I. RATIONALE:

Internship experiences provide students with the opportunity to have real world experience, to help them bridge the gap between theory and practice, and to help them develop a sense of confirmation of their selection of this major.

II. COURSE OBJECTIVES:

Individualized (see Internship contract).

Students are required to complete 100 contract hours for each three credits they earn.

Students may earn up to 15 credits in internships.

Evaluation Procedure:

Students will be responsible for a daily journal outlining their experiences at the agency. Journals should be submitted to the faculty member one week before the internship ends.

Students shall submit a paper incorporating, text information, previously studied material from prerequisite courses, and personal/professional experiences.

The paper should not exceed 15 pages. The paper should be double-spaced and typewritten. If appropriate, the paper shall be prepared in APA Style.

A specific topic may be based on a recommendation from the agency supervisor.

III. RESOURCES

1. Criminal Justice Internship Checklists and Time-lines
2. Criminal Justice Internship Pre-Application Form
3. Student Rights and Responsibilities
4. Criminal Justice Internship Suggested Site Information
5. Criminal Justice Internship Learning Contract
6. Initial Internship Report
INITIAL INTERNSHIP REPORT

Student’s Name __________________________ Semester __________________________

The above named student is a senior in the Criminal Justice Major who is qualified to apply
for an agency practicum/internship with a criminal justice agency or related organization.
The student has indicated acceptance by your organization for an internship.

The Internship course requires 100/200 hours of experience with a criminal justice agency,
two oral presentations on campus, and submission of a written report at the end of the
experience that includes a journal of activities/assignments. It is requested that the student be
given the opportunity to work in as many areas and perform as many duties of the agency as
is permitted within the framework of safety and security.

At the completion of the internship the person supervising the student will be asked to
complete a brief evaluation of the student’s work product which will be submitted directly to
the professor. It is also requested that the supervisor conduct an exit interview with the
student as a forum to supply candid feedback concerning the student’s overall performance.

Please supply the following information for the student intern record:

Agency/Organization Name

Address __________________________ City __________________________ State __________ Zip __________

(_____) __________________________ (_____) __________________________

Phone __________________________ Fax __________________________

Internship dates: Start __________ Finish __________

Internship Supervisor (print) __________________________ Title __________________________ (Signature) __________________________

Any questions or comments at any time during the internship should be directed to:

Mr. Kirk R. Trate
Coordinator, Criminal Justice Program
(302)356-6766 or kirk.r.trate@wilmu.edu