



The University of Mississippi

CJ 490 - CRIMINAL JUSTICE INTERNSHIP HANDBOOK

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A. PURPOSE OF INTERNSHIP

1. The University of Mississippi Catalog Description

CJ 490. Internship. 3 credit hours. Internship at an approved criminal justice-related agency, requiring written reports based on the internship. May be repeated once at a different criminal justice-related agency.

2. Requirement within the Criminal Justice Program

The Internship Program is an integral component of the total undergraduate academic program offered by the Criminal Justice program in the Department of Legal Studies at the University of Mississippi. As such, internship studies are designed to enhance the student's academic experience through a planned and supervised program of observation, study, and work in a selected criminal justice agency or related agencies.

3. Internship Program Goals

- a. To provide the student with an opportunity to apply and evaluate his/her academic experience in a professional field setting.
- b. To familiarize the student with the actual operations of a criminal justice agency.
- c. To provide the student with useful experience in a criminal justice agency, and thereby improve his/her employment potential upon graduation.
- d. To provide the student with the opportunity to meet various criminal justice practitioners who may be of assistance in preparing for career objectives.
- e. To provide a direct service link between criminal justice agencies and the Criminal Justice program in the Department of Criminal Justice through the exchange of knowledge and information related to practical agency and personnel needs.

B. STUDENT ELIGIBILITY REQUIREMENTS

1. Major - The student must be an officially declared Criminal Justice major.
2. Class Standing - The student must be of junior or senior student standing;
3. Criminal Justice Credits – Prior to the internship, the student must have completed three-fourths of the credit hours required for the Criminal Justice major.

4. Grade Point Average - The student must have a minimum 2.00 grade point overall.
5. Prior Approval - The student must apply and be accepted for CJ 490 credit, in accordance with department requirements, at least two (2) weeks prior to the start of the term/semester. It takes time for internship location to be confirmed.
6. Criminal Justice Coursework – Prior to the start of the internship, the student must meet with the Professor of the internship course for the semester it is being taken to make sure all paperwork for the internship is completed and the course requirements are understood.

C. INTERNSHIP OPTIONS

1. The student is responsible for seeking out and securing an internship position with a criminal justice or closely related agency or organization. The procedure for making an arrangement with an agency or organization and the requirements to be met should be obtained from the Criminal Justice Internship Professor. Internship positions may be developed both within the State of Mississippi and out-of-state.
2. No student will be allowed to enroll for internship credit for working with his/her current or in position(s) which he/she already holds.
3. No student will be allowed to enroll for internship credit and work with or for a relative or family member.
4. No credit for past work at an agency or organization will be granted.

D. THE APPLICATION AND APPROVAL PROCESS

The student is responsible for observing the following sequence for applying to the Criminal Justice Internship Program.

1. Meet with the Criminal Justice Academic Advisor and the Criminal Justice Internship Professor to discuss the internship program and eligibility.
2. Read this handbook carefully. Keep it for reference.
3. Complete the Internship Application packet to the Criminal Justice Academic Advisor no later than two (2) weeks in advance of the internship semester. Do not submit the application more than one semester/term before the internship.
4. Provide the Criminal Justice Internship Professor with the agency name, field supervisor name, internship position duties and responsibilities and work schedule agreed to immediately upon acceptance by the agency. Student must have a

confirmed internship assignment in an agency by no later than two (2) weeks prior to the first day of classes.

5. The Criminal Justice Internship Professor will then approve the requested internship no later than the start of the semester of the internship.
6. Each student must attend meetings set by the Criminal Justice Internship Professor. The dates, times, and locations of these meetings will be provided by the Criminal Justice Internship Professor once the student has been approved and has registered for the internship course, CJ 490.
7. Internship agency requests that seem to have little or no relationship to the criminal justice system or that appear to offer a weak internship field experience will not be approved. The Criminal Justice Internship Professor will make the decision of whether or not to approve a requested internship location.
8. Submit a registration form for CJ 490 to the Criminal Justice Internship Professor no later than two (2) weeks prior to first day of classes.
9. Once an internship position has been secured and finalized, it should be considered a contract. Cancellation of an internship assignment can be made only with the approval of the Criminal Justice Internship Professor. Unapproved cancellations will result in assigning the student a failing grade for the CJ 490 course.

