



Justice Systems

## INTERNSHIPS

JUST 417 INTERNSHIP IN ENFORCEMENT & / OR  
JUST 418 INTERNSHIP IN COURT SERVICES  
& CORRECTIONAL AGENCIES

### TABLE OF CONTENTS:

- PURPOSE
- CANDIDATE REQUIREMENTS
- COURSE DESCRIPTION
- COURSE REQUIREMENTS
- CHECKLIST
- INTERNSHIP REQUEST FORM
- APPENDIX: SAMPLE WEEKLY SUMMARY REPORT, QUARTERLY REPORT STEPS, EMPLOYER EVALUATION, INTERN EVALUATION

# PURPOSE

An internship's purpose is to demonstrate ways in which theoretical ideas learned in a classroom can be applied to the profession. Such on-the-job activity provides one with practical experience through observation and participation. Candidates accepted as interns will work in situations as close as possible to their chosen field of study.

An internship is for the most enthusiastic, motivated, and deserving students. There are many advantages, such as, favorable contact with prospective employers; insight into knowledge drawn from the classroom; self-discovery; and first-hand experience which cannot be taught in the classroom. Interns are given the opportunity to "test the waters" before making lifelong commitments. Lastly, the internship is an excellent capstone experience for the Justice Systems major.

# CANDIDATE REQUIREMENTS

- \* Acceptance into the Justice Systems Program as a four-year Bachelor of Science degree-seeking student
- \* A cumulative GPA of 2.50 and a 2.75 major GPA
- \* Completion of 15 semester hours of Justice Systems courses (one-fourth having been completed through Truman State University)
- \* Junior or Senior standing is generally expected
- \* Acceptance by and meeting the standards of the internship agency. For example, an intern applicant should expect to complete the application required by the participating agency and to have an interview.

# COURSE DESCRIPTION

Internships are usually on a full-time basis, and at least eight weeks in length. In some situations it is acceptable to work less than 40 hours per week and extend the number of weeks to obtain the required working time. Forty hours of field experience is required for each hour of university credit. One may complete two internships, thus earning 16 credit hours; but, only 8 hours of credit can be earned at one agency. The ending dates of the eight or sixteen-week period should coincide with the ending dates of a regular school session. This minimizes the need for incomplete grades. Students must enroll and pay credit hour fees for this class in the same manner as any other university course. (Check registrar.truman.edu for enrollment dates.)

A student already employed in a Justice Systems agency should expect to intern at a different site. The student might keep the first position by spreading the required 320 working hours of the internship over the duration of a regular semester. Thus, the student could work 20 hours a week at the internship site and still retain the regular employment. This type of internship must be served in blocks of time of at least four or more hours. Enrollment in this type of arrangement is not approved unless a written description of expected duties and a verification from the internship agency is included as part of the application package. Note, transfer students who have completed an internship through another institution are not eligible for an additional internship. Seniors may be allowed to participate in an internship during their final semester. In these special situations graduating seniors would need to submit all requirements in time for senior grades to be submitted to the Registrar.

# COURSE REQUIREMENTS

In addition to the working hours of the internship, each intern must complete the following requirements:

- \* maintain a daily journal or diary
- \* submit weekly summary report
- \* submit four quarterly reports
- \* submit a final summary report
- \* submit the two evaluations

### **Daily journal or diary**

Daily entries should be written in a hard-backed, bound journal or in electronic format. Entries should contain information about your daily experiences, but should not include any derogatory or confidential information. It may be helpful to carry a small notebook on the job for the purpose of taking short notes to aid in journal entries. The main goal of keeping the journal or diary is to prompt the intern to think and reflect about each day's activities. This exercise often results in new insights, raising new questions, and an overall better understanding of the day's activities. The journal can also be used as a reference when writing weekly summaries and the final summary report. The journal may also serve as a useful addition to the student's portfolio. It will be turned in upon completion of the internship and returned to the student after the grade is submitted to the registrar.

### **Weekly summary reports**

At the end of each week, the intern mails or emails a weekly summary to the faculty supervisor. This summary should be type-written, in a narrative style, and from three to five paragraphs in length. Any pertinent questions, comments, or concerns that require a response may be included with these summaries, but in a separate letter. Appendix A contains an example of a weekly summary report form. All written communication should be of a professional business style.

### **Quarterly reports**

Interns are expected to submit four quarterly reports on topics related to the internship. These reports should parallel the intern's work situation as closely as possible. Choose topics that reflect what the internship has led you to believe is important and will be useful in your career. A research topic suggested by an agency supervisor may also be acceptable. Interns are to read articles from peer reviewed journals in the areas of Law Enforcement, Police Science, Criminology, Delinquency, Corrections, Probation and Parole, or other areas related to the internship.

A minimum of four articles should be read for each report. Each report should synthesize the information and ideas of the four individual articles. Each report will properly cite all articles used. Interns are expected to demonstrate the quality of writing of the caliber expected of their upper-level college standing. All quarterly reports must be type-written. The body of the report should be from 3 to 5 pages in length. This does not count the cover and bibliography.

