

NORTHEASTERN STATE UNIVERSITY

Criminal Justice and Legal Studies



CrJ 4993 – INTERNSHIP

GUIDELINES

Department of Criminal Justice and Legal Studies

INTERNSHIP PROGRAM

These guidelines are to provide the student with a general overview of the Internship program as well as providing an outline for participation. The following sections focus upon the purpose of the internship, eligibility, course objectives, procedures for successful completion, and requirements for the Internship.

Purpose of the Internship

Internships are designed to provide Criminal Justice students with limited practical experiences in cooperation with criminal justice or legal agencies in Oklahoma. Students selected for Internship placement in approved agencies earn three credit hours (undergraduate). The course is graded by pass/fail and is not for major or minor credit. The purpose of the Internship is to complement, reinforce, and place in realistic perspective the applied and theoretical knowledge gained from the classroom instruction. In addition to being an important phase of the educational process, the Internship also serves as a test of the student's potential for responsible, conscious, disciplined use of self in a constructive relationship with others.

In order to operate effectively, the program requires close and compatible liaison among the Department of Criminal Justice and Legal Studies, the agency, and the student. This responsibility is assumed by the Internship Program Coordinator. The Coordinator aids the agency and student in achieving a clear understanding of their respective roles, responsibilities and expectations. Each has a major role in the Internship venture becoming successful.

The responsibility of the Department to the student is to transmit specified bodies of knowledge espoused by the professions concerned with criminal justice. The responsibility of the Internship Agency is to provide an environment that exposes the student to the functions and structure of the criminal justice or legal agency. The Department of Criminal Justice and the agency share responsibility for transmitting to the student an applicable code of ethics as well as the expectations in terms of professional role behavior. The student assumes responsibility for a full and committed application to the total learning experience including but not limited to the development of insight into his/her own motivations, prejudices, norms of behavior, values and attitudes.

General Information and Eligibility

Students selected for Internships in approved criminal justice or legal agencies must have a senior standing in a Criminal Justice major as a prerequisite for selection. Applications for Internships may be accepted during the semester that the student is completing 90+ semester hours. Students are individually interviewed and screened prior to their applying with the agency. The screening interview is to facilitate the best match possible from the standpoint of student needs and agency needs. After successful completion of the screening interview, the student is allowed to schedule a placement interview with the agency. The student is expected to complete an Internship placement packet. This includes:

- The Internship application form (see Appendix A)
- An official transcript
- A copy of the Release and Indemnity Agreement (see Appendix B)
- A review of the Internship syllabus (see Appendix C)

Internship applicants must have completed at least eighteen semester hours in Criminal Justice and have maintained a 2.5 or better overall grade point average. Selection priority will be given to students with an overall GPA of 3.0 or better. Exceptions made with respect to the number of hours or GPA requirement must receive approval from the Internship Program Coordinator and the Chair of the Department of Criminal Justice and Legal Studies.

While in placement, the student is required to conform to normal agency working hours with the understanding that the student maintains a **15 hour per week** schedule. Students are expected to dress in a professional manner and should adhere to all guidelines applied to regular employees.

Students cannot use their regular place of employment as the agency setting for their internship. Violation of these conditions as well as others specified in the Internship Release and Indemnity Agreement (see Appendix B) justifies the Department of Criminal Justice and Legal Studies withdrawing a student from the Internship program.

Ethical Principles for Criminal Justice Interns

As an Intern, you are expected to follow certain ethical guidelines for your benefit and protection, as well as for those of clients, internship supervisors and agencies, and the Internship Coordinator and university. Whenever you have questions about ethical conduct, you should discuss them with your agency supervisor or Internship Coordinator. The following are the minimum ethical standards that you as the Intern, must agree to follow:

Confidentiality

Confidentiality is an important issue in any criminal justice Internship. As an Intern, you must find out the confidentiality limits set by the law, your agency, and your supervisor. You have a responsibility to your agency not to discuss privileged information outside of the agency. For example, if, as a police intern, you are working with an officer on an important lead, your discussion of it with friends may blow the case. Confidentiality must also be maintained in the classroom when sharing information gained through your Internship experience.

Competency

Interns must acknowledge the limitations of their abilities. This is particularly true in dealing with real or perceived powers given to them by the agency. In many cases, a client or practitioner assumes that the intern he or she is dealing with is an official agent of the agency based on the nature of the interaction or transaction. In all cases you have to remember that you are a student learning to be a professional, something that is not always easy, and you will make mistakes as well as difficult decisions. It is imperative that you accept that some situations are beyond your experience or authority and obtain assistance or guidance from the agency supervisors and employees.

Corruption and Misconduct

Although it is unlikely that you will be involved in situations in which you must deal with corruption as an Intern, it is possible that you may encounter corruption, since this issue has been considered a frequent problem for the criminal justice system. Corruption is defined as the use of one's official role to obtain personal gain, which includes criminal behavior such as accepting a bribe. Misconduct relates to various kinds of behavior prohibited by the agency, such as failing to respond to an emergency call or being rude to a complainant. These types of actions can be minimized, however, if you have frequent discussions with your agency supervisor and Intern Coordinator. Interns must not be involved in any illegal operations or violations of laws.

Interpersonal Relationships

You should maintain professional relationships with clients and staff in the agency, at all times. While it seems so obvious that sexual relationships with clients and staff are unethical that it should not need to be discussed here, it has happened. Romantic and/or sexual relationships with the agency staff are ethically unsound, in that your objectivity is lessened and the potential for problems with that individual and others in the office increases. In one case, an Intern became romantically and sexually involved with a person and jeopardized both career and reputation, the facility's reputation, and the university's Internship program in terms of being able to place another Intern at that site. If you have concerns in this area you should inform your Intern Program Coordinator immediately for advice.

NORTHEASTERN STATE UNIVERSITY

CRIMINAL JUSTICE and LEGAL STUDIES

Intern Evaluation Form

Student Intern

Name: _____

EVALUATION AREAS	EXCELLENT	ABOVE AVERAGE	AVERAGE	FAIR	POOR
Attitude					
Ability to follow directions					
Relationship with evaluator					
Appearance					
Safety habits					
Contribution to agency					

Use the following space for comments which will be helpful to us in the evaluation of the Intern's efforts.

Total time completed _____ Time absent _____

Intern's strengths: _____

How could the Intern improve? _____

Evaluator signature

Agency: _____

Date: _____

NORTHEASTERN STATE UNIVERSITY

Criminal Justice and Legal Studies

Intern Evaluators Standardized Guidelines

(1) ATTITUDE

Excellent: arrives early at the assignment location, assumes each task with enthusiasm, seeks additional information, takes assignment seriously schedules assignment in a timely fashion.

Above Average: arrives promptly at the assignment location, is interested in each assignment, asks clarifying questions, has scheduled assignment in advance.

Average: arrives at the assignment location at the scheduled time, is interested in most of the assignments, asks some questions, scheduled the assignment in the same week of the assignment.

Fair: arrives late at the assignment location, scheduled the assignment the same day, views the assignment only as a “filler class,” is disinterested in the assignment.

Poor: arrives late at the assignment location or does not attend as scheduled and does not contact the intern evaluator or supervisor, is disinterested in the assignment.

(2) ABILITY TO FOLLOW DIRECTIONS

Excellent: quickly comprehends the nature of each assignment, understands and works within the rank & file structure of the agency, requires minimal follow-up to ensure the completion of a task.

Above Average: usually comprehends the nature of each assignment, works within the rank & file structure of the agency, requires moderate follow-up to ensure the completion of a task.

Average: generally comprehends the nature of each assignment, works within the rank & file structure of the agency, requires some follow-up to ensure the completion of a task.

Fair: assignment directions must be frequently repeated, occasionally works within the rank & file structure of the agency, requires repeated follow-up to ensure the completion of a task.

Poor: rarely comprehends the nature of each assignment, does not work within the rank & file structure of the agency, always requires follow-up to ensure completion of a task.

(3) WORK RELATIONSHIP WITH EVALUATOR

Excellent: at ease in his/her contacts with the evaluator, has an evaluator’s responsibilities.

Above Average: usually at ease in his/her contacts with the evaluator, has a general understanding of the evaluator’s responsibilities.

Average: at ease in most contacts with the evaluator, has some understanding of the evaluator’s responsibilities, accepts his/her role within the organization.

Fair: rarely at ease in his/her contacts with evaluator, limited understanding of the evaluator’s responsibilities, argumentative, shows little respect to other employees and supervisors.

Poor: never at ease in contacts with evaluator, has no understanding of the evaluator’s responsibilities, shows no respect to other employees and supervisors.

(4) APPEARANCE

Excellent: strictly adheres to the agency guidelines.

Above Average: usually adheres to the agency guidelines.

Average: generally adheres to the agency guidelines.

Fair: rarely adheres to the agency guidelines.

Poor: never adheres to the agency guidelines.

(5) SAFETY HABITS

Excellent: strictly adheres to agency policies and guidelines.

Above Average: usually adheres to agency policies and guidelines.

Average: generally adheres to agency policies and guidelines.

Fair: rarely adheres to agency policies and guidelines, requires frequent reminders.

Poor: never adheres to the agency policies and guidelines, may be considered a risk to himself/herself and others.

(6) CONTRIBUTION TO THE AGENCY

Self-explanatory

NORTHEASTERN STATE UNIVERSITY
Department of Criminal Justice & Legal Studies

INTERNSHIP APPLICATION

This form is required for a student to be considered for enrollment in CrJ 4993, Internship. Enrollment is limited to Paralegal Studies or Criminal Justice majors with senior standing. There is no major or minor credit. The course is graded pass/fail. Applications will be considered by the Internship Coordinator on a case-by-case basis. Total enrollment is limited to ten (10) students per semester.

Name: _____

Semester: _____

S.S. #: _____

Major: _____

Address: _____

Telephone(s): _____

Major G.P.A.: _____

Overall G.P.A.: _____

Preferred Fields of Internship: _____

Have you identified a particular employer or agency for internship? If so;

Contact name: _____

Telephone: _____

I understand this application will be evaluated, and enrollment will require approval of the Internship Coordinator.

Date

Applicant signature

APPENDIX A

INTERNSHIP RELEASE AND INDEMNITY AGREEMENT

Student's Name: _____

Course: CrJ 4993 _____

Supervising Agency: _____

Dates of Internship: _____

Faculty Internship Coordinator: _____

This statement is to confirm my understanding of the conditions under which I am applying for a Criminal Justice Internship in the Department of Criminal Justice and Legal Studies at Northeastern State University.

I understand that in order to Intern I must:

- ◆ Have the approval of the Internship Coordinator;
- ◆ Have Senior status;
- ◆ Agree to complete and submit a weekly activity report assigned by the Internship Coordinator and made a part of my permanent file;
- ◆ Priority will be given to students with an overall GPA of 3.0 or better.

I understand that I will not be paid for my Internship and that no employer-employee relationship will exist between me and the supervising agency. Instead, I will be performing this Internship to gain experience that will help me in my college education at NSU. I will be performing this Internship voluntarily and upon my own initiative risk, and responsibility.

In consideration for the permission extended to me by the supervising agency to obtain this experience and in further consideration for NSU facilitating this agreement, I (for myself, my heirs, executors, and administrators) release, discharge, and agree to indemnify NSU, the supervising agency, the faculty members named above, and each and all of the university's agents and employees who have facilitated my Internship, acting officially or otherwise, from any claims on account of my death or on account of any injury to me or for damage to my property which may occur from any cause in connection with this Internship regardless of whether such death, injury, or damage is caused by the negligence of the supervising agency or NSU. I intend that the indemnity provided for this agreement is indemnity by me to indemnify NSU and its agents and employees from the consequences of their negligence, whether that negligence is the sole or concurring cause of the death, injury or damage.

Date this the _____ day of _____, 20_____

Student's Signature

APPENDIX B

NORTHEASTERN STATE UNIVERSITY
College of Social & Behavioral Sciences
Department of Criminal Justice & Legal Studies
Tahlequah, Oklahoma

SYLLABUS

INTERNSHIP COORDINATOR:

_____ Office: _____

Office Hours: _____

Telephone: 918/4565511 ext. _____

Fax: 918/458-2390

E-mail: _____

COURSE TITLE AND NUMBER

CLASS DAYS AND TIME

Cr.J 4993 Internship

By arrangement

PREREQUISITES

Senior standing, CPA 2.5 or better, Permission of Internship Coordinator.
Available to Criminal Justice/Paralegal Studies majors only

CATALOG DESCRIPTION OF COURSE

On-the-job experience in an approved criminal justice or legal agency. Procedures for the course are outlined in the INTERNSHIP MANUAL. Available to students with major in Criminal Justice, senior standing, and approval of Internship Coordinator. Not for Major or Minor credit. Graded by Pass/Fail.

COURSE PURPOSE

This is an elective course for senior Criminal Justice majors. It is specifically designed for students wanting practical experience in their area of interest. No major or minor credit is earned by taking this course. This rule was established to insure that only seasoned, career-oriented students would participate. Every effort is made to place students at an employment threshold. Internship undertaken cannot be paid.

APPENDIX C

EXPECTED COURSE OUTCOMES:

By the completion of criminal Justice 4993, the student will be able to:

1. Identify tasks in a particular job setting.
2. Understand the hierarchy and structure into which the identified position is integrated, including public offices.
3. Make use of equipment associated with the designated job.
4. Explain the role of the identified position relative to the overall legal and/or criminal justice system.
5. Perform reporting duties assigned to the position.

INSTRUCTIONAL MATERIALS:

No standard materials will be employed. Books, brochures, pamphlets, equipment, manuals, software and other similar tools will be identified and assigned on an ad hoc basis. The student will be familiar with the Internship Manual as well as all documents generated pursuant to placement in the internship program.

INSTRUCTIONAL PROCEDURE:

All activities undertaken pursuant to this class will be done in the field. No formal classroom work is required of the student. Credit for an Internship is based upon a student's faithful participation in and attendance at an identified job and its attendant activities. It is intended that the student and the "Agency" selected for an Internship coordinate working conditions, duties, hours, dress requirements, transportation and related job particulars. This course is intended to place the student in an interactive practical detail-based environment.

STUDENT PERFORMANCE/ATTENDANCE:

Fidelity to an agreed upon work schedule will be expected. Agencies will be expected to report absenteeism to the University. Emergency absences should be documented. Excessive absenteeism is a ground for failure in the course.

STUDENT EVALUATION:

This course is graded Pass/Fail. Deference will be given to the recommendation of the supervising agency, but an official grading decision will be made by the Internship Coordinator. Excessive absences and/or tardiness, failure to perform assigned tasks, insubordination, willful failure to follow established policies and procedures and violations of university rules and regulations shall be grounds for assignment of a failing grade.