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.

I acknowledge that I am opting in to permit the collection of this data by the University for the purpose(s) indicated. (Learn more about our information policies at https://it.troy.edu/policies/index.html and how we use data at https://www.troy.edu/privacy-statement.html.)

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
Student Internship Evaluation

Student’s Name: ________________________________

Intern’s Agency: ________________________________

Supervisor & Position: ________________________________

Phone Number: ________________________________

Your cooperation in making this internship available to our students is greatly appreciated. This evaluation is an extremely important tool in providing information paramount to the student’s academic and professional development. I will review the evaluation with the student. If you think further comments are necessary, please feel free to provide additional information. Thank you for your valuable assistance in this internship program and your contribution to our students’ education.

1. Identify the general and specific roles and duties performed by the student, the overall responsibilities entrusted to the student, and the learning objectives established for the student.

2. Evaluate the student’s ability to satisfy the objectives set forth for student interns by your agency.

3. Briefly describe any specific areas in which the student demonstrated particular abilities or skills that you believe reflect favorably on his/her future performance in the criminal justice field.

4. In which areas would you suggest that the student concentrate his or her efforts to improve in order to achieve future success in the criminal justice profession.

5. How would you rate the student’s overall performance at your agency? Please circle one:
   - Excellent
   - Above Average
   - Average
   - Below Average
   - Poor

6. Did you discuss this evaluation with the student? Yes_____ No ______

7. Other comments
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.