DEPARTMENT OF SOCIOLOGY
Criminology and Justice Studies Program

215 Merrill Hall
700 Hilltop Drive
Kent, OH 44242
(330) 672-2562

RULES AND PROCEDURES MANUAL

UNDERGRADUATE INTERNSHIP
(CRIM 46792, 3-9 Repeatable for a Maximum of 12 HOURS)

Catalog Description:
Work experience under direction of supervising faculty member in private, federal, state or local Justice agency or law agency. An "IP" grade is permissible. Course is graded S (Satisfactory) or U (Unsatisfactory).

Prerequisites:
9 credit hours of Criminology and Justice Studies (CRIM or JUS) coursework, including CRIM (JUS) 12000 and 2.00 GPA in CRJU/JUS major and overall; junior or senior standing required; and special approval.
INTRODUCTION

The internship course offered by the Criminology and Justice Studies Program provides a valuable opportunity for qualified students to participate in the day-to-day functioning of a particular Justice-related agency. Placement opportunities exist at many different levels of both public and private agencies and organizations. Prospective students must keep in mind that the basic philosophy of the intern program centers around the value it provides as a learning experience. Students are to participate in Justice system activities that are in keeping with a meaningful and thoughtful integration of academic/theoretical issues and the day-to-day practice of criminal Justice. Specific agency duties and responsibilities will be thoroughly discussed and understood by the intern, the on-site supervisor, and the supervising faculty member PRIOR to the start of any actual field work.

OBJECTIVES

The specific objectives of the Internship in Criminology & Justice Studies course are:

- To expose the student to experience in a criminal Justice agency; to help him/her to develop an understanding of its philosophy, its relationship to its clients, and to the Justice process as well as its relationship to the immediate community; to provide the student with an appreciation of the pressures and problems facing the agency; and to give the student insight into policy formulation and the role expectations of its employees.

- To assist the student in developing the self-awareness, self-confidence and self-discipline needed to undertake a professional role in a criminal justice agency. The experience should enable one to become more conscious of personal values, biases and emotional/psychological reactions to real-life events occurring in the Justice arena. Similarly, by experiencing the operations of the system under realistic conditions, the individual will begin to develop a wider awareness of how one’s own actions impact upon the lives of others, and how the actions and motives of others influence one’s life.

- To familiarize the student with the specific skills needed in the day-to-day functioning of workers in the criminal Justice field.

- To assist students in developing career goals. In addition, students who are highly motivated, and apply themselves diligently in their field placement activities may develop contacts or leads on available positions in the criminal justice arena.
SPECIFIC ACADEMIC REQUIREMENTS STUDENTS MUST MEET
BEFORE ENROLLING IN CRIM 46792

The student **MUST** obtain:

1. **Proof of eligibility in terms of GPA.** The student **MUST** have a cumulative grade point average of 2.00 or better in Criminology and Justice Studies (CRIM or JUS) courses and a cumulative grade point of 2.00 or better for **ALL** course work completed.

2. **Permission of the instructor;** the student will not be allowed to register for this course unless he/she has an access code from the instructor.

3. **The student MUST** have junior or senior standing and have completed a minimum of nine (9) hours of CRIM course work, including CRIM (or JUS) 12000. Completion of SOC 32210, Researching Society, or JUS 32400, Research Methods in Justice Studies, is strongly recommended for all interns. In addition, students should have completed any relevant course work for the internship. For example, students working in a police agency should complete the core courses on police topics and CRIM 32200, Police & Community. Students working in a public defender’s office or law office should complete CRIM 33200, Criminal Law, CRIM 47211, Court Functions, and the Justice and Law distribution courses. Legal Research and Writing might also be helpful for students in law office internships.

   Furthermore, students should take the internship into consideration when choosing distribution courses. For example, a student interested in Juvenile Treatment might want to fulfill the Justice and Law requirement by including either CRIM 36703, Juvenile Delinquency or CRIM 34311, Youth and the Justice System, and include CRIM 46708, Treatment Methods from the Corrections distribution requirement or other elective.

   *Plan to complete the relevant course work prior to beginning the internship.*

4. **If the specific field assignment calls for the signing of a liability waiver by the student,** this waiver must be signed **PRIOR** to the first day of the internship.

