

## Criminal Justice Internship Program CJ 485 (3-6 credit hours)

### *Application packet for internships in Forensic Investigations, Law Enforcement, Corrections, or Security Administration*

#### **Overview**

This document is intended to provide a general overview for students enrolled in the criminal justice internship. The successful completion of an internship is a requirement for a Bachelor of Science in Criminal Justice from Washburn University. It is imperative to seek out an internship at least one semester prior to the start of the semester it will be occurring. The process can take between a few weeks to a few months or more. Your advisor and/or the internship coordinator can be of assistance in this process.

1. A total of six credit hours of course work, which consists of 240 contact hours, is needed to fulfill the internship program requirements. Students may elect to complete the six credit hours during one semester or to split the internship between two semesters of 3 credit hours and 120 contact hours each. If the student chooses the latter option, the semesters do not need to be consecutive, nor does the student have to perform an internship with the same agency both semesters. All students should consult with their advisors at least one semester prior to taking the internship course.
2. All students are responsible for securing their own internship. Students should remember that criminal justice agencies have specific criteria for meeting the minimum qualifications of their own respective internships. It is imperative that students allow enough time in the application process to ensure they meet all requirements and to ensure they have been accepted with the required paperwork completed in coordination with the host agency by the date said paperwork is due. The Criminal Justice Department maintains a list of several agencies that have provided internships in the past. Students, however, may and are encouraged to select an agency that is not on the list.
3. Once a student has been approved by an agency to complete an internship, the student, in coordination with their supervisor at said agency, must complete each of the forms included in this document. When these have been completed the student should submit the forms to the acting internship instructor by their due date. Submission may be completed via email of scanned documents, but hard copies must also be delivered via mail or in person. Upon receipt and approval by the instructor, a waiver will be made so that a student may enroll in the course. At this point, the initial course administrative process has been completed.
4. The Criminal Justice Internship Program is supported on-line by Washburn D2L. As an on-line course, students are expected to have completed the Washburn on-line tutorial prior to enrollment, and to have secured Internet access to facilitate the course. All correspondence and required assignments will be made clear via a course syllabus provided via D2L. Assignments vary based on the instructor and may include periodic monitoring reports, discussion board posts, and other assignments to students understand the role of an internship in a Criminal Justice program.

## Course Administration and Evaluation

As an experiential learning course, the internship is designed to expose the student to activities, conditions, and occupational requirements in the criminal justice field. As such, the vast majority of learning that takes place during the course occurs at the participating agency and is delivered by agency personnel. The instructor will monitor this learning through review of periodic monitoring reports and other assignments designed to assist the student in reflecting on their experiences. The following provides some further guidance on administration and evaluation:

1. All students enrolled in the internship will be evaluated by the instructor based upon performance criteria in the following areas: (1) the level of student performance at the internship agency and (2) the quality of the student's written assignments. Student performance at the internship agency is evaluated via a midterm and final agency evaluation. Student performance on written assignments will be assessed by the instructor. A letter grade will be assigned by the instructor, inclusive of the student's agency performance and completion of course assignments.
2. The Criminal Justice Internship Course is a field experience in which students take on the role of participant-observer. As such, your role as a student intern is to learn as much as you can at the agency.
3. No student should be placed in harm's way, nor should their internship position be compromised by dangerous activity. Students are not expected to perform as practitioners in the field and should avoid danger. This means that if you find yourself in a situation that is potentially dangerous, you should immediately report it to your agency supervisor, and to your instructor. Moreover, if you are being asked to conduct yourself in a manner that is not within the scope of your internship agreement, you should also report it to your agency supervisor and your instructor. Do not hesitate to contact the instructor if you think you need to do so.
4. Honesty is the best (and only) policy. It is expected that you will be up-front and honest about your dealings with people and your activities during the internship. Throughout the semester, you may encounter unexpected hurdles that could throw off schedules, activities, etc. Do not hesitate to contact the instructor regarding such problems. Do not try to take credit for hours you have not completed and do not try to falsify reports. If you do, and the instructor becomes aware of your dishonesty, you are likely to receive a failing grade, and disciplinary action may be taken by the University.
5. Read the course syllabus thoroughly. It contains information that you will need to successfully complete the internship. You may commence clocking contact hours with your agency on the first day of class in the term for which you have enrolled (this can be found on the university calendar) – do not count any hours completed prior to the semester. Online course materials will normally be available for review one week prior to commencement of classes for each term. All computer and Internet access issues should be resolved prior to the start of the semester.

**Documents Required for Internship**

The following documents must be submitted prior to commencement of an internship. Due dates for these materials are as follows: July 15 for fall semesters, December 15 for spring semesters, and April 15 for summer semesters. If you are having difficulties obtaining an internship or if the selection process is taking longer than anticipated, please contact the internship coordinator.

1. Biographical Summary: This document provides personal identification, education and experience background, and other information pertinent to your candidacy for the internship. Please be sure to fill this out in entirety.
2. Agency Participation Form: This document asks for identification of the agency person who will be primarily responsible for supervision of the intern. The form also requests a brief description of the duties and responsibilities that the intern may anticipate performing during the internship. When filling out this form, ensure that the internship supervisor understands the dates the semester begins and ends.
3. Agency Nondiscriminatory Policy Acknowledgment: This document requires that an authorized representative of the internship agency acknowledge by signature that the subject agency does not discriminate, nor allow discriminatory policies based upon race, sex, religion, age, ethnic origin or creed.
4. Student Intern Acknowledgment and Waiver: This document requires that the intern-student acknowledge and sign a written waiver, with agreement to abide by the provisions expressed on the form.

