



INTRODUCTION TO THE INTERNSHIP PROGRAM

The internship experience is designed to provide students working towards certificates and Associate in Applied Science degrees in Law Enforcement or Corrections with an opportunity to develop insight into the practical application of academic knowledge. Through observing the work activities of the members of a criminal justice agency and by working under supervision, students will be better prepared to assess their own interest and potential for a career in criminal justice. The student's practical learning experience will be most beneficial if he/she has a general knowledge of the criminal justice area. This understanding will be forthcoming from the completion of the required number of hours of Criminal Justice coursework prior to enrollment in the internship.

The purpose of the internship is:

1. To enrich classroom learning through exposure to related on-the-job experiences.
2. To assist in the determination of career goals.
3. To provide experience in the field for those just entering the criminal justice field.
4. To broaden that experience and the students' perspective on criminal justice issues for those who have prior experience in the criminal justice field.

You should also realize that a successful internship experience is not only a "plus" on your academic transcript and job resume, but the experience also may be your means of obtaining employment with the agency later. A number of people play an active role in the internship. The key people involved in the internship experience are:

- ❖ The Student Intern: a motivated person who is seeking a practical learning experience with an agency in the criminal system.
- ❖ The Agency Supervisor: a knowledgeable and experienced practitioner who will (1) provide guidance to the student intern, and (2) monitor and evaluate the intern's performance.
- ❖ Internship Supervisor: the specific member of the criminal justice faculty who will work closely with the student intern to resolve questions and problems, maintain records and reports re: the internship, see that internship guidelines are adhered to, communicate with internship agencies as necessary, and evaluate the student's overall performance.

PREREQUISITES FOR THE INTERNSHIP PROGRAM

1. You may not enroll during the first semester of college work.
2. You must have completed at least twelve (12) semester hours of CRJ course work.
3. You must have completed appropriate paperwork and met with the Internship Supervisor.

OBJECTIVES OF THE INTERNSHIP

The internship program is designed to help students maximize their understanding of the criminal justice process through the integration of theoretical classroom learning with practical learning experiences. More specifically, the internship experience is designed to help each student:

- Integrate and apply the theory and research skills derived from his/her criminal justice coursework;
- Gain first-hand knowledge and a greater understanding of a criminal justice agency, including the

administrative functions and the community forces which affect its organization and administration;

- Develop techniques and skills common to the criminal justice system (e.g., observing, planning, and data collecting);
- Learn about one's own abilities and aptitudes. You will see for yourself the kinds of personalities, temperaments, diplomacy, community relations, behaviors, and other normative modes of conduct that do and do not work, are and are not acceptable, in criminal justice agencies. Further, you will learn the jargon and operational terminology that practitioners utilize in their daily communication.

PLACEMENT PROCEDURES

- Upon registering for CRJ 216, the student must meet with the Internship Supervisor to discuss prerequisite and course requirements and receive appropriate paperwork, including an application.
- Once the student has completed the application, it should be filed with the Internship Supervisor.
- Decisions of placement are the responsibility of the Internship Supervisor. The student's interest, educational needs and personal circumstances, as well as availability of placement resources, influence the selection of the placement agency.
- The student and the agency are notified of the decision for placement by the Internship Supervisor and the student is given a time period in which to contact the agency for an interview.
- Placement is confirmed after the student and the designated agency personnel have met. The appropriate person in the agency will notify the Internship Supervisor of the acceptance or rejection of the student. If the student is accepted, the student and the Agency Supervisor will complete the Learning Contract. The student shall turn in the Learning Contract prior to the start date of the internship.
- The student must also turn in a completed and signed "Hold Harmless Agreement" prior to the start date of the internship.

Background investigations by agencies are routine in virtually all student internships. Keep in mind that the initial screening may range from a brief interview and fingerprinting to a very thorough screening process requiring several months. As a result of the agency internship process time, early coordination with the Internship Supervisor and the selected agency is critical.

RESPONSIBILITIES OF THE STUDENT

1. Complete all prerequisites outlined in the program.
2. Arrange and appear for a personal interview with the Internship Supervisor the semester prior to your anticipated internship.
3. Arrange and appear for a personal interview with the Agency Supervisor.
4. Maintain regular attendance at the agency during hours arranged for placement. Be punctual and reliable. Absences must be reported to the Agency Supervisor and Internship Supervisor.
5. Fulfill in a professional manner all the duties and responsibilities assigned by the Agency Supervisor.
6. Be familiar with rules, regulations, and all laws that pertain to the participating agency or program.
7. Attend the mandatory internship meeting the first week of the semester and meet with the Internship Supervisor at least two additional times during the semester (e.g., midterm and

- at the end of the semester)
8. Complete written assignments (daily logs and final report) and all other course requirements.
 9. Students must be able to devote 75 hours at the internship agency per each credit hour of internship enrollment. For example, if you enroll in three (3) credit hours of internship, you must devote 225 hours ($75 \times 3=225$) on-site at the intern agency.

RESPONSIBILITIES OF THE AGENCY

Each agency may have its own guidelines for selection of interns. The agency has the right to reject intern applicants. The agency may wish to conduct a formal or informal background investigation of the candidate.

In general, the agency is responsible for:

1. Providing the student with a brief orientation, including information on:
 - working hours
 - work breaks
 - personal conduct
 - appropriate dress
 - procedures and routines
 - confidentiality of information
 - computer usage protocols
 - contact / communication with other agency units
 - behaviors that may lead to the termination of the internship
 - organization and administration of the agency
 - philosophy and objectives of the agency
2. Developing opportunities for the student to engage in meaningful experiences that foster learning and are in line with the objectives of the internship program.
3. Designating staff member(s) to act as student supervisor(s) and allocating time to the staff member(s) for supervision of students.
4. Submitting written evaluations of the student at the time designated by the Internship Supervisor.
5. Informing the school of any problems that the student is experiencing in the internship program.
6. Sharing with the College, in keeping with agency policies, those records and materials which will reflect the student's learning.

RESPONSIBILITIES OF SOUTHEASTERN ILLINOIS COLLEGE

1. Sharing with agencies information regarding the overall curriculum, the objectives, and the content of the Criminal Justice Internship Program.
2. Maintaining continuous communication with the Agency Supervisor to ensure maximum integration of class and field learning.
3. Designating an Internship Supervisor, who will act as a communication or liaison between the College and the appropriate agency. The Internship Supervisor should:
 - Help interpret internship program policies to the assigned agencies;
 - Communicate with the Agency Supervisor and conduct at least one on-site visit during the semester;
 - Meet with the prospective intern on at least three occasions during the semester;

- Resolve any concerns or problems regarding the internship placement; and
- Evaluate and grade students in the internship program.

INTERNSHIP GRADING PROCEDURE

The following is some of the criteria that will be used to determine your final grade for CRJ 216, Internship. Failure to comply with any of these guidelines can result in a lower grade.

1. Hold Harmless Agreement – Turned in prior to start date of internship.
2. Learning Contract – Turned in prior to start date of internship.
3. Daily Logs – Turned in monthly by the end of the first week of the new month (For example, August Daily Logs would be due by the end of the first week of September). Logs should include number of hours for each shift and for entire internship. It is preferred that you type your log but the log may be handwritten as long as it is legible/readable.
4. Contact with the Internship Supervisor – Once a month unless other arrangements are made. This contact can be made over the phone or when you turn in your Daily Logs.
5. Midterm and Final Evaluation
6. Completion of required number of hours (75 per each credit hour)
7. Final Report (due no later than two weeks after the last hour completed at the internship site or by the last day of the semester – whichever comes first).
8. Failure to turn in any required item in a timely manner is justification for a lower grade.
9. Any breach of security or trust with the internship agency will result in possible disciplinary action.

LEARNING CONTRACT GUIDELINES

Each intern will be required to complete a Learning Contract. This contract will help ensure that the intern, the placement agency, and Southeastern Illinois College will be accountable to each other's needs and responsibilities.

The intern is responsible for the completion of the contract. The intern should discuss the contract and ask for suggestions and guidelines from the Agency Supervisor since he/she knows the agency's needs and capabilities.

Complete the contract after you have had a chance to determine the learning experiences the internship site will provide. List the objectives to be accomplished. Under each objective, list some specific tasks that will be completed and how those tasks will accomplish those objectives; including a time frame for each objective. This job description should be flexible in order to insure that a broad experience and exposure to the agency's operations is accomplished and to allow concentration on those activities most relevant to career development. The Internship Supervisor will assist the intern with the preparation of this contract, as needed.

The contract must be received, and amended if necessary, then signed by the Agency Supervisor and returned to the Internship Supervisor. The due date for the Learning Contract is prior to the start date of the internship.

DAILY LOG

Each intern must maintain a Daily Log noting and briefly describing all the activities involved in throughout the internship. The log may be handwritten (as long as it is legible/readable) and must be maintained in chronological order on a daily basis. Daily Logs are to be turned in to the Internship

Supervisor once a month (due by the end of the first week of the new month) unless other arrangements have been made in advance. For example, August Daily Logs would be due by the end of the first week of September.

Each separate entry in your daily log should include the following information:

- Date and time (approximate) or shift (if applicable) of each distinct activity (i.e., what you did, were involved with or assigned to)
- Place(s) where this activity/event/experience occurred (general). For example, was the activity as an observation only (from afar) or with a specific officer while on patrol? Names of specific inmates or subjects should not be listed by name.
- Note any significant/pertinent event or observation while involved in this activity.

Daily Logs shall be used as a component of the final grade. It is strongly suggested that students make copies of their log and retain them for reference when preparing the final report.

NOTE: Some internship sites are at locations other than in the immediate vicinity of the SIC Campus. This may make personal delivery to the daily logs either impractical or inconvenient. Should this be the case, logs may be mailed or emailed to the Internship Supervisor, so long as they are received on schedule. Failure to turn in your Daily Logs when due will be sufficient cause to lower your final grade.

FINAL REPORT

The Final Report is due no later than two weeks after the last hour is completed at the internship site or by the last day of the semester, whichever comes first. The Final Report should be a minimum of 500 words in length typed double-spaced using Times New Roman font. Title page does not count towards the 500 word minimum.

Format should include:

I. Cover Page

A. Title page includes:

1. Student's name
2. Course Title and Number
3. Date/Semester
4. Internship Agency Name and Address

II. Essay

A. Answer the following questions in essay format:

1. Based on your experience during the internship, how will this opportunity benefit you as you move forward in your criminal justice career?
2. Did this internship help you decide on a specific career path in criminal justice? If so, what career path and why?
3. Is there anything that could have been done to make the internship a more meaningful experience?

NOTE: Any or all reports initiated by the intern may be subject to review and/or retention by the agency upon their request.



**Southeastern Illinois College
Criminal Justice Department
Intern Application Form**

This form is used to apply for the CRJ 216 Internship course. You should complete and submit the course as soon as you've decided to do an internship and have narrowed your choices to 1 – 3 agencies. Having this form in advance will help us anticipate the number of interns to expect each semester.

After completing the form, submit it to Brent Maguire in his office (G209), or fax it to (618) 252-2941, or scan it and attach it to an email sent to brent.maguire@sic.edu.

Name: _____ SIC ID Number: _____

SIC Email: _____@sic.edu Phone Number: _____

Semester in which you plan to do the internship (check one and indicate year):

Fall _____ Spring _____ Summer _____ Year _____

Indicate at least one, but no more than three, agencies you are considering for the internship.

Agency Name: _____

City where agency located: _____

Phone Number: _____

Contact Person (if known): _____

Agency Name: _____

City where agency located: _____

Phone Number: _____

Contact Person (if known): _____

Agency Name: _____

City where agency located: _____

Phone Number: _____

Contact Person (if known): _____

Internship Terms and Indication of Acceptance

I understand that my grade in CRJ 216, Internship is dependent upon the following:

1. Completing the required number of work hours at the agency.
2. Completing the Daily Logs as instructed.
3. Keeping in communication with the Internship Supervisor.
4. Submitting a well written Final Report of the internship experience.
5. Receiving acceptable midterm and final evaluations from the agency.
6. Demonstrating professional ethics.

I understand and accept the terms of my internship.

Student Signature: _____ Date: _____

Submit this form to Brent Maguire in his office (G209), or fax it to (618) 252-2941, or scan it and attach it to an email sent to brent.maguire@sic.edu.

<p>OFFICE USE ONLY:</p> <p>Student enrolled in CRJ 216 during _____ semester 20 ____</p> <p>Agency assignment: _____</p> <p>Agency Supervisor: _____</p>



**Southeastern Illinois College
CRJ Internship Learning Contract**

BETWEEN

_____ AND _____

(Student Name)

(Agency)

The CRJ 216 Internship is an elective for the Criminal Justice Program at Southeastern Illinois College, Harrisburg, Illinois. The student is required to spend a minimum of _____hours (75 hours for each credit hour) with the internship site agency, _____.
The Agency Supervisor will be _____.

The internship will take place during the _____ semester and will start on _____/_____/_____ and tentatively end on _____/_____/_____.

The student will be expected to spend time observing in the following areas at the agency: (List hours or percentages spent in each area, include any requirements not listed elsewhere in this contract)

I understand that:

Interns will follow the Southeastern Illinois College Standards of Conduct at all times during the internship. These Standards of Conduct can be found in the student handbook, The Talon, and in the College Catalog.

_____ Student Intern	_____/_____/_____ Date	_____ Contact #
_____ Agency Supervisor	_____/_____/_____ Date	_____ Contact #
_____ SIC Internship Supervisor	_____/_____/_____ Date	



SAMPLE INTERNSHIP DAILY LOG

CRJ 216

Intern Name: _____

Agency Name: _____

Date	To / From (hours)	Total daily hours	Activities
08-19-13	12:00-2:00 pm	2	Rode in the patrol vehicle with Officer Smith. Observed an accident investigation.
08-20-13	12:00 - 4:00 pm	4	Discussed the financial structure of the agency with my internship supervisor; analyzed personnel manuals that govern all departmental procedures.
08-22-13	12:00 -2:00 pm	2	Rode in patrol vehicle and learned of qualifications necessary for radar operation; simulated operation of radar.
Etc.			

Total Hours (this page): [8]

Total Internship Hours (so far): [8]

Student Signature: _____ Date:

Supervisor Signature: _____ Date: _____

Hold Harmless – Internship Southeastern Illinois College

Introduction

This Southeastern Illinois College Internship Project offers a unique opportunity for student to gain direct professional experience. The project relies on cooperation and goodwill of various private businesses, individuals, organizations and government entities. Because we understandably cannot assume responsibility for the various persons and agencies which are in different ways associated with this project, we ask that you adhere to the following terms and conditions of participation. Your dated and witnessed signature indicates that you understand and agree to those terms and conditions.

Agreement / Release

WHEREAS, I, _____ am a student registered for and desire to participate in a Southeastern Illinois College Internship Project to be conducted at herein after referred to as "Internship Sponsor"; and

WHEREAS, this Internship has been organized by Southeastern Illinois College, 3575 College Road, Harrisburg, Illinois, 62946, and is coordinated by _____, a member of the faculty of Southeastern Illinois College; and

WHEREAS, I understand and agree that there are risks to my person and property and to the person and property of other associated with my participation in this Internship; and

WHEREAS, I understand and agree that my participation in this Internship is completely voluntary; and

WHEREAS, I understand and agree that Southeastern Illinois College does not provide insurance coverage for any injury or damage to my person and property nor for injury or damages to the person and property of others while participating in this Internship Project; and

WHEREAS, I understand and agree that any arrangement for remuneration or insurance coverage is strictly between me and the organization providing this Internship Sponsorship.

NOW, THEREFORE, I, _____ the undersigned, being 18 years of age or older and therefore an adult according to the laws of the State of Illinois, in consideration of the educational advantages and opportunities afforded me by my participation in this Internship Project, agree to hold Southeastern Illinois College; its faculty members: its Board of Trustees; officers and other employees harmless for any direct, indirect, special or consequential damages which I may incur or be held liable for as a result of my participation in this internship project.

Your Name Printed

Place of Internship

Semester Enrolled

Year

FURTHERMORE, I agree to accept full and total responsibility for my actions at all times while a participant in the above described Internship.

I have read the above terms and conditions of this Hold Harmless Agreement and I understand and agree to the terms and conditions of this agreement.

Your Signature

Your Name Printed

Your Address

City State Zip

Telephone E-mail

Date

Witnessed by [Signature] This cannot be the Internship Coordinator

Witness Name Printed

Witness Address

City State Zip

Date