**NOTE:** If the prospective on-site agency requests it, the student should provide a resume as directed. It will provide information to the agency staff, which may assist them in evaluating the
capabilities of the potential intern. A resume should have the following information: Personal information, Professional Objective, Educational Background, Criminal Justice Experience, Other Employment experience, Extracurricular Experience, Interests and Hobbies, and References. Generally, the bulk of a student's resume is the Educational Background. Include a list of criminal Justice course work, especially that relevant to the job. If you are applying to a probation department, emphasize the corrections courses; if you are applying to a police department, emphasize police courses. If you have any work experience relevant to criminal justice, e.g., security guard, treatment counselor, be sure and include it. Keep in mind that other experience may be relevant. If you worked as a camp counselor, your experience may be helpful in working with youth treatment.

GENERAL COURSE PROCEDURES AND REQUIREMENTS

1. **Internship Orientation Meeting.** Students seeking to enroll in CRIM 46792 must attend an Internship Orientation Meeting prior to beginning the internship. This meeting reviews the rules and regulations, the procedure for registering for an internship, the types of positions that qualify, how to find those positions, a list of positions to which students have worked in the past, and the expectations of work to be performed. Students will also be expected to complete the Waiver Form required by the university. In addition, the seminar will deal with pre-placement professional concerns such as the intern role, ethical standards, and other matters related to the placement experience. Students who enroll for CRIM 46792 are required to have attended an Internship Orientation Meeting prior to the time the internship commences. **ATTENDANCE IS MANDATORY.**

2. **Enrollment and Credit.** Students can enroll for between 3 to 9 credit hours of Crim internship in one semester (in 3 hour increments); any additional hours of internship can be done in another semester, for a maximum of 12 hours total. Students must be cognizant of the University limit of 16 credit hours on non-traditional course work, since internship is one type of non-traditional course work. Students who have completed more than four hours of non-traditional course work (workshop, research, or individual investigation) will further limit the number of internship hours that can be counted toward university requirements. The Internship course satisfies the University’s Experiential Learning Requirement (ELR). The following table shows the way in which Internship hours are counted, based on the student’s catalog year and concentration.
### Required Work Hours

The student is required to work 45 hours for one hour of academic credit. For example, the student seeking six (6) credit hours must work 270 hours with his/her sponsoring agency; over the fifteen-week fall or spring semester, this requirement averages 18 hours of work each week. The student should keep this time requirement in mind when registering for other courses during the placement period.

a. Students registering for summer internships should also remember that the total number of weeks in a summer session is shorter than the fall and spring semesters. A student enrolling in 3 hours of internship work would need to work 27 hours per week in a five-week summer session. Students need to be certain that they can complete the required number of hours in the shortened time period. Students also might enroll in Summer I and Summer III to obtain a total of 10 weeks to complete the work. Students enrolled for 9 hours of internship must complete 405 hours in a 10 week period, or 40.5 hours per week. If a sponsoring agency has been identified, students will be allowed to start early to complete the required number of hours on time.

### Finding a Position

Finding a position is like finding a job. The internship position is a mutual decision of the student and the agency. A list of positions where students have worked in the past is available to help students search for a position. After attending an Internship Orientation meeting, the student should meet with the Intern Coordinator to discuss the student's specific career goals, current academic progress, and suitability of particular placement possibilities. If a student has an agency in mind, he/she should be prepared to
furnish the coordinator with sufficient details of the prospective placement so that some evaluation of its suitability can be determined. Different agencies have different requirements and capabilities for background investigations that faculty do not have. The faculty intern coordinator cannot make an agency accept an applicant.

5. **Nature of Work Expectations.** It is the intention of the internship program to provide the student with professional experience at an entry level. By professional level experience is meant work that a student would perform in an entry level position after completing the degree involving knowledge-gathering, analysis and processing, or knowledge application. It is understood that students may not be able to perform tasks that require certification (such as a police officer), but there is much work that students can perform that will contribute to the agency while enabling them to develop professionally. For example, students in a police agency might identify a community problem and conduct research on the problem and possible solutions that is above and beyond what the agency staff could perform by themselves. In one agency, a student assisted with the redesign of patrol beats. In another, the student conducted a statistical analysis evaluating the effectiveness of a sting operation, which was also turned into a research project. Another student conducted a community survey. Students interning with attorneys may help with the legal research or investigations, or interviewing witnesses. Students in treatment centers can help monitor and counsel youth. Private sector security should not be ignored. In some instances, students may be more active and be able to contribute more in the private sector environment than in the public organizations, and the skills may be transferable if they find jobs in public organizations. Sites that can only provide observational roles for interns are not acceptable placements. *Clerical and secretarial work such as filing, answering the phone, or typing is not considered appropriate internship work. Although a student may help out with some of these duties occasionally, the bulk of the work assignments should be equivalent to entry level professional work, and the tasks should challenge students to apply their university education and to develop professional skills and knowledge.*

6. **Internship Credit for Current Jobs.** In some instances, students may currently hold jobs that could be eligible for internship credit. *Students will not receive credit for work performed in the past,* but they might be able to get credit by continuing on the job and fulfilling all other internship requirements. Students need to obtain the approval of the faculty intern coordinator to use an existing job for the internship position. If it is approved, the student can begin the internship the following semester and fulfill the internship requirements. If it is not acceptable, the student might negotiate with the employer to provide additional tasks that would qualify.
For example, secretarial work in a law office is not eligible for internship, but perhaps a firm would allow a student to perform additional tasks of a paralegal nature, which would qualify for internship credit, as long as the student works the required number of hours at the internship responsibilities.

7. **Verification of Position.** Once the student has received verbal approval from the supervising agency, the student should notify the Faculty Intern Coordinator by email of the agency name and address, the person at the agency who authorized the internship along with the contact information (phone # and email address). In addition, a more complete and formal notification will be made with the attached **Internship Information sheet** which **should be completed by the first end of the first week of the internship.** In addition to identifying the agency where the student is working and the contact information for the agency and immediate supervisor of the intern, the form contains the Internship Work Schedule. After it is completed and signed by the agency supervisor, **the form should be scanned and submitted to the faculty intern coordinator as an email attachment. **This Internship Information Sheet form MUST be submitted to the faculty supervisor by the end of the first week of internship.** The KSU internship coordinator must be kept informed of any changes in the work schedule. Some schedules vary because of the nature of the work or the opportunities for exposure to different experiences. Rotating schedules are common in some agencies, and these can be described on the form as well.

**REQUIREMENTS FOR GRADE**

1. **Journal.** The student is expected to keep an interpretive log or journal in which his/her experiences are to be described and analyzed daily. The log is more than a description of the work. Students should think about the relationship between what they have learned in class and what they are observing and learning from their internship experience. The log should be word processed in a MS WORD document and submitted to the faculty intern coordinator as an e-mail attachment. Initially, students should submit the log weekly for the first few weeks to be sure they are completing it appropriately. At the end of the internship, however, the student should include the accumulation of all of the days of the journal into one WORD document.

2. **Paper.** The student is required to complete a paper directly related to his/her internship experience. The paper is a formal paper. It is to be word-processed, spell checked, and grammatically correct. This paper will describe the learning process experienced by the intern.
Specifically, it will discuss the interface between the student's firsthand observations and experiences while in the "field" along with academic material studied in the classroom. The agency may also have required reading, such as policy and procedure manuals. An Internship Paper Outline is attached. To write a paper following the outline generally required 10 to 14 pages in length. The paper is due the last formal instructional day of the term (the last day of class before final exam week; in the summer, it is due the last day of class). Papers should be written in WORD and submitted to the faculty intern coordinator as an e-mail attachment.

3. **Supervisor's Evaluations.** The student will be evaluated twice during the term by the agency supervisor; once at midterm when the student has completed approximately half of the required number of work hours, and once again at the completion of the internship. The Intern Evaluation Form is provided, and it is the responsibility of the student to provide the Intern Evaluation Form to the agency supervisor. These evaluation forms should be scanned and be submitted to the faculty intern coordinator as an e-mail attachment. Scanning is available in the KSU library (see the circulation desk).

4. **Responsibility for determining the student's final grade for the course is solely that of the faculty intern coordinator supervising the student intern.** This determination will be based on the quality of the journal/log and term paper, the evaluation(s) of the on-site agency supervisor, and the evaluation of the academic supervisor.
**Internship Paper Outline**

I. What is the name of the agency and where is it located? How did the student obtain the internship, and when was the internship done.

II. Mission, goals, and objectives of the agency
   A. What is the stated purpose, mission, goals, objectives as stated in public documents.
   B. Who are the clients the agency is designed to serve and what are the clients’ expectations for the agency.
   C. Who makes the work demand on the agency and what do they want the agency to do for them.
   D. Do any theories explain the purposes, mission, goals or objectives of the agency?

III. How does the agency attempt to accomplish the missions, goals and objectives?
   A. How is it organized? What is the Organizational Chart?
      1. How does the organization interact with the community?
      2. How does the organization work with other organizations?
      3. How does it receive demands from clients?
      4. How does it deliver service to clients?
      5. How is the organization divided into units?
         a. Functional organization?
         b. Chain of command?
   B. What are the job descriptions of the key positions?

IV. What did you do in the agency during the internship?
   A. In what unit(s) did you work?
   B. What are the job descriptions of key people in the agency?
   C. What is your job description?
   D. What work did you do?
   E. How did this work contribute to the agency?

IV. Statistical description of the program.
   A. What are the resources of the agency? Budget
   B. How many people does it have?
   C. How much work does it have, and what type of work, e.g. police calls for service, probationers on intensive supervision?
   D. How does it measure success, e.g., clearance rates, recidivism rates?
   This information is to be based on public information.

V. Compare the experience of working in the agency with information learned in the classroom.
   A. What is new on the job?
   B. How does the organization apply theories, concepts, and administrative practices learned in course work?
      1. Did the organization show solutions to problems you learned about in the classroom
      2. Did the organization implement or fail to implement innovations you learned about in the classroom?
      3. Did the organization attempt to keep up and apply the research you learned about in the classroom?
   C. What is different about this organization from those learned about in the classroom?

VI. Conclusions and Recommendations
   A. Summarize key points.
   B. Would you recommend this agency for future interns?
      1. Was this a good learning experience?
a. What skills and abilities were acquired (writing, computer, interviewing, other)?
b. What knowledge did you acquire?

2. Were you able to make a useful contribution to the agency, or were you merely doing observation and busy-work?
INTERN EVALUATION FORM
Kent State University
Criminology and Justice Studies Program

Name of Intern______________________________________________________________

Last   First   Middle

Name & Address of Agency_____________________________________________________

Street   City   State   Zip

Name of On-site Supervisor ________________________ Supervisor’s Title ____________

Date of Evaluation ________________ Type of Evaluation: Midterm ________ Final ______

Cumulative contact hours of Intern completed with Sponsoring Agency ___________

Total Hours Required __________

Evaluation of Intern’s Performance According to the Scale below:
1. Clearly Below Satisfactory Level
2. Satisfactory Level
3. Clearly Above Satisfactory Level
4. Superior Performance
5. Agency did not permit, or does not provide, the opportunity to perform in this area

<table>
<thead>
<tr>
<th>Area of Evaluation</th>
<th>Ranking</th>
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<tr>
<td>Understands and applies the agency’s policies and procedures</td>
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<tr>
<td>Uses knowledge of the agency and community resources</td>
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<tr>
<td>Functions cooperatively with professional staff</td>
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<tr>
<td>Functions cooperatively with nonprofessional staff</td>
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<tr>
<td>Is positive in response to supervisor’s directions</td>
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<td>Has demonstrated the ability to collect and organize information on job performance</td>
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<td>Has demonstrated the ability to conduct interviews</td>
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<td>Has demonstrated the ability to make oral and written reports</td>
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<td>Has demonstrated the ability to translate knowledge gained in university courses into applied practice</td>
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<td>Has demonstrated the ability to judge what types of situations call for supervisory assistance</td>
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<tr>
<td>Identifies with the purpose and ethics of the agency and profession</td>
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<tr>
<td>Has demonstrated dependability in completing assignments on schedule</td>
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<tr>
<td>Demonstrated the ability to adapt to new situations or assignments</td>
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</table>
Rank the Intern’s Aptitude for working in the criminal justice system as follows:

Outstanding ____ Very High ____ Average ____ Below Average ____ Poor ____

Rank the Intern’s overall performance as follows:

Excellent ____ Above Satisfactory ____ Satisfactory ____ Below Satisfactory ____

If this person applied for a full-time position at your agency (assuming an opening is available), which of the following would you do?

_______ Strongly recommend that the person be hired
_______ Recommend hiring, but with reservations
_______ Definitely not recommend that the person be hired

Please make any additional comments you believe would be helpful in evaluating the Intern’s performance.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

__________________________________  ______________________________________
Supervisor’s Signature                  Date

Thank you for your assistance in evaluating the Intern’s performance. If you have any questions, please feel free to contact the Intern’s instructor. Please return this form to:

Dr. David Kessler
Kent State University
Department of Sociology
Criminology and Justice Studies Program
700 Hilltop Drive
337 Merrill Hall
Kent, OH 44242-0001
(330) 672-0316 Phone
(330) 672-4724 Fax
INTERNSHIP INFORMATION SHEET
Kent State University
Department of Sociology
Criminology and Justice Studies Program

It is the responsibility of the student/intern to return this form to the University Faculty Coordinator no later than the first week of placement.

STUDENT INFORMATION

Name__________________________________________________________________________

Last First Middle

KSU ID#:____________________________ Semester of placement ______________________

No. of credit hours sought________

KSU Address

Street City State Zip

Permanent Address

Street City State Zip

Local Telephone (___) __________________ Home Telephone (___) __________________________

E-mail Address __________________________

Specific duties to be performed and/or observed during the internship as agreed upon by your agency supervisor:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Major learning objectives for the internship:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

SPONSORING AGENCY INFORMATION

Name of Agency:__________________________________________________________

Address:

Street City State Zip

Name of On-Site Supervisor: ___________________________ Supervisor’s Title:____________________

Supervisor’s Telephone Number (_____) __________________________

Number of Credit Hours Student Completed:____________

E-mail Address: ________________________________
WORK SCHEDULE

Internship Start Date ________________  Internship End Date ________________

After consultation with my on-site supervisor, I have arranged the following work schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hrs.</th>
<th>Exceptions</th>
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<td>Sunday</td>
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STUDENT AFFIDAVIT

I have read the Rules and Procedures Manual for the Internship in Justice Studies (CRIM 46792) and I am fully aware of and agree to meet all of the requirements for the course as outlined in this manual; I agree to work the hours stated above.

_______________________________________  ____________________________
Signature                                      Date

SUPERVISOR AFFIDAVIT

I have agreed that the intern assigned to me shall work the hours and perform the duties stated above.

_______________________________________  ____________________________
Signature                                      Date

It is the responsibility of the student/intern to return this form to the University Faculty Coordinator after completing the first week of placement. Return this form to the appropriate supervisor:

Dr. David Kessler
Kent State University
Department of Sociology
Criminology and Justice Studies Program
700 Hilltop Drive
337 Merrill Hall
Kent, OH 44242-0001
(330) 672-0316 Phone
(330) 672-4724 Fax
dkessler@kent.edu
WAIVER OF LIABILITY FOR DEPARTMENT OF SOCIOLOGY-CRIMINOLOGY & JUSTICE STUDIES INTERNSHIP

This form **MUST** be submitted to the faculty internship coordinator **prior to** beginning placement.

I, ____________________________, the undersigned, a student enrolled at Kent State University (KSU), in consideration of certain opportunities given to me in completing an internship (CRIM 46792), do hereby release KSU, its employees, the State of Ohio, and its representatives and employees, and any private or governmental agency, federal, state, or local, to which I am assigned as an intern in said CRIM internship course from any and every liability of whatever nature for any and every injury, physical and/or mental, that I may suffer while pursuing my studies as a student enrolled in Internship, on or off Campus.

**Student’s signature:** ___________________________  **Date:** ___________________________

**Student Name:** ___________________________  **Student KS ID number:** ___________________________

**Address:** __________________________________________________________________________

____________________________________________________________________________________

**Phone #:** ___________________________  **E-mail:** ___________________________

Whom to notify in the case of an emergency:

**Name:** ___________________________  **Phone #:** ___________________________

Please return to:

**Dr. David Kessler**  
Kent State University  
Department of Sociology  
Criminology and Justice Studies Program  
700 Hilltop Drive  
337 Merrill Hall  
Kent, OH 44242  
Phone: (330) 672-0316  
Fax: (330) 672-4724  
dkessler@kent.edu