



DEPARTMENT OF JUSTICE STUDIES

113 BOWMAN HALL
KENT, OH 44242
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RULES AND PROCEDURES MANUAL

for

UNDERGRADUATE INTERNSHIP (JUS 46792, 3-12 HOURS)

CATALOG DESCRIPTION:

Work experience under direction of supervising faculty member in a federal, state or local justice agency. An "IP" grade is permissible. Course is graded *S* (Satisfactory) or *U* (Unsatisfactory).

Prerequisites:

9 hrs. of JUS including 12000; 2.00 GPA in Justice Studies and overall; junior or senior standing required. JUS 32400 (Research Methods) highly recommended. Controlled enrollment.

The internship course offered by the Department of Justice Studies 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. The specific objectives of the Internship in Justice Studies course are:

1. 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.
2. 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.
3. To familiarize the student with the specific skills needed in the day-to-day functioning of workers in the criminal justice field.
4. 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.

GENERAL COURSE PROCEDURES AND REQUIREMENTS

1. The student is required to contribute 35 hours of fieldwork for each one hour of academic credit. For example, the student seeking six (6) credit hours must engage in 210 hours of work with his/her sponsoring agency; over the fifteen-week fall or spring semester, this requirement averages 14 hours of work each week. The student should keep this time requirement in mind when registering for other courses during the placement period.

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 12 hours of internship work would need to work 84 hours per week in a five-week summer session, which is not feasible. 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. If a sponsoring agency has been identified, students will be allowed to start early to complete the required number of hours on time, but students should not expect to take an Incomplete and complete hours at a later time.

Students can enroll for 3 to 12 hours of internship. Up to 6 hours of internship will count toward the fulfillment of elective hours for the Justice Studies major. Between 6 and 12 hours will count toward the fulfillment of university upper division elective hours. Students must be cognizant of the university limit of 16 hours on nontraditional course work. Students who have completed workshop or individual investigations will further limit the number of internship hours that can be counted toward university requirements.

2. Students seeking to enroll in JUS 46792 should arrange a conference with the faculty coordinator well in advance of the pre-registration period for the semester in which the fieldwork will be completed. During this initial conference, the student's specific career goals and current academic progress will be discussed. The suitability of particular placement possibilities will also be discussed. If the 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.

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 involving knowledge-gathering, analysis, and processing, or knowledge application. It is understood that students may not be able to perform tasks that require certification, 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 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. 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 on tasks that allow them to apply their university education and develop professional skills and knowledge.

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 bring a job description to the conference with the faculty coordinator for review. 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.

SPECIFIC ACADEMIC REQUIREMENTS STUDENTS MUST MEET BEFORE THEY ENROLL IN JUS 46792

The student MUST obtain:

- a. Proof of eligibility in terms of GPA. The student MUST have a cumulative grade point average of 2.00 or better in Justice Studies courses and a cumulative grade point of 2.00 or better for ALL course work completed.
- b. 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.

- c. The student MUST have junior or senior standing and have completed a minimum of nine (9) hours of JUS course work, including JUS 12000. Completion of 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 the distribution course requirement on police. Students working in a prosecutor's office, public defender's office, or law office should complete JUS 33200 Criminal Law, JUS 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 JUS 36703 Juvenile Delinquency or JUS 34311 Youth and the Justice System, and include JUS 46708 Treatment Methods from the Corrections distribution requirement or other elective. ***Plan to complete the relevant course work prior to beginning the internship.***

- d. 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.

Once the student has been given verbal permission to enroll in JUS 46792, the student is expected to contact the specific criminal justice agency at which he/she desires to be placed. If feasible, a personal interview with the potential field supervisor is arranged.

NOTE: at the time of the first meeting with the prospective on-site agency supervisor, the student should take along a resume. 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.

3. Once the student has received verbal approval from the supervising agency, contact between the agency and the faculty coordinator will be initiated. Specific details of the internship must be arranged to the satisfaction of the student, agency, supervisor, and the faculty coordinator BEFORE the student actually begins to work in the field. These must be stated in writing on the attached Internship Information Sheet. In addition, the form contains the Internship Work Schedule.

This 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. Students can indicate variations on the form as exceptions.

4. Placement Preparation Seminar: all students enrolled in JUS 46792 will be required to attend a placement preparation seminar scheduled during the semester prior to the time the internship commences. The seminar will meet one time for approximately 90 minutes. ATTENDANCE IS MANDATORY. The seminar will deal with pre-placement professional concerns such as the intern role, ethical standards, and other matters related to the placement experience.
5. 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 will be collected for inspection several times over the term and on the last instructional day of the term.
6. 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. 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 may be delivered in person or sent by mail.

7. The student will be evaluated twice during the term by the agency supervisor; once at midterm, and once again at the close of the term, using the Intern Evaluation Form. The agency supervisor will be contacted at the appropriate times to conduct these evaluations. If possible, the academic supervisor will complete a field evaluation.

8. Responsibility for determining the student's final grade for the course is solely that of the faculty member 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

Introduction

- 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 their expectations for the agency.
 - C. Who makes the work demand on the agency and what do they want the agency to do for them.
- III. How does the agency attempt to accomplish the missions, goals and objectives?
 - A. How is it organized? Organization 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?
 - 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
Department of Justice Studies

Name of Intern _____

Last First Middle

Name and 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 intern has completed w/ sponsoring agency _____

Total hours required _____

Evaluation of intern's performance according to the scale below:

1. Clearly below satisfactory level
2. At 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

Area of Evaluation	Ranking
Understands and applies the agency's policies and procedures	
Uses knowledge of the agency and community resources	
Functions cooperatively with professional staff	
Functions cooperatively with nonprofessional staff	
Is positive in response to supervisor's directions	
Has demonstrated the ability to collect and organize information on job performance	
Has demonstrated the ability to conduct interviews	
Has demonstrated the ability to make oral and written reports	
Has demonstrated the ability to translate knowledge gained in university courses into applied practice	
Has demonstrated the ability to judge what types of situations call for supervisory assistance	
Identifies with the purpose and ethics of the agency and profession	
Has demonstrated dependability in completing assignments on schedule	
Demonstrated the ability to adapt to new situations or assignments	

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.

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 the appropriate supervisor:

**Dr. David Kessler
Kent State University
Dept. of Justice Studies
113 Bowman Hall
Kent, OH 44242-0001
(330) 672-0316 Phone
(330) 672-5394 Fax**

**Dr. Edna Erez
Kent State University
Dept. of Justice Studies
113 Bowman Hall
Kent, OH 44242-0001
(330) 672-0310 Phone
(330) 672-5394 Fax**

INTERNSHIP INFORMATION SHEET
Kent State University
Department of Justice Studies

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

ID# _____ Semester of placement _____ No. of credit hours sought _____

KSU address _____
Street City State Zip

Permanent address _____
Street City State Zip

Local phone (____) _____ Home phone (____) _____

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 phone number (____) _____

No. of credit hours student completed _____

E-mail address _____

----Continued on reverse----

WORK SCHEDULE

Internship start date _____

Internship end date _____

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

Internship Work Schedule				
<i>Day</i>	Start Time	End Time	Total Hrs.	Exceptions
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Weekly Total				

STUDENT AFFIDAVIT

I have read the Rules and Procedures Manual for the Internship in Justice Studies (JUS 46792) and 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 or Dr. Edna Erez
 Kent State University, Dept. of Justice Studies
 113 Bowman Hall, Kent, OH 44242-0001
 (330) 672-2775 Phone
 (330) 672-5394 Fax

**WAIVER OF LIABILITY FOR
DEPARTMENT OF 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
(Print name)

University (KSU), in consideration of certain opportunities given to me in completing an internship (JUS 46792 or JUS 66792), 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 JUS 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 ID number _____

Address _____

Phone # _____ E-mail _____

Whom to notify in the case of an emergency:

Name _____ Phone # _____

Return to the appropriate faculty member at:

Department of Justice Studies
Kent State University
113 Bowman Hall
Kent, OH 44242
Phone: (330) 672-2775
Fax: (330) 672-5394