

Corrections Internship: An informational overview for students enrolled in CJ 480 Internship in Corrections.

The following guideline information is provided to enhance the student's knowledge of the requirements necessary for successful completion of the Corrections Internship that is requisite for the Bachelor of Science in Criminal Justice degree (Corrections major) at Washburn University.

1. In the internship, a total of six credit hours of course work is needed to fulfill the degree requirements. All students must complete at least 240 contact hours in an approved assignment with an agency or program. Students may elect to complete the 6 credit hours during one semester or choose to split the internship between two semesters of 3 credit hours each. The semesters need not be consecutive, nor does the student have to perform an internship with the same agency during both semesters.
2. All students enrolled in the CJ 480 are responsible for securing their own internship, remembering that correctional agencies have specific criteria for meeting the minimum qualifications of the internship. Therefore, it is imperative that students allow enough lead time in the application process to ensure that they can meet all requirements and have been accepted by an internship agency prior to the start of the semester. The Criminal Justice Department will normally approve internships with any bona fide public or private correctional agency or program and may be arranged in accordance with geographical considerations. