



The University of Mississippi

***INTERNSHIP HANDBOOK
CRJU 4900 - CRIMINAL JUSTICE
LSTU 4950 – LAW STUDIES***

DEPARTMENT OF CRIMINAL JUSTICE & LEGAL
STUDIES

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A. PURPOSE OF INTERNSHIP

1. The University of Mississippi Catalog Description

- 1.1. CRJU 49000. Internship. 3 credit hours. Internship at an approved criminal justice-related agency, requiring written reports based on the internship. May be repeated once at a different criminal justice-related agency.
- 1.2. LSTU 49500. Internship. 3 hours. Supervised practical experience in private law offices, courts, government offices or businesses. Minimum of 135 clock hours.

2. Requirement within the Department of Criminal Justice & Legal Studies

- 2.1. The Internship Program is an integral component of the total undergraduate academic program offered by the Department of Criminal Justice & Legal Studies at the University of Mississippi. As such, internship studies are designed to enhance the student's academic experience through a planned and supervised program of observation, study, and work in a selected criminal justice agency or law-related offices or agencies.

3. Internship Program Goals

- 3.1. To provide the student with an opportunity to apply and evaluate his/her academic experience in a professional field setting.
- 3.2. To familiarize the student with the actual operations of a criminal justice or law-related office or agency.
- 3.3. To provide the student with useful experience in a criminal justice agency or law-related office or agency and thereby improve his/her employment potential upon graduation.
- 3.4. To provide the student with the opportunity to meet various criminal justice and law-related practitioners who may be of assistance in preparing for career objectives.
- 3.5. To provide a direct service link between criminal justice agencies, law-related offices and agencies, and the Department of Criminal Justice & Legal Studies through the exchange of knowledge and information related to practical agency and personnel needs.

B. STUDENT ELIGIBILITY REQUIREMENTS

1. Major

- 1.1. For CRJU 4900, the student must be an officially declared Criminal Justice major. For LSTU 4950, the student must be an officially declared Law Studies major.

2. Class Standing

- 2.1. The student must be of junior or senior student standing;

3. Criminal Justice/Law Studies Credits

- 3.1. Prior to the internship, the student must have completed three-fourths of the credit hours required for the Criminal Justice major or the Law Studies major.

4. Grade Point Average

- 4.1. The student must have a minimum 2.00 grade point overall.

5. Prior Approval

- 5.1. Prior to the start of the internship, the student must obtain written approval from the Professor of the internship course for the semester it is being taken to make sure all paperwork for the internship is completed and the course requirements are understood.

C. INTERNSHIP OPTIONS

1. The student is responsible for seeking out and securing an internship position with a criminal justice or law-related agency or organization. The procedure for making an arrangement with an agency or organization and the requirements to be met should be obtained from the Criminal Justice Internship Professor or Law Studies Internship Professor. Internship positions may be developed both within the State of Mississippi and out-of-state.
2. No student will be allowed to enroll for internship credit and work with or for a relative or family member.
3. No credit for past work at an agency or organization will be granted.

D. THE APPLICATION AND APPROVAL PROCESS

1. The student is responsible for observing the following sequence for applying to the Internship Program:
 - 1.1. Meet with the Academic Advisor within the Department of Criminal Justice & Legal Studies, as well as, with the appropriate Internship Professor to discuss the internship program and eligibility. Within the Department of Criminal Justice & Legal Studies there will be an Internship Professor supervising CRJU

49000 and an Internship Professor supervising LSTU 49500.

- 1.2. Read this handbook carefully. Keep it for reference.
- 1.3. Complete the Internship Application packet for the appropriate Internship Professor before the internship begins.
- 1.4. Provide the appropriate Internship Professor with the agency name, field supervisor name, internship position duties and responsibilities and work schedule agreed to immediately upon acceptance by the agency.
- 1.5. Student must have a confirmed internship assignment in an agency before the internship begins. The Internship Professor will then approve the requested internship no later than the start of the semester of the internship.
- 1.6. Each student must attend meetings set by the Internship Professor. The dates, times, and locations of these meetings will be provided by the Internship Professor once the student has been approved and has registered for the internship course (either CRJU 49000 or LSTU 49500).
- 1.7. Internship agency requests that have little or no relationship to the criminal justice or legal system or that appear to offer a weak internship field experience will not be approved. The Internship Professor will make the decision of whether or not to approve a requested internship location.
- 1.8. Submit a registration form for CRJU 49000 to the Criminal Justice Internship Professor or a registration form for LSTU 49500 to the Law Studies Internship Professor before the internship begins.
- 1.9. Once an internship position has been secured and finalized, it should be considered a contract. Cancellation of an internship assignment can be made only with the approval of the supervising Internship Professor. Unapproved cancellations will result in assigning the student a failing grade for the course.

