

# Criminal Justice Internship Manual

**Criminal Justice Internships  
Radford University  
2012**

**Purpose**

Internship experiences in the field of criminal justice serve multiple purposes. The criminal justice intern will develop self-directed learning skills, will gain a better understanding and appreciation of knowledge gained in the classroom, and will be exposed to and better understand the complexities of the criminal justice system (McBride, 1990).<sup>1</sup> Toward that goal, the following is a list of goals and objectives of the criminal justice internship:

- A. To provide the criminal justice intern with insight into the day-to-day activities of criminal justice agencies and to provide a realistic perspective of the complex nature of such agencies.
- B. To provide the intern a greater appreciation of knowledge gained in the classroom and a realization of the importance of that knowledge as it applies to the administration of criminal justice.
- C. To provide the interning student with a sense of career orientation by creating a heightened sense of desire for their chosen field.
- D. To enable the student to assess his/her skills and abilities against tasks of real-work situations.

Interning in criminal justice agencies may also serve to provide the student with connections for future employment opportunities, or simply help the intern decide on a specific area of interest. CRJU internships are **not** paid positions.

**Who Is Eligible?**

To be eligible for a criminal justice internship, a student must be of junior or senior standing and should have a cumulative **GPA of 2.5**. Students with less than a 2.5 GPA, but at least a 2.3 GPA (overall), may still be considered for an internship. Students with less than a 2.5 GPA may apply for a waiver of this requirement under the following circumstances: 1) they have a strong letter from a CRJU faculty member (other than the internship

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<sup>1</sup>McBride, R. B. & Gordon, G. R. (1990). Criminal Justice Internships. Cincinnati: Anderson.

coordinator), 2) there is not a very high demand from students for internships during the semester for which the waiver is sought, and 3) the internship coordinator approves the request. A student desiring such a waiver must request the letter from the faculty member in writing. The letter requesting the recommendation must provide the faculty member with enough information about the student's situation and accomplishments to justify such a waiver. The fact that the student wants to do an internship or believes that the internship is needed in order to satisfy career goals will not be sufficient justification for waiver of the academic standards. Internships are reserved for our better students, and while exceptions may be made occasionally to the academic requirements, there must be strong justifications for doing so. CRJU 100 is a **prerequisite** to the criminal justice internship and students must have completed **21 semester hours** in the criminal justice major to be eligible for a criminal justice internship. It is our experience that some students find it difficult to return to the academic life at the University following a stimulating internship. For that reason, it is often desirable to take the internship during the student's last semester prior to graduation.

Students from majors other than CRJU may also be eligible for internships in criminal justice agencies with the permission of the internship coordinator, a 2.5 GPA, and junior or senior status. However, preference is given to criminal justice majors. If the demand for internships is very high for a particular semester, non-criminal justice majors may not be permitted to do the internship.

Many agencies do not accept interns who have been convicted of criminal offenses, therefore, students with **criminal records** should discuss this with the faculty coordinator prior to applying for an internship position. In addition, many criminal justice agencies require background investigations, which entail considerable pre-planning.

### **How To Get An Internship**

A student's first step in getting an internship is to consider personal **career** aspirations. After making a general decision about the student's field of interest (i.e. corrections, courts, or law enforcement), a more specific decision must be made about the **type of agency** in which the student wishes to work. This decision can often

be complex and the student may not be fully aware of the possibilities available to him/her. If this occurs, the student should seek advice from either the internship coordinator or the student's academic advisor.

The second decision to be made in getting an internship is **where** the student would like to do the internship. Some students may choose to remain at school while interning while others may decide to seek an internship near home or some other location.

Thirdly, after a student has made the decisions on the type and location of agency in which to do the internship, the student should make an appointment to **meet with the internship coordinator** to discuss the student's intentions. The internship coordinator must approve potential site agencies **before any contact is made with that agency.**

(Historically, CRJU students have tended to believe that they may easily acquire Federal internships and consequently, Federal jobs. Students should be aware that few Federal internship positions actually exist, and these are filled on a very competitive basis.)

The fourth step in acquiring an internship is to make **contact** with the agency of interest. Occasionally, the internship coordinator will initiate this contact, but in most instances this is the responsibility of the student. This initial contact should answer the following questions:

1. Does the agency provide internship opportunities?
2. If not, would the agency consider an internship program?
3. Are there any special conditions associated with the agency's internship program?
4. Would the agency be willing to interview the student for an internship position? If so, an appointment for an interview should be set up.

