Internship Check-Off List

_____ 1. Read the CRJU Internship Manual (see link at https://www.radford.edu/content/chbs/home/criminal-justice/internships1.html).

_____ 2. Contact Mr. Snow (esnow@radford.edu) seeking permission to pursue internship with a particular agency. Indicate your overall GPA, the number of credits, the semester you’d like to complete the internship in the message, and the agency or agencies you are interested in.

_____ 3. Contact the agency, either by calling or visiting the agency. Determine if the agency is willing to accept an intern.

_____ 4. Determine from the agency how much time it needs to do any background work that will be required before the internship begins.

_____ 5. Arrange a face-to-face meeting with an agency representative.

_____ 6. Explain to the agency representative the criminal justice program’s desire that interns be exposed to a broad range of the agency’s activities.

_____ 7. Determine how many hours per week will be spent at the agency.

_____ 8. Fill out the internship agreement form that is located at http://www.radford.edu/content/dam/colleges/chbs/Criminaljustice/InternshipAgreement.pdf. (If this link does not work, email Mr. Snow)

_____ 9. Have the agency sign this form.

_____ 10. Fill out the Internship Registration Form that can be found at http://www.radford.edu/content/dam/colleges/chbs/Criminaljustice/Internship%20RegistrationForm.doc

_____ 11. Have Mr. Snow sign the Internship Registration Form. (Although information about the agency site must be supplied on this form, no one from the agency needs to sign it). He will submit it to the Registrar’s Office and they will enroll you.

_____ 14. Check your class schedule on the Student Information System (online) after several days to insure that you have been enrolled in CRJU 484 (or CRJU 684, if you are a graduate student).