E. ACADEMIC REQUIREMENTS

1. General

- 1.1. Internships should be considered in the same manner as any other academic course. Specific expectations of the student are set forth, the performance of the student is evaluated and a grade is assigned. The essential difference is that it is primarily a field "laboratory" experience rather than a classroom experience. A total of 135 hours must be completed at the internship agency for three credit hours. If the internship is taken for six credit hours, a total of 270 agency hours must be completed. The minimum number of hours cannot be lowered or waived.

2. Seminars

- 2.1. Students are required to attend all meetings set forth by the Internship Professor. As previously indicated the dates, times, and locations of these meetings will be provided by the Internship Professor after the student has been approved and has registered for the internship course.

3. Written Assignments

- 3.1. As set forth by the Internship Professor, the written work assignment of the student will consist of work detailed in the course syllabus, including a weekly reflective journal entry and the final project.
- 3.2. The weekly reflective journal will contain the dates and times completed at the internship agency, the tasks completed during each internship shift, and what the student thought he/she learned during the particular internship shift. Each will have at least four parts: The date and time of the internship work, the number of hours at the internship agency for the particular shift, the tasks completed during the particular shift, and what was learned during the particular internship shift. Factors taken into consideration in grading the reflective journal are: individual judgments and insights offered on what was learned, neatness and style, and descriptive content. The Internship Professor will provide the date that the journals are due.
- 3.3. The final project is the Student Internship Critique, a comprehensive reflection on the internship experience and your growth as a criminal justice professional. Handwritten submissions will not be accepted. If not submitted as a digital file, entries must be in 12 point font. The purpose of the project is to relate your internship experience to your academic experience. Factors taken into consideration in grading the project are the clarity and depth of the discussions of the strengths and weaknesses of the internship agency, the quality of the summary of the internship experiences, quality of the writing, the insights/proposed methods to address the weaknesses offered, and format and style. Each response should be in the format of a paragraph
- 3.4. The due dates for the journals and final project will be provided by the Internship Professor in the course syllabus.

4. Grading and Evaluation

- 4.1. A letter grade will be earned by the student in accordance with his/her performance in the course.
- 4.2. The final grade will be determined by the supervising Internship Professor.
- 4.3. The student will also complete the Student Intern's Evaluation of Internship Agency form and submit it directly to the supervising Internship Professor.

F. CREDITS FOR INTERNSHIP - CRJU 4900 AND LSTU 49500

1. Criminal Justice majors may enroll in CRJU 4900 for either three (3) or six (6) credit hours. The maximum number of hours allowed to be applied to the 120 credit hours required for the Bachelor's degree in Criminal Justice in CRJU 4900 is 6 credit hours. The three (3) credit hour internship is designed to be completed in one semester, although in certain circumstances arrangements can be made to extend the internship beyond one semester. In order to earn the three (3) credit hours for CRJU 4900, a minimum of 135 hours must be completed at the approved internship agency. In order to earn the six (6) credit hours for CRJU 4900, a minimum of 270 hours must be completed at the approved internship agency.
2. Law Studies majors may enroll in LSTU 4950 for either three (3) or six (6) credit hours. The maximum number of hours allowed to be applied to the 120 credit hours required for the Bachelor's degree in Law Studies in LSTU 4950 is 6 credit hours. The three (3) credit hour internship is designed to be completed in one semester, although in certain circumstances arrangements can be made to extend the internship beyond one semester. In order to earn the three (3) credit hours for LSTU 4950, a minimum of 135 hours must be completed at the approved internship agency. In order to earn the six (6) credit hours for LSTU 4950, a minimum of 270 hours must be completed at the approved internship agency.