The internship position **interview** is crucially important, and the student should be prepared to ask questions and to show genuine interest in the agency. The student should wear appropriate professional attire for the interview.

After receiving a response from these preliminary contacts, the student should discuss these findings with the internship coordinator who will, in turn, contact the agency to make final arrangements and commitments.

After both the agency and the student have made initial commitments, a CRJU internship **application**

form must be filled out by the student and approved by the coordinator (<http://www.radford.edu/content/dam/colleges/chbs/Criminaljustice/Internship%20Registration%20Form.doc>). The coordinator keeps one copy of the **signed** internship application and the student keeps the other, which he/she **will need to register** for internship hours. The student will be billed in accordance with university tuition rates.

In addition, the student must fill out three forms that can be found at [http://www.radford.edu/content/dam/departments/administrative/career-services/PDF/09-10%20%20Internship%20Agreement%20Forms%20\(2\).pdf](http://www.radford.edu/content/dam/departments/administrative/career-services/PDF/09-10%20%20Internship%20Agreement%20Forms%20(2).pdf). After filling out the forms, the student should have the appropriate person at the agency sign the forms (usually the student’s site supervisor) and take the forms to the internship supervisor to be signed.

### **When to Begin the Process**

Ordinarily, students should begin the process of acquiring an internship one full semester before the desired time of placement. Students interested in Federal internship placements may need to begin the process as early as two semesters before placement. CRJU internships may be scheduled any semester.

### **How Many Credits is an Internship?**

Internships vary from **6 - 15 credit hours**, depending on the needs of the student and the agency. All internships are graded on a **pass/fail** basis.

Credits	Hours of Direct Agency Contact
6	224
9	336
12	448
15	560

These hours of agency contact are minimum requirements to earn the desired credits and can be scheduled in any manner suitable to both the agency and the student. It is recommended, however, that students

should not work less than 4 hour blocks of time, and ideally will be working 8 hour days. For example, a student doing a 15 credit internship should work 8 hours per day, 5 days per week, for 14 weeks to fulfill the 560 hour requirements. A student doing a 6 credit internship will ideally work 8 hours per day, 2 days per week, for 14 weeks to fulfill the 224 hour requirement.

Although these schedules would be ideal, the student can arrange any combination of hours and days and agency to fulfill the minimum number of required hours (within reason).

### **Types of Agencies**

The types of agencies with which a student can do a CRJU internship are extensive and are decided to a large extent by the student. Typically, however, CRJU internships are done in the areas of courts, law enforcement, or corrections. Historically, students have done internships in the following agencies.

#### Law Enforcement

- Municipal police department
- U. S. Marshals – in certain areas in VA
- U. S. Customs
- Bureau of Alcohol, Tobacco, Firearms, and Explosives

#### Courts

- Commonwealth Attorney's offices
- Public defenders' offices
- Private attorneys' offices
- Women's resource centers; victim witness programs, domestic assault centers

#### Corrections

- Correctional facilities; juvenile and adult
- State probation/parole offices; some Federal offices
- Department of Corrections in Roanoke

### **Personal/Professional Responsibilities of CRJU Interns**

Agencies that host criminal justice internships place great emphasis on the need for confidentiality, privacy, and personal integrity. Therefore, for a student to successfully complete an internship with a criminal justice agency, the student must be able to demonstrate high levels of maturity and integrity. Additionally, CRJU interns must possess the emotional stability necessary to deal with the kind of unpleasant situations that are

occasionally encountered in the criminal justice system.

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

In addition to possessing these personality traits, all CRJU interns must abide by the following rules:

1. Always dress appropriately.
2. Do not use profanity, regardless of what others are doing.
3. Always be on time and do not leave early.
4. Do NOT allow yourself to be put into dangerous situations.
5. Do not become involved in gossip.
6. Ask questions and show enthusiasm.
7. Do not discuss sensitive information with non-agency people.
8. Do not become argumentative or disrespectful.
9. Be honest and forthright about any unusual situations.
10. NEVER, EVER, AT ANY TIME CARRY A PERSONAL FIREARM ON YOUR INTERNSHIP SITE.

### **Mutual Responsibilities**

The primary responsibility of the internship agency is to permit the student to observe the central functions of the agency. Other responsibilities of the internship agency 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 internship coordinator if the student believes 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 internship coordinator will work with the student to remedy the situation.

Conversely, 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; the student engaging in behavior deemed inappropriate by the agency; engaging in illegal or immoral behavior, as determined by the agency; or not performing duties as requested by the agency.

## Experiences

While interning, a student should experience (or at least observe) a variety of activities. The following is a brief list of some of the experiences an intern can expect to have while working with the various agencies.

### Police

- Observe/participate in routine patrol
- Observe Dispatch/Communication centers
- Observe/participate in CID (criminal investigative division)
- Observe/participate in crime prevention (DARE)
- Observe Records/Administrative functions
- Assist agency administration in preparing reports and other administrative duties/projects as requested

### Probation/Parole

- Observe case supervision
- Observe/participate in records check
- Observe/participate in pre-sentence and post-sentence reports
- Observe court
- Observe intensive probation supervision
- Assist agency administration in preparing reports and other administrative duties/projects as requested

### Institutional Corrections

- Observe/participate in work of corrections counselor
- Observe correctional officers
- Observe administrative functions
- Observe parole hearings/grievance hearings/other processes that are integral to the functioning of the institution
- Assist agency administration in preparing reports and other administrative duties/projects as requested

### Commonwealth Attorney, Public Defender, Private Attorney

- Observe activities of supervising attorney
- Observe client/attorney meetings
- Observe police/attorney meetings
- Observe intradepartmental staff meetings
- Perform legal research to extent requested
- Observe court proceedings
- Assist in special legal projects as requested by agency

### Federal Agencies

- Will be worked out on individual basis with individual agency

## U.S. Marshal

- Observe activities of Deputy U.S. Marshal
- Observe/participate in field work with U.S. Marshal
- Participate in Federal prisoner transports
- Observe Federal courtroom security
- Observe/participate to extent possible in special projects or work being performed by the regional office of the U.S. Marshal's

## Women's Resource Centers

- Participate/interact on regular basis with agency clients
- Observe court
- Assist/observe professional caseworkers to extent possible
- Assist agency administration in preparing reports and other administrative duties/projects as requested
- Assist/observe with agency hotlines and emergency lines

In criminal justice, all agencies are different and, therefore, it is impossible to delineate in great detail the responsibilities and the role an intern will 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 other 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.

## Assignments and Evaluations

In addition to working the required number of hours, student interns must fulfill several other requirements.

1. **Journal:** Kept daily – at least one page per day; relating to the activities of the day (when on the internship site). The journal is a formal reflection on your internship experience, not a diary! Entries should demonstrate thought about the particular experiences of that day. It may reflect on encounters with other criminal justice professionals, offenders, or issues within the agency where you are working. The journal provides an opportunity to openly express opinions about internship experiences. The journal should **not** be shared with the site supervisor, unless specifically required by the agency. The journal is the student's independent, confidential record of internship experiences. For this reason, it may be desirable to work on the journal somewhere other than the internship site. The journal will be submitted at mid-semester and at the conclusion of the semester.

2. **Interact:** **Interact with the internship coordinator every 2-3 weeks;** make note of meeting time/date in journal. This coordination can be accomplished by an office visit, by telephone, or by e-mail. However, it must be done on a regular basis! **Leaving a message on an answering machine is not sufficient;** it is the student's responsibility to persist until the contact is made and acknowledged.
3. **Textbook:** Student interns must purchase a textbook that includes questions that the student must answer in writing. Some of these answers will be submitted at mid-semester; the remaining answers will be submitted at the conclusion of the semester. (The student will be provided a course syllabus at the beginning of the semester that will specify the textbook, the pages to be read in the textbook and the questions to be answered).
4. **Evaluation:** At mid-term and at the conclusion of the internship, the agency site supervisor will fill out an evaluation form on the student. It is the student's responsibility to see that the evaluation is completed and submitted by the time designated in the course syllabus (or by the deadline established in consultation with the internship coordinator – see the note below). There is a link to the evaluation form here ([H:\teaching\CRJU 484\Evaluation of Intern Form \(best\).doc](H:\teaching\CRJU 484\Evaluation of Intern Form (best).doc)) and on the internship website.
5. **Notebook:** At end of internship, the **journal and the answers to the questions in the internship textbook** are to be placed into a three-ring notebook and submitted to the internship coordinator. The journal entries and textbook question answers submitted at mid-term should be included.

(**NOTE:** If the student's work schedule is such that the student will not have worked about half of the student's total hours for the semester by mid-semester, the internship coordinator and the student will determine another date for submission of all material required to be submitted at mid-term).