### Student Intern Biographical Summary

Please complete this form in its entirety. This information should be provided to the internship agency as well as to the professor serving as internship coordinator. Incomplete forms may be returned to students for completion.

#### Personal Identification Information

Complete name: \_\_\_\_\_

WIN #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

WU Email: \_\_\_\_\_

#### Background Check Information

Sex (circle one):

Male          Female          Other

Race/Ethnicity (circle those which apply):

White          Black/African American          Hispanic/Latino          Native American

Indian          Asian          Other

Date of birth (MM/DD/YYYY): \_\_\_\_\_

Driver's license number/State: \_\_\_\_\_

#### Current Employment Information

Place of employment: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

#### Educational Background Information

Major: \_\_\_\_\_

Department: \_\_\_\_\_

Minor: \_\_\_\_\_

Department: \_\_\_\_\_

Assigned Academic Advisor: \_\_\_\_\_

Total number of hours completed: \_\_\_\_\_

**Student Intern Biographical Summary (continued)**

Emergency Notification Information

Contact person's name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Student Personal Reference Information

Name: \_\_\_\_\_

Phone Number or Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number or Email: \_\_\_\_\_

### Internship Agency Participation Form

Internship Emphasis (*circle one*):

Forensics

Security

Corrections

Law Enforcement

Number of Academic Hours (*circle one*):

Three Credit Hours / 120 Contact Hours = Enroll in CJ 485 XA

Six Credit Hours / 240 Contact Hours = Enroll in CJ 485 XB

Semester (*circle one*):

Spring (December 15<sup>th</sup> deadline)

Summer (April 15<sup>th</sup> deadline)

Fall (July 15<sup>th</sup> deadline)

Name of student intern: \_\_\_\_\_

Name of participating agency: \_\_\_\_\_

Agency address: \_\_\_\_\_

Agency telephone number: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Supervisor phone number: \_\_\_\_\_

Supervisor email address: \_\_\_\_\_

*Note: Please ensure the supervisor's name provided is the individual who should be contacted for updates regarding intern performance and evaluation.*

**Internship Agency Participation Form (continued)**

The following should be completed with the assistance of the internship supervisor.

Job description: Please provide a brief job description for the internship, elaborating on the duties, responsibilities, educational and training opportunities, and other experiences the student might anticipate throughout their internship.

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Proposed Schedule: Please provide a proposed schedule for the semester.

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**Agency Non-Discriminatory Policy Acknowledgment**  
Student Internship Program  
Department of Criminal Justice & Legal Studies  
Washburn University

Participating Agency: \_\_\_\_\_

I, \_\_\_\_\_ being a duly authorized representative of the above agency, do hereby acknowledge and attest that the subject agency does not discriminate, nor allow discriminatory policies, based upon race, sex, gender, religion, age, ethnic origin, or creed.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**The information above must be completed by the intern supervisor or designated agency representative and presented to the internship coordinator.**



**Student Intern Acknowledgment and Waiver**  
Criminal Justice Internship Program, Washburn University

This waiver, executed on the date which appears below, signed by a student of Washburn University, Topeka, Kansas (hereinafter referred to as “University”) intending to participate in the Criminal Justice Internship Program (hereinafter referred to as “Intern”), and for the expressed purposes and pursuant to the expressed provisions hereof, acknowledges and waives as follows:

1. The intern is applying for participation in an internship program as a requirement for completion of a Bachelor in Criminal Justice degree to be granted by the University. Approval of the participating agency by the University and approval of the intern by the participating agency must be provided prior to commencement of the internship. The student intern is responsible for securing both approvals before commencing study in the internship program.
2. Participation of the intern is upon approval of the University, and such approval is given, subject to the rules and requirements of the internship program as expressed by the internship coordinator, further subject to the acknowledgment and waiver given by the intern in this agreement, and further subject to the rules and regulations of the participating agency.
3. The intern hereby acknowledges, recognizes, and agrees to assume all risk of loss, including but not limited to, damages and/or injuries to the person or property of the intern, and that which could be suffered as a result of participating in the internship program, and thereby, releasing and holding the University harmless for any claims which could be made against the University relating to the intern’s participation.
4. The intern further acknowledges, recognizes, and agrees to not represent or hold himself/herself out as an agent, representative, or employee of the University while participating in the internship program, nor incur any liability or loss for which the University might be sought to compensate or indemnify.

**Student Intern Acknowledgment and Waiver (continued)**

5. The intern further acknowledges, recognizes, and agrees that the intern will receive his/her instructions and supervision from the participating agency, and that the University does not and will not, direct or employ the intern during the course of participation in the internship program, with the exception of coursework as the internship coordinator sees fit.

In witness whereof, the intern has set his/her hand the \_\_\_\_\_day of \_\_\_\_\_, 20\_\_.

Intern's printed name: \_\_\_\_\_

Intern's signature: \_\_\_\_\_