Shippen Hall): This includes a letter from internship site supervisor indicating you have been approved to intern with their agency, Internship Application, Internship Contract, Criminal Background Check and Child Abuse Clearance (**collect all materials before submission.**)

The deadline to submit internship applications for a Spring internship is November 1. The Deadline for Summer/Fall applications for a summer/fall internship is April 1. Please submit all internship paperwork via email to Bonnie Heming at bghemi@ship.edu

Step 6: Scheduling and Payment of Internship Credits

Fall/Spring/Summer Internship Credits: Internship credits are included on the bill with Fall/Spring/Summer courses. Students will be registered for their internships by the Department when all approvals are completed. Your internship advisor's information will be listed on your course schedule once you have been registered for the course.

During the first week of your internship, you must notify the Criminal Justice Department at crimjust@ship.edu or (717) 477-1558 and contact your assigned internship advisor (AIS) to let them know you started the internship.

WHO'S WHO IN THE CRIMINAL JUSTICE INTERNSHIP PROGRAM

The Academic Internship Supervisor (AIS):

This is the faculty member who is appointed by the Department of Criminal Justice, who will serve as your academic supervisor. They will provide weekly correspondence throughout the duration of your internship. If there is a problem with your internship the intern should contact the AIS immediately.

Host Agency (Placement Site)

The host agency or placement site is the agency where a student interns. Internship placements are arranged by the student in consultation with their academic advisor and the prospective site.

Agency Supervisor (AG):

This is the professional at the internship site who performs the day-to-day supervision of the intern. The AG may be the same person or a different person than the one who provided the training and orientation. The AG will be responsible for completing an evaluation of the intern's performance. They will share that information with the AIS.

TERMINATION OF A STUDENT INTERNSHIP

The Agency Supervisor and/or Academic Internship Supervisor has the authority to withdraw a student from an internship if a student's performance constitutes a detriment to other personnel at the internship site or if the student behaves in an unprofessional manner during his or her internship. Information and documentation related to the withdrawal may be based on the direct knowledge of the internship coordinator or from information forwarded to the coordinator by the internship agency.

The opportunity to complete a formal, for-credit Criminal Justice Internship is considered a privilege, not an entitlement. The internship represents a very important and public partnership between Shippensburg University and various Criminal Justice agencies. To guarantee your success as an intern, the Department of Criminal Justice will make every effort to ensure that the site is a positive and supportive environment. Students are expected to adhere to the rules and regulations of the internship site (host agency). It is the primary responsibility of the intern to request a copy of these rules and to be cognizant of said rules. Failure to adhere to any of the set expectations, or poor performance over a substantial period of time, may result in the removal of a student from his/her internship site.

The Department recognizes that the internship site (host agency) has the ultimate right to terminate a student's internship for such reasons as:

- Not following the rules and regulations of the host agency.
- Releasing or discussing confidential information.
- The continued participation of the intern could be harmful to agency clientele, the intern, and/or the participating agency.
- Repeated unexcused absences or tardiness.
- Repeated changes in scheduled hours without approval by internship supervisor.
- Allegations of sexual harassment, bullying, intimidation or verbal harassment towards agency clientele, visitors, employees, or other agency interns.
- The failure to communicate with the Academic Internship Supervisor and Agency Supervisor.
- The failure to complete and submit a weekly journal entry to your Academic Internship Supervisor.
- A change in the intern's criminal background status anytime during the internship process (criminal charges have been filed or are pending).
- Any other on-site behaviors deemed inappropriate according to host agency standards.

If a student is removed from their internship site, the student will automatically receive a grade of F for the course and will not be allowed to continue his or her internship with another agency. **The student will also not be permitted to participate in any future internships.** A student who is removed from their internship may be allowed to fulfill his or her graduation requirements by taking an equivalent number of criminal justice elective courses. A student may appeal an internship denial or withdrawal by presenting the case to the Chair of the Department of Criminal Justice. The student may appeal his or her case a second time by presenting the case to the Dean of the College.

DANGEROUS SITUATIONS

While Criminal Justice work is sometimes risky, interns must not allow themselves to be placed in any dangerous situations, i.e., carrying a gun, making arrests, lack of adequate supervision by the Agency Supervisor, responsible for duties without training, and/or mandating extra hours or overtime. Interns should also never be placed in a position where they work “undercover” buying drugs or alcohol. That is neither your job nor your responsibility. It might seem exciting at times but more often than not, results in trouble. If an Agency Supervisor orders you into a dangerous situation, respectfully and firmly decline and contact the Academic Internship Supervisor immediately. This policy does not pertain to students who are full-time employees at their host agency.

PARTICIPATING IN TRAINING DURING YOUR INTERNSHIP

Students can elect to participate in any training at their agency under the direction of their AG. Students, for example, at a law enforcement agency may participate in SWAT training, firearms training, bicycle training, field sobriety training, or K9 training. Such training is considered elective, and Shippensburg University is not liable for any injuries that may occur while an intern participates in such training activities. The host agency is responsible for the safety of the interns. If an intern feels that a training session may be “too risky” she or he has the right to refuse to participate in the training.

CHANGING INTERNSHIP SITES (AGENCIES)

If the activities assigned to you to perform at the agency differ significantly from the expectations communicated to you by the agency, action may be needed. An example of this would be an intern performing nothing but secretarial duties (i.e., answering the phone, copying files) and never being allowed to observe or participate in the agency’s operations (e.g., police ride-alongs, court observations). If this is

the case, the intern needs to contact the academic internship supervisor immediately. Please do not wait until six weeks into your internship to contact the academic internship supervisor. The academic internship supervisor will be able to provide you with guidance should this situation occur.

INTERNSHIP COURSE DESCRIPTION (CRJ 471/472)

An internship is a cooperative effort between the criminal justice program at Shippensburg University and a public or private criminal justice agency. The purpose of the internship is to give students the opportunity to apply their education to actual work situations and to put in practice effective social communication skills to succeed in their future profession within the field of criminal justice.

INTERNSHIP COURSE OBJECTIVES

By the end of the internship, students should be able to:

1. Identify, analyze, and evaluate the organizational structure of the cooperating agency or organization and the roles and responsibilities of individuals within the agency.
2. Demonstrate a mature approach to establishing an effective rapport with individuals within The agency, including administration, support staff, and the public.
3. Identify and apply the theoretical concepts, research, and knowledge learned in the classroom with real-world employment situations.
4. Demonstrate confidence in your ability as a criminal justice professional through satisfactory performance of tasks assigned by the AG.
5. Evaluate your practical on-the-job experience in this professional setting.
6. Utilize work-related references and networking opportunities to enhance marketability as a criminal justice professional.
7. Demonstrate proficiency in writing and verbal communication.

SUMMARY OF INTERNSHIP COURSE REQUIREMENTS

Type A:

For 3 credit hours, interns are expected to complete 120 hours of fieldwork with your approved criminal justice agency, meet with the academic internship advisor in-person or via email (as needed), submit weekly journal entries, and a completed evaluation from the AG, and your internship exit survey (see details below).

Type B:

For 6 credit hours, interns are expected to complete 240 hours of fieldwork with your approved criminal justice agency, meet with the academic internship advisor (as needed), submit weekly journal entries, a completed evaluation from the AG, your internship exit survey, and a PowerPoint® presentation (see details below).

Type C:

For 9 credit hours, interns are expected to complete 360 hours of fieldwork with your approved criminal justice agency, meet with the academic internship advisor (as needed), submit weekly journal entries, a

completed evaluation from the AG, your internship exit survey, a PowerPoint® presentation, and a 5-page research paper (see details below).

Type D:

For 12 credit hours, interns are expected to complete 480 hours of fieldwork with your approved criminal justice agency, meet with the academic internship advisor (as needed), submit weekly journal entries, a completed evaluation from the AG, your internship exit survey, a PowerPoint® presentation, and an 8 -10-page research paper (see details below).

For more detailed information about the requirements for each type of internship visit the following link: [**Shippensburg University - Internship**](#) → look under the following tab: “Internship Types”

Evaluation and Grading

*Your grade for the internship will be Pass or Fail. Your AIS determines your grade. **Your grade is based on the timely completion of all tasks outlined with the type of internship chosen.*** These tasks include all or some of the following: satisfactory weekly journal entries, satisfactory completion of your internship exit survey, satisfactory completion of a PowerPoint® presentation, satisfactory completion of an internship research paper, and a satisfactory evaluation from your AG (the evaluation form for your agency supervisor is located on the CRJ website: http://www.ship.edu/Criminal_Justice/Internship/ . The AIS may also contact the AG to discuss your internship experience.

The final grade for your academic internship will be posted on D2L/Brightspace or directly with the Registrar. To access this online platform, go to: <https://d2l.ship.edu/d2l/loginh/>

Important note: Students must complete their academic internship within the confines of the term in which the internship is scheduled.