The purpose of this assignment is to encourage interns to increase their mastery of the discipline. Also, it allows the student to compare/contrast journal information with classroom and internship experience. In addition, it helps improve abstract and logical thinking and writing skills.

It is everyone's expectation in the profession to be a life-long learner. Reading the professional literature is a significant means by which to achieve this goal.

While bulletins, magazines, and similar publications are informative and interesting, they are not generally accepted research sources and not acceptable for this assignment. They must be peer reviewed or listed as academic or scholarly in Ulrich's Periodicals Directory.

The following are a few examples of acceptable journals.

Journal of Research in Crime and Delinquency  
Journal of Police Science and Administration  
Journal of Forensic Science  
Journal of Criminal Law and Criminology  
American Bar Association Journal  
Federal Probation  
Journal of Law and Education  
Harvard Law Review

In order to aid you in completing this aspect of the internship requirements, a list of suggested steps to take when writing a Quarterly Report is included as in Appendix B.

### **Final summary report**

At the conclusion of the internship, a summary report will be sent to the faculty supervisor. This report should be from three to five pages in length. It will explain the way in which this internship has contributed to your education and your understanding of the justice system, and how you anticipate it will help you upon entry into your chosen career. Some suggested writing prompts are:

How has this internship contributed to my education?

How has this internship contributed to my understanding of the justice system?

In what ways do I anticipate this internship will help me upon entry into my chosen career?

What have I learned in this internship that was not taught in the classroom?

How have I grown as an individual as a direct result of my internship?

Would I recommend an internship to another Justice Systems major; why or why not?

### **Evaluations**

A final and very important area in which interns will be evaluated is work performance. Interns are evaluated by their agency supervisors in areas such as dependability, judgment, relations with others, attitude, and punctuality. An evaluation form for agency supervisors is included in Appendix C. This should be given to the agency supervisor two weeks prior to the conclusion of the internship. After completion, the supervisor is requested to mail it directly to the faculty supervisor.

Lastly, the intern's evaluation of the internship is to be done. The evaluation form is included in Appendix D.

As an intern you are not only representing yourself, but also your faculty supervisor, professors, fellow students, and Truman State University. Therefore, you have an obligation to act with the utmost courtesy and professionalism.

# Checklist

National and federal internships take a semester up to a year to set up; otherwise, hometown or local internships can be set up within a couple of months

READ BOOKLET CAREFULLY \_\_\_\_\_

INTERNSHIP REQUEST FORM \_\_\_\_\_

INTERVIEW WITH CHAIR OF  
JUSTICE SYSTEMS \_\_\_\_\_

INTERVIEW WITH PROVOST'S  
DESIGNEE \_\_\_\_\_

FOLLOW-UP MEETING WITH  
CHAIR \_\_\_\_\_

SCHEDULE INTERVIEW WITH  
PROSPECTIVE AGENCY \_\_\_\_\_

## APPENDIX A: SAMPLE WEEKLY SUMMARY REPORT

June 9, 2008

Chair of Justice Systems  
Truman State University  
100 East Normal  
Kirksville, MO 63501-4221

RE: First Weekly Report (June 4 to 8, 2008)

Dear \_\_\_\_\_,

This week I participated in the following activities. I...

*Use a narrative style of writing to describe the highlights of the week's activities.*

*3-5 paragraphs, not more than 2 pages*

*Daily journal is a good resource*

Completion of this week's work brings my total internship hours to.....

Sincerely,

(signed name)

Your typed name  
Address  
City, State, Zip

## **APPENDIX B: QUARTERLY REPORT STEPS**

1. Select a topic which is directly applicable to your internship. For example, if on a ride-a-long you witnessed someone arrested for a DUI and this topic interests you, choose it as your broad topic area.
2. Go to the Reference Section of a library and seek out one or more of the following indexes or abstracts-*Criminal Justice Abstracts*, *Criminal Justice Periodical Index*, or *Social Science Index*. These are all electronically available or in printed form and contain abstracts or citations of journal articles written in that field of study. Look up your topic in the index or abstract and choose the four articles.
3. Carefully read all four articles on the topic you chose. Evaluate how the information from each ties in with the other articles.
4. Write your quarterly report and mail it.

# I NTERNSHIP REQUEST FORM

Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Local Address \_\_\_\_\_

Local Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Year in school (Junior, Senior, or other) \_\_\_\_\_

Major \_\_\_\_\_ G.P.A. \_\_\_\_\_

Minor or Area of Concentration \_\_\_\_\_

## Authorization to Release Information

I hereby grant permission to the Registrar's Office to release unofficial copies of my transcript to prospective internship agencies requesting this information.

Signature: \_\_\_\_\_

To be approved to enroll in the internship program, the following steps outlined below need to be completed.

### 1. Schedule interviews with the following individuals:

Chair of Justice Systems, BT 2210, x4667

- Bring a completed Internship Request Form and a resume suitable for sending to prospective internship agencies
- Get signature on Approvals sheet

Vice President for Academic Affairs' Designee, MC 203, x4105

- Get signature on Approvals sheet

### 2. If all approvals are given, then meet with Chair to discuss arrangements regarding specific agencies, times, and dates. (Note: Registration is completed at regular enrollment time in the same manner as other university courses.)

