

# Criminal Justice Internship Handbook

## CRJU 3398

*Department of Sociology and Criminal Justice*

*Contact: Dr. Tanja Link*

Office Phone 470 578-2292

[tlink1@kennesaw.edu](mailto:tlink1@kennesaw.edu)

### **PREPARING FOR YOUR INTERNSHIP**

This handbook serves as the syllabus for CRJU3398. Read it thoroughly and provide a copy of this handbook to your field supervisor.

Access to all information regarding the CJ internship is available online. Students who are planning to participate in an internship are urged to review all online information in the semester prior to the planned internship, since there are deadlines for applying and registering that occur before or at the beginning of each semester.

**Registration for CJ Internships is completed AFTER reviewing all instructions and forms and completing and submitting the online application, called Handshake, available on the website for the KSU Department of Career Planning and Development.** Registration cannot be accomplished by the intern without following the process outlined in this handbook.

Prior to the internship experience, you are encouraged to engage in a variety of activities as often as possible to determine your academic and professional interests, to enrich your academic experience, and to investigate and develop contacts for internship sites. Courses that offer service- learning and field trips are excellent opportunities to discover personal interests, preferences, and networking.

## PHILOSOPHY AND GOALS OF THE CJ INTERNSHIP

This course provides a structured and extended off-campus experience in a supervised Criminal Justice setting related to your major and career interests. It is an opportunity for you to apply the principles learned in the academic setting to a work situation, to explore a career area before graduation, to obtain work experience and contacts for future job seeking and/or graduate school, and to develop knowledge and work skills through the combination of practical experience and scholarly research in the topical area of the internship. **You may complete an internship upon completion of 90 semester hours, that is, once you are classified as a senior, as the internship is a capstone experience. In addition, to be eligible for CRJU 3398, you are required to have successfully completed at least four upper-level CJ courses.** The course is designed to intersect with your academic and professional goals and interests. You arrange your internship with the approval of the Faculty Internship Coordinator. The work you engage in during your internship should involve growth, meaning you should be exposed to and learn new things and practices related to the position and agency/organization you chose for your internship. Please note that the internship does not guarantee employment, but if chosen intentionally according to your career plans, it does assist in preparing the CJ graduate for work in the field or further formal education.

Internships may be done at your regular job site only if internship hours are spent on new duties involving personal and professional growth. The experience must be relevant to a criminal justice career and/or graduate school goals. If you are employed full-time in the field of criminal justice, you may be able to participate in a co-op rather than an internship. The Internship Coordinator can advise you accordingly. Career Planning and Development (470 578-6555) assists with and is responsible for co-ops. Staff can assist you with resume writing and interviewing skills.

This Criminal Justice Internship is a capstone experience of your undergraduate program. The General Intern Learning Outcomes (SLO) of this synthesis of academic and experiential learning are indicated in the Start Here section of D2L for CRJU 3398 online.

### CONVERSION - CREDIT HOURS/INTERNSHIP HOURS

A three-semester hour internship is required for the major. *Additional hours may be taken in Related Studies and/or Free Electives.* Discuss these options with your academic advisor.

3 semester credit hours = 150 hours on site (equivalent to 10 hours per week for 15 weeks)

6 semester credit hours = 300 hours on site (equivalent to 20 hours per week for 15 weeks)

9 semester credit hours = 450 hours on site (equivalent to 30 hours per week for 15 weeks)

***Note: Co-op, CRJU 3396, is not the same as an Internship. A Co-op can be done in place of an internship. Contact Career Services for possible career-related Co-op positions. Students already in a career position may be able to earn Co-op credit for their current job. A co-op only meets the degree requirements if approved by the department's internship coordinator. An internship through Career Services does not meet the requirement for your CJ degree.***

## PRE-INTERNSHIP CHECKLIST

No later than mid-semester of the term ***before*** the internship, contact one or more sites to determine if an internship is possible during the upcoming semester. Find out the kind of work you would be doing. Be assertive about your own goals in discussing a plan of mutual benefit with an agency or organization. Many CJ internships require background checks, so start early. Likewise, many agencies require you to complete a polygraph examination prior to beginning an internship; scheduling this takes time, so again, start early.

Example: Applications for the Georgia Bureau of Investigation fall internship are due to the agency by May 1.

Check with the Faculty Internship Coordinator about the acceptability of the site. **You are responsible for identifying the internship site and obtaining the agency's approval.**

To be eligible to register for an internship, you **must**:

1. Review relevant information <https://campus.kennesaw.edu/colleges-departments/radow/academics/sociology-criminal-justice/resources/index.php>
2. **Secure a verbal commitment** for internship approval from your selected host agency.
3. **Complete the Handshake Experiential Education Application form** (<https://campus.kennesaw.edu/offices-services/careers/students/internships-co-ops.php>) from the KSU Department of Career Planning and Development website and submit it to the site supervisor.

**You CANNOT register for the CJ Internship until AFTER you have completed and submitted the Handshake application form and have been granted approval by the CJ Internship Coordinator and Career Planning and Development. You will be notified via KSU student email once approval has been granted.**

## DURING THE SEMESTER OF THE INTERNSHIP

You will complete the number of hours you registered for at your internship site. In addition, you will actively participate in the online CRJU 3398 course. Assignments for the class include journals, discussion boards, evaluations, virtual meetings, and a final paper/presentation and detailed instructions can be found in the course syllabus. The online class will populate your D2L dashboard once you are successfully registered for the internship.

## INTERNSHIP COURSE POLICIES

1. Remember: while you are enrolled in the Criminal Justice Internship and working at your agency / organization, you are a representative of KSU and the Department of Sociology & Criminal Justice. Please act accordingly. Internship sites have provided for our students to have a full internship experience. Your tardiness, poor performance, etc., during your internship will not only reflect poorly upon you, SCJ, and KSU, but could also jeopardize our ability to place future interns at your agency. Violations of expected behavior will be handled on a case-by-case basis. Sanctions may include termination from the internship and a failing grade in the course.
2. Your Internship Coordinator is available at all times to support you and advocate for you during your internship. If you feel that your organization or site-supervisor is placing you in a dangerous situation, or a situation which makes you feel uncomfortable, please notify the Internship Coordinator immediately.
3. Your written work is expected to be professional, typed and submitted in a timely manner. Late work will be penalized. Repeated late work will result in your termination from the internship and a failing grade in the course.
4. Individuals who have any disability – permanent or temporary – which might affect their ability to perform in an internship are encouraged to inform the Internship Coordinator at the start of the internship semester. Adaptations of methods, materials or placement may be made as required for equitable participation.

## EXPECTATIONS FOR THE FIELD SUPERVISOR

Design an internship experience that allows for Intern growth and a variety of experiences, providing at least an introduction to the full range of work accomplished by the organization.

Approve the **Online Experiential Education Application form** (Handshake) field placement application, indicating the Intern's work, hours, and job responsibilities.

Provide an orientation for the Intern.

Train and supervise the Intern in his/her work roles. (Clerical work should not be the main work of the Intern. Agencies vary in specialization of workers and Interns must expect to help when needed, along with everyone else. However, Interns should not be used routinely to perform clerical duties.)

Provide any reading or training for the Intern, as appropriate for the work.

Assign specific projects for the intern to undertake.

Evaluate the Intern's performance on site, at midterm and at the end of the internship.

Monitor the Intern's work and notify the Internship Coordinator if the intern fails to complete the promised hours or if there are any problems.