

Criminal Justice Internship Program
CJ 4488, CJ 4489, & CJ 4490

This policy governs the Internship Program for students majoring in Criminal Justice at Troy University. Participation in the Internship Program must be approved by the Internship Coordinator in advance of student registration for CJ 4488, CJ 4489, and CJ 4490. Students applying for the Internship Program must investigate and propose an appropriate criminal justice agency at which their Internship will be performed. Participation in the Internship program is not guaranteed; interested students must submit an application, as detailed herein, in order to be considered for the program. The Internship Coordinator will evaluate the student-applicant and the proposed internship agency to assure that the expectations and goals of the Internship experience will be met.

The attached form (“Criminal Justice Internship Approval Request”) must be completed and submitted by each applicant for the Internship program. It is the responsibility of each applicant to provide a proposed schedule for Internship work and to describe the duties required for the position requested. Throughout the semester in which the student participates in the Internship program the student must perform the duties required by the internship agency and report at all scheduled times. The internship agency is required to provide appropriate on-going evaluations and an overall evaluation for the semester to the Internship Coordinator. The Internship Coordinator will contact the proposed internship agency to verify the applicant’s duties and schedule. The Internship Coordinator will advise the internship agency as to when on-going and end of the semester evaluations are due.

All evaluations, schedules, and approval requests will be kept by the Criminal Justice Department for a reasonable amount of time after the Internship has been completed.

Troy University
Criminal Justice Internship Approval Request

Student Name: _____ Student ID: _____

Classification: Fr So Jr Sr Phone: _____

Email: _____ Expected Semester of Internship: Fall Spring Summer

Internship Hours Requested:

- 3 Credits (125 Hours)
- 6 Credits (250 Hours)
- 9 Credits (375 Hours)

Internship Agency: _____ Phone: _____

Agency Address: _____

City: _____ State: _____ Zip _____

University Internship Acceptance: Yes No Pending

Internship Agency Supervisor: _____ Phone: _____

Site Address: _____

City: _____ State: _____ Zip _____

Supervisor Internship Acceptance: Yes No Pending

Alternative Internship Supervisor: _____ Phone _____

Student Signature: _____ Date: _____

Advisor Approval: Yes No Pending

Advisor Signature: _____ Date: _____

Successful Completion: Yes No

If No, please explain: _____

Instructor Signature: _____ Date: _____

Note: Submission of this form does not guarantee participation in the Internship Program; each Request will be evaluated by the Internship Coordinator.

Internship Student Agreement

This statement affirms my understanding of the conditions under which I am applying for a Criminal Justice Internship in the Department of Criminal Justice at Troy University.

I understand that in order to intern I must:

- Submit a completed Criminal Justice Internship Approval form to the Internship Coordinator prior to registration.
- Complete an acceptable interview with the Internship Coordinator or his/her designee.
- Have previously passed the following courses:
CJ 1101, CJ 2221, CJ 2231, and CJ2241;
- Have an cumulative and major minimum GPA of 2.5;
- Complete the following number of hours at the internship placement
 - A. 3 credits 125 hours
 - B. 6 credits 250 hours
 - C. 9 credits 375 hours
- Submit weekly activity reports during the internship
- Submit an acceptable term paper as assigned by the Internship Coordinator

I understand that during my internship I will not be identified as anything other than a student intern, and I agree not to place myself or allow myself to be placed in dangerous situations nor allow myself to be used in an undercover capacity. Further, I agree to release Troy University and its officers, employees and faculty from all legal liability for any injury that I may sustain during the performance of activities as a student intern.

I understand that in order to fulfill the academic requirements of the internship program, I must:

- Satisfactorily and timely complete a summary journal of experience and hours worked;
- Satisfactorily and timely complete a participant-observation type term paper;
- Receive satisfactory evaluations from my internship supervisor.

I further understand that my failure to fulfill these requirements will result in an unsatisfactory grade for the internship course.

I hereby accept these conditions under which my application for criminal justice internship is being made.

Signed: _____

Print Name

Date: _____

Internship Agency Agreement

Name of Intern: _____

Dear Intern Supervisor:

To provide our interns with the best possible learning experience, we ask that you consider the following agreement between the Department of Criminal Justice Internship Coordinator at Troy University and your agency.

The agency agrees to:

- Provide meaningful criminal justice related activity to the student. Clerical work, filing, phone answering, etc. will be kept to a minimum;
- Contact the Internship Coordinator if any questions or problems arise with the student or the program itself;
- Not place the student in potentially life-threatening situations, to the best of its ability;
- Not use the student in an undercover capacity;
- Monitor the student's Internship hours and require the student to complete the required hours during the semester;
- Evaluate each intern twice during the semester on the provided forms;

The Agency Internship Supervisor will be responsible for explaining safety issues, policy and procedures and other relevant information, with each intern.

The Agency Internship Supervisor agrees that the Troy University Internship Coordinator may visit the Agency during the semester to meet with the supervisor and the student.

Thank you for your participation in our program.

Troy University Internship Coordinator

Agency Internship Supervisor

Position

Agency

Phone Number

Date

Intern Paper

Your research paper should be a complete report of your internship experiences that describes "How I Evaluate Myself as a Future Criminal Justice Worker," and should be 3-5 typed pages. Describe the extent to which the theoretical knowledge included your course work at Troy University contributed to your field practice experience during your internship. Cite at least two TROY courses. Show what you have learned, indicate how your ideas have changed or been supported, and why. List your strengths and weaknesses and grade yourself on job performance.