-----  
Beginning Date: \_\_\_\_\_

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

First Choice: \_\_\_\_\_ (location/agency)

Second Choice: \_\_\_\_\_ (location/agency)

General health condition: Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_

Physical disabilities or limitations: Yes\_\_\_\_ No\_\_\_\_

If "yes", please explain: \_\_\_\_\_

---

Eyesight: Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_

Colorblind: Yes\_\_\_\_ No\_\_\_\_

Hearing: Good\_\_\_\_ Fair\_\_\_\_ Poor\_\_\_\_

Are you a US citizen? Yes\_\_\_\_ No\_\_\_\_

If "no", please indicate citizenship and visa type: \_\_\_\_\_

---

Do you have the use of a vehicle during your internship? Yes\_\_\_\_ No\_\_\_\_

Have you ever been arrested for anything other than a minor traffic violation? Yes\_\_\_\_

No\_\_\_\_

If location of internship is unknown, is there a preference of:

Geographic location? Yes\_\_\_\_ No\_\_\_\_

If "yes", where? \_\_\_\_\_

---

Type of agency? Yes\_\_\_\_ No\_\_\_\_

If "yes", what type? \_\_\_\_\_

---

What are your career goals? What do you hope to be doing in five years, ten years, fifteen years, etc.?

# APPROVALS

## **Chair of Justice Systems**

I recommend this student as an approved candidate for an internship and I am willing to supervise the student.

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

## **Provost's Designee**

I approve: \_\_\_\_\_

I disapprove: \_\_\_\_\_

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

## APPENDIX D: INTERN EVALUATION

Intern's Name \_\_\_\_\_

A primary objective of the Internship Program is to provide the student with an opportunity to apply classroom learning to actual life situations. It is therefore important that the internship be structured accordingly, with duties given being of an appropriate level. Your analysis of your own experience will help determine the quality of your particular internship.

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

Internship Dates: \_\_\_\_\_

1. Do you think your time was spent performing work of value to the agency?
2. Were all of your duties and responsibilities clearly defined?
3. Do you think that the work assigned to you was appropriate for your level of skill and knowledge?
4. Was there sufficient work to keep you fairly busy at all times?
5. Overall, do you think that the internship was well organized by the agency?
6. Was your academic preparation sufficient or were there areas where you were lacking in skill or knowledge?
7. Which classes were the most beneficial to you and which were the least?
8. Do you have any suggestions on how your faculty advisor could better prepare interns for their internships?

9. Was you coordinator at the agency helpful?
10. Was he/she available to assist you if needed?
11. Did he/she seem interested in you and the internship?
12. Did he/she often check your progress, provide suggestions, and offer constructive criticism of your work?
13. Were there any conflicts which arose within your internship that you think future interns should be made aware of?
14. Would you recommend this internship to another prospective intern?
15. What additional suggestions do you have for improvement of any aspect of this internship program?

# APPENDIX

**APPENDIX C: EMPLOYER EVALUATION**

Name of Student \_\_\_\_\_  
Work Period \_\_\_\_\_  
Employer \_\_\_\_\_  
Employer's Address \_\_\_\_\_

**INSTRUCTIONS:** The immediate supervisor should evaluate the student objectively and return one copy of this form to: Chair of Justice Systems; Truman State University; 100 E. Normal; Kirksville, MO 63501

**NOTE:** If there are others in the agency who were also in charge of the intern, please make copies of this evaluation and have them fill out and return their copies along with the supervisor's.

\_\_\_\_\_

A = Exceptional B = Very good C = Average D = Weak F = Poor

\_\_\_\_\_

A B C D F

**RELATIONS WITH OTHERS:**

Ability to work well with and get along with others.

\_\_\_\_\_

**ATTITUDE-APPLICATION TO WORK:**

Interest and effort put forth into the work assigned.

\_\_\_\_\_

**JUDGMENT:**

Ability to make intelligent and appropriate decisions.

\_\_\_\_\_

**DEPENDABILITY/RESPONSIBILITY:**

Is responsible enough to handle assignments and can be depended on to successfully complete them.

\_\_\_\_\_

**ABILITY TO LEARN:**

Ability to be given and easily learn new assignments.

\_\_\_\_\_

**QUALITY OF WORK:**

Thoroughness and quality of completed assignments.

\_\_\_\_\_

**MATURITY AND POISE:**

Ability to handle various situations in a mature, composed, and professional manner.

\_\_\_\_\_

APPEARANCE:

Has professional appearance,  
(i.e. wears appropriate clothing,  
good personal hygiene)

\_\_\_\_\_

ATTENDANCE:

Regular or irregular

\_\_\_\_\_

PUNCTUALITY:

Usually on time.

\_\_\_\_\_

OVER-ALL PERFORMANCE:

\_\_\_\_\_

Types of work assignments completed:

What preparation, if any, was lacking in the student's background?

What personal qualities help or hinder the student?

Can you foresee future success for the intern in this field of study?

Additional comments you would like to offer:

Would you be willing to employ interns in the future? Yes\_\_\_ No\_\_\_\_\_

This report has been discussed with the student. Yes\_\_\_ No\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_