Summary Table: Internship Types and Requirements

Type A (3 credits)	Type B (6 credits)	Type C (9 credits)	Type D (12 credits)
✓ 120 hours of fieldwork	✓ 240 hours of fieldwork	✓ 360 hours of fieldwork	✓ 480 hours of fieldwork
✓ Meetings with AIS (as needed)	✓ Meetings with AIS (as needed)	✓ Meetings with AIS (as needed)	✓ Meetings with AIS (as needed)
✓ Weekly journal entries with weekly feedback from your AIS.	✓ Weekly journal entries with weekly feedback from your AIS.	✓ Weekly journal entries with weekly feedback from your AIS.	✓ Weekly journal entries with weekly feedback from your AIS.
✓ Evaluation from AG	✓ Evaluation from AG	✓ Evaluation from AG	✓ Evaluation from AG
✓ Student internship exit survey	✓ Student internship exit survey	✓ Student internship exit survey	✓ Student internship exit survey
	✓ PowerPoint® presentation	✓ PowerPoint® presentation	✓ PowerPoint® presentation
		✓ 5-page research paper	✓ 8-10 research paper

Academic Dishonesty

It is the policy of Shippensburg University to expect academic honesty. Students who commit breaches of academic honesty will be subject to the various sanctions outlined in this section. This policy applies to all students enrolled at Shippensburg during and after their time of enrollment.

This policy will be strictly enforced in this course!!!

For a full description of the policy see: <http://catalog.ship.edu/content.php?catoid=3&navoid=62#academic-dishonesty>

Additional Arrangements

Individuals who have any disability, either permanent or temporary, which might affect their ability to perform in an internship placement, are encouraged to inform the faculty internship advisor (AIS) at the start of the semester. If you are a student with a disability and believe you require accommodation to participate in and complete requirements for this class contact the Office of Accessibility Resources Phone: (717) 477-1364; Fax: (717) 477-4094; Email: oar@ship.edu; Location: 312 Horton Hall) for verification of eligibility and

determination of specific accommodations. Adaptations of methods, materials, or placement may be made as required to provide for equitable participation.

INTERN CONDUCT

An important component of satisfactory performance in the field is the adherence of the student to a professional standard of internship conduct. During the internship, students are expected to conduct themselves in a professional manner that reflects strong ethical character, personal responsibility, integrity, and maturity. The determination professional internship conduct is based on the following criteria:

1. Attendance

Students are expected to strictly observe the work schedule as set by the placement site. Excessive absences, tardiness, extended lunch breaks, and leaving early violate the professional conduct expected of an intern. If illness or a personal emergency necessitates either absence or a variation in the predetermined work schedule, students are required to notify their AG in a timely and appropriate manner. It is the intern's responsibility to consult with the AG to determine if and how missed hours will be made up.

Lateness and leaving early are not appropriate professional behaviors. Students who engage in these behaviors will be terminated from the internship placement. Students who are terminated by the agency, or removed by the Department, for inappropriate behavior will receive failing grades in CRJ 471/472.

2. Professional Behavior

Many of you will be interning in a Criminal Justice agency setting that provides services to people who may be experiencing a variety of life difficulties and who often may be sensitive to how they are treated. Remember to be respectful and to be aware of what you say, how you say it, and where you say it. This means being especially sensitive in public areas where clients, families or others may overhear you.

Be sure to keep clear professional boundaries between you and clients. Boundaries in client relationships are necessary because some clients can be highly manipulative and will use any means to circumvent their situation, even to the extent of drawing a staff member into an inappropriate relationship. Often clients will ask you questions about yourself that could place you in a compromised position. You must learn not to respond socially as you might do normally in a non-professional environment. If a client asks for your home phone number, address, or other personal information or any information not relevant to the professional relationship, you should not disclose this information. Interns who allow themselves to be drawn into inappropriate relationships with clients may be terminated by the agency.

Students should not engage in the use of profanity while working as an intern. Many people at your internship site may use profanity, however, that does not make it okay for you. There may be others at the site who may be offended by the use of profanity. You need to keep on everyone's "good side."

3. Grooming and Dress

Students are expected to report to the internship well-groomed and dressed in appropriate business-casual attire that is neat and well-pressed. Visible tattoos should be covered if possible and body

piercing jewelry removed. Student appearance and attire first impressions are important and can be lasting. As students enter their internship sites as professionals, they are encouraged to present themselves as a professional. Individual sites may have their own guidelines about appearance and dress, and these are to be followed strictly. Before beginning your internship, consult with your AG regarding dress code. Students are encouraged to visit the Professional Dress Closet at the Career Center https://www.ship.edu/life/career/professional_dress_closet/

4. Confidentiality

Confidentiality means not disclosing privileged information relating to any case or other matter handled by the agency, or about any client, staff person, or agency, to any unauthorized person, either verbally or in writing. Failure to comply with agency confidentiality requirements will result in a student being terminated from the agency and receiving a failing grade in both courses. Students may not disclose any written, verbal, or other form of privileged information obtained during and/or after this internship about clients (and/or their families), the agency and employees and other associate organizations known to be confidential. Maintaining confidentiality also refers to any unauthorized release or discussion of specific case or identifying information, carelessness in handling confidential information, or any release of information that would compromise the agency's professional reputation or credibility that is acquired as a consequence of this internship. Failure to maintain confidentiality can provide the grounds for dismissal from the internship, a failing academic grade for the internship, and/or possible liability in any legal action resulting from such a breach.

When you begin your internship, family and friends will want to hear about the agency and to know what your internship experience is like. While you may freely discuss your own reactions to what you are learning and how you see yourself in that environment, you cannot discuss specific case information, client identification data, or anything else that would compromise the agency's professional reputation or credibility in any way. This confidentiality rule applies to all students and all agencies. Information about open cases or clients should only be discussed within others in the agency or your internship coordinator. Never discuss an open case, an event, or a client with another intern.

When you are preparing written assignments, or any written confidential material, be aware of the necessity to protect confidential information about a case, event, or client. Develop good professional behavior by keeping your written work secure and managing it professionally in the bounds of confidentiality. Do not let others have access to your computer or laptop if it contains information about your internship. The use of password-protected devices is recommended practice.

Students should not borrow or "burn" copies of company/agency software, CD's, or any resource materials without documented permission of the site supervisor. Any student involved with the taking or using of any hardware/software/resource without express permission from the company/agency will be removed from the program.

5. Problems or Difficulties at the Internship Site

Students are required to immediately report any problems or difficulties they are having at the internship. Examples of such problems include sexual harassment, hostile work environment, discrimination, dangerous work, or simply the internship agency is not providing a fulfilling internship experience. Student should not wait to see if "things will work out." They should call the AIS immediately to discuss the situation.

6. Liability Issues

- Student agrees to have sufficient health, accident, disability, and hospitalization insurance to cover him/her during the internship.
- Student understands that if s/he is using personal vehicle when traveling to/from internship or for the benefit of the organization, SU has no liability for personal injury or property damage which may result from its use. Students agree to rely solely on personal vehicle insurance or insurance provided by internship coverage, if applicable.
- Student understands that SU assumes no responsibility for personal injury which may be suffered during the course of the internship.
- Student agrees to contact the AIS should issues of sexual harassment or other grievance-related issues arise.

RESPONSIBILITIES OF THE INTERNSHIP AGENCY (SITE)

a. Establishment of Internship. The **Agency** authorizes the use of its facilities as may be agreed upon by the **Agency** and the **CRJ Program** as an internship site for criminal justice students. This internship is for students currently enrolled in the Shippensburg University of Pennsylvania Criminal Justice Department.

b. Policies of Agency. At the inception of the internship, the **Agency** will review with each student any and all applicable policies, codes, or confidentiality issues related to the internship.

c. Administration. The **Agency** will have sole authority and control over all aspects of services to its clientele. The **Agency** will be responsible for and retain control over the organization and operation of its programs.

d. Removal of Noncompliant Student. The **Agency** shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the **Agency** should immediately contact the Criminal Justice Department Chairperson at 717.477.1558 and/or the appropriate faculty advisor for the student intern.

e. Designation of Representative. The **Agency** shall designate a person to serve as administrative liaison with the **CRJ Program**. This representative will monitor compliance with the terms of this affiliation agreement and meet periodically with the Criminal Justice Department Chairperson to address issues of shared concern; this may or may not be the same person designated to supervise individual students as an internship supervisor.

f. Supervision of Students. The **Agency** shall designate a person to serve as an agency supervisor who will assign appropriate work to the student, mentor her/his professional development, evaluate the performance of the student and assure the continuing match between agency and student goals. The agency supervisor will communicate periodically with the academic internship supervisor in order to discuss, plan, and evaluate the student performance. The **Agency** is responsible for ensuring that at no time during the duration of the internship should the student engage in activities with the Supervisor or **Agency** employees or contractors that are NOT directly work-related.

g. Reporting of Student Progress. The agency supervisor will complete all evaluation forms and other reports required by the **CRJ Program** in a timely manner.

h. Student Records. The **Agency** shall protect the confidentiality of student personal information or

records as dictated by the Family Educational Rights and Privacy Act (FERPA), and shall not release a student's information absent the student's written consent unless required to do so by law or as dictated by the terms of this Agreement.