E. ACADEMIC REQUIREMENTS

1. General

Internships should be considered in the same manner as any other academic course. Specific expectations of the student are set forth, the performance of the student is evaluated and a grade is assigned. The essential difference is that it is primarily a field “laboratory” experience rather than a classroom experience. A total of 135 hours must be completed at the internship agency for three credit hours. If the internship is taken for six credit hours, a total of 270 agency hours must be completed. The minimum number of hours cannot be lowered or waived.

2. Seminars

Students are required to attend all meetings set forth by the Criminal Justice Internship Professor. As previously indicated the dates, times, and locations of these meetings will be provided by the Criminal Justice Internship Professor after the student has been approved and has registered for the internship course, CJ 490.

3. Written Assignments

As set forth by the Criminal Justice Internship Professor, the written work assignment of the student will consist work detailed in the course syllabus, including a weekly reflective journal entry and the final project.

The weekly reflective journal will contain the dates and times completed at the internship agency, the tasks completed during each internship shift, and what the student thought he/she learned during the particular internship shift. Each will have at least four parts: The date and time of the internship work, the number of hours at the internship agency for the particular shift, the tasks completed during the particular shift, and what was learned during the particular internship shift. Factors taken into consideration in grading the reflective journal are: individual judgments and insights offered on what was learned, neatness and style, and descriptive content. The Criminal Justice Internship Professor will provide the date that the journals are due.

The final project is the Student Internship Critique, a comprehensive reflection on the internship experience and your growth as a criminal justice professional. Handwritten submissions will not be accepted. If not submitted as a digital file, entries must be in 12 point font. The purpose of the project is to relate your internship experience to your academic experience. Factors taken into consideration in grading the project are the clarity and depth of the discussions of the strengths and weaknesses of the internship agency, the quality of the summary of the internship experiences, quality of the writing, the insights/proposed methods to address the weaknesses offered, and format and style. Each response should be in the format of a paragraph

The due dates for the journals and final project will be provided by the Criminal Justice Internship Professor.

4. Grading and Evaluation

- a. A letter grade will be earned by the student in accordance with his/her performance in the course.
- b. The final grade will be determined by the Criminal Justice Internship Professor.

The student will also complete the *Student Intern's Evaluation of Internship Agency* form and submit it directly to the Criminal Justice Internship Professor.

F. CREDITS FOR INTERNSHIP - CJ 490

Students may enroll in CJ 490 for either three (3) or six (6) credit hours. The maximum number of hours allowed to be applied to the 120 credit hours required for the

Bachelor's degree in Criminal Justice in CJ 490 is 6 credit hours. The three (3) credit hour internship is designed to be completed in one semester, although in certain circumstances arrangements can be made to extend the internship beyond one semester.

As previously indicated, in order to earn the three (3) credit hours for CJ 490, a minimum of 135 hours must be completed at the approved internship agency. In order to earn the six (6) credit hours for CJ 490, a minimum of 270 hours must be completed at the approved internship agency.

G. STUDENT'S RESPONSIBILITIES DURING THE INTERNSHIP

1. Prior to the internship semester, the student intern must meet with a Criminal Justice Advisor/ Internship Professor who will:
 - a. Explain the internship, including the application and prior approval requirements;
 - b. Help answer any questions you may have;
 - c. Confirm your internship arrangements and provide permission to allow you to register for CJ 490.
2. During the first week of the semester, the student must receive the following information from the Criminal Justice Internship Professor:
 - a. Provide you with the required meeting dates, times, and locations;
 - b. Provide you with the due dates for the journal and paper; and
 - c. Explain the requirements for CJ 490 and how they will be graded.
3. Submit the reflective journal entries, final project, and other course assignments to the Criminal Justice Internship Professor by the stipulated deadline dates.
4. Be responsible to an assigned field supervisor in the internship agency/organization. *Students may not be supervised by a relative.*
5. Discuss with the field supervisor all planned activities or client contacts before proceeding.
6. Report to the agency dressed and groomed in an appropriate manner.