G. STUDENT'S RESPONSIBILITIES DURING THE INTERNSHIP

1. Prior to the internship semester, the student intern must meet with the Internship Professor who will:
 - 1.1. Explain the internship, including the application and prior approval requirements;
 - 1.2. Help answer any questions you may have;
 - 1.3. Confirm your internship arrangements and provide permission to allow you to register for CRJU 4900 or LSTU 4950.
2. During the first week of the semester, the student must receive the following information from the Internship Professor:
 - 2.1. Provide you with the required meeting dates, times, and locations;
 - 2.2. Provide you with the due dates for the journal and paper; and
 - 2.3. Explain the requirements for CRJU 4900 or LSTU 4950 and how they will be graded.
3. Submit the reflective journal entries, final project, and other course assignments to the Internship Professor by the stipulated deadline dates.
4. Be responsible to an assigned field supervisor in the internship

agency/organization.

5. Students may not be supervised by a relative.
6. Discuss with the field supervisor all planned activities or client contacts before proceeding.
7. Report to the agency dressed and groomed in an appropriate manner.
8. Be punctual and reliable; always contact the agency in advance if you will be late or absent.
9. Complete work assigned by the agency.
10. In all instances, confidentiality of clients' relationships with the agency is to be respected as well as the confidentiality of agency records.
11. Ensure that no commitments are made which will conflict with the internship. Specifically, students enrolled for internship credit are prohibited from taking courses that meet during the hours when the student has made a previous commitment to his/her internship agency.
12. Return the completed Student Intern's Evaluation of Internship Agency form to the Internship Professor.

H. RESPONSIBILITIES OF THE INTERNSHIP PROFESSOR

1. Assist with the development, modification, and dissemination this handbook.
2. Approve/disapprove the requested internship agency or agencies.
3. Set the number of meetings with interns during the course of the semester. Also determine the dates, times, and locations of these meetings.
4. Explain the requirements for enrolling in and completing the internship class.
5. Maintain contact with the internship agency and/or field supervisor to develop adequate guidelines and responsibilities for the student.
6. Maintain the confidentiality of any information received pertaining to the records of the agency.
7. Provide the Field Supervisor's Evaluation of Student Intern forms to, and receive the completed evaluation, from participating agencies and/or field supervisors.
8. Maintain records of internships.

9. Assist the participating agencies in developing a meaningful field internship experience for the student.
10. Recruit new field internship agencies as the need arises. Maintain contact with inactive agencies.
11. Recruit students for the internship program/course.

I. RESPONSIBILITIES OF THE INTERNSHIP AGENCY/ORGANIZATION

1. Allow the student to begin the internship during the first week of classes of the semester enrolled in CRJU 4900 or LSTU 4950 (or as close to the first week of the semester as possible).
2. Develop a formal or informal training program to familiarize the student with the function and operation of the agency. Allow the student sufficient exposure to other aspects or departments within the agency.
3. Select and assign a qualified staff member as the student's field supervisor to provide supervision for the student during the internship. The staff member should have at least 5 years of experience in the profession. The student is to provide the name of this person and contact information to the Internship Professor. Students may not be supervised by a relative.
4. Determine, through mutual agreement, the student's hours of work so as to meet the minimum of 135 hours at the internship agency to meet the requirements for three (3) credit hours of CRJU 4900 or LSTU 4950, and to meet the minimum of 270 hours at the internship agency to meet the requirements for six (6) of CRJU 4900 or LSTU 4950.
5. Allow the student to become sufficiently involved in the agency so as to enhance his/her learning experience. Allow the student to participate in meetings and to assume to the extent possible, responsibilities of the type carried out by regular employees.
6. If an internship is unpaid, this should be made explicitly clear to the student, and the internship should adhere to Fair Labor Standards Act guidelines.
7. Orient the student as to the agency's expectations of appropriate dress, policies pertaining to the confidentiality of records, and any other types of significant behavior which are appropriate in the respective agency.
8. Contact the Internship Professor when it is felt that problems are disrupting the student's work performance.
9. Complete a mid-term evaluation of the student's performance after the student has completed half of their internship hours (3 academic hours: 68 hours, 6 academic hours: 135 hours). After completing the midterm evaluation form the agency

supervisor should verbally review with the student, and sign by both parties before submission. Submit as hard copy, as fax, or electronically via e-mail as pdf file after scanning signatures.

10. Complete a final evaluation of the student intern's performance. The agency field supervisor is to review the contents of the performance evaluation with the student and discuss areas in need of improvement and suggest steps to meet these standards.
11. The students receive a portion of their final grade based upon the mid-term and final evaluations you provide. If the supervisor is uncomfortable with the department's evaluation forms or refer to use your internal agency forms, please contact the Internship Professor as soon as possible.