

## 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. Email Mr. Snow ([esnow@radford.edu](mailto:esnow@radford.edu)) seeking permission to pursue internship with a particular agency. Indicate your overall GPA and semester you'd like to complete the internship in the message.
- \_\_\_\_\_ 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, go the RU Career Services web site. Click on "Students," then "Gain Experience through Internships," and then "Academic Credit Internships." A link to the internship agreement forms can be found there as well, in the box labeled "Resources.")
- \_\_\_\_\_ 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%20Registration%20Form.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).
- \_\_\_\_\_ 12. Provide Mr. Snow a copy of the Internship Registration Form.
- \_\_\_\_\_ 13. Take the signed copy of the form to the Registrar to register for the course. Ideally, this will be done during the registration period for the semester in which the internship will be done, but it should be done no later than the beginning of that semester (or summer session).
- \_\_\_\_\_ 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).
- \_\_\_\_\_ 15. Watch for the course syllabus (by email) during the first week of the semester. Email Mr. Snow if you do not receive it.