7. Be punctual and reliable; always contact the agency in advance if you will be late or absent.
8. Complete work assigned by the agency.
9. In all instances, confidentiality of clients' relationships with the agency is to be respected as well as the confidentiality of agency records.
10. Ensure that no commitments are made which will conflict with the internship. Specifically, students enrolled for internship credit are prohibited from taking courses that meet during the hours when the student has made a previous commitment to his/her internship agency.
11. Return the completed *Student Intern's Evaluation of Internship Agency* form to the Criminal Justice Internship Professor.

H. RESPONSIBILITIES OF THE CRIMINAL JUSTICE INTERNSHIP PROFESSOR

1. Assist with the development, modification, and dissemination this handbook.
2. Approve/disapprove the requested internship agency or agencies.
3. Set the number of meetings with interns during the course of the semester. Also determine the dates, times, and locations of these meetings.
4. Explain the requirements for enrolling in and completing CJ 490, the internship class.
5. Maintain contact with the internship agency and/or field supervisor to develop adequate guidelines and responsibilities for the student.
6. Maintain the confidentiality of any information received pertaining to the records of the agency.
7. Provide the *Field Supervisor's Evaluation of Student Intern* forms to, and receive the completed evaluation from, participating agencies and/or field supervisors.
8. Maintain records of internships.
9. Assist the participating agencies in developing a meaningful field internship experience for the student.
10. Recruit new field internship agencies as the need arises. Maintain contact with inactive agencies.

11. Recruit students for the internship program/course.

I. RESPONSIBILITIES OF THE INTERNSHIP AGENCY/ORGANIZATION

1. Allow the student to begin the internship during the first week of classes of the semester enrolled in CJ 490 or as close to the first week of the semester as possible.
2. Develop a formal or informal training program to familiarize the student with the function and operation of the agency. Allow the student sufficient exposure to other aspects or departments within the agency.
3. Select and assign a qualified staff member as the student's field supervisor to provide supervision for the student during the internship. The staff member should have at least 5 years of experience in the profession. The student is to provide the name of this person and contact information to the Criminal Justice Internship Professor. *Students may not be supervised by a relative.*
4. Determine, through mutual agreement, the student's hours of work so as to meet the minimum of 135 hours at the internship agency to meet the requirements for three (3) credit hours of CJ 490, and to meet the minimum of 270 hours at the internship agency to meet the requirements for six (6) of CJ 490.
5. Allow the student to become sufficiently involved in the agency so as to enhance his/her learning experience. Allow the student to participate in meetings and to assume to the extent possible, responsibilities of the type carried out by regular employees.
6. If an internship is unpaid, this should be made explicitly clear to the student, and the internship should adhere to Fair Labor Standards Act guidelines. <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
7. Orient the student as to the agency's expectations of appropriate dress, policies pertaining to the confidentiality of records, and any other types of significant behavior which are appropriate in the respective agency.
8. Contact the Criminal Justice Internship Professor when it is felt that problems are disrupting the student's work performance.
9. Complete a mid-term evaluation of the student's performance after the student has completed half of their internship hours (3 academic hours: 68 hours, 6 academic hours: 135 hours). After completing the midterm evaluation form the agency supervisor should verbally review with the student, and sign by both parties

before submission. Submit as hard copy, as fax, or electronically via e-mail as pdf file after scanning signatures.

10. Complete a final evaluation of the student intern's performance. The agency field supervisor is to review the contents of the performance evaluation with the student and discuss areas in need of improvement and suggest steps to meet these standards.
11. The students receive a portion of their final grade based upon the mid-term and final evaluations you provide. If the supervisor is uncomfortable with the department's evaluation forms or refer to use your internal agency forms, please contact the Internship Professor as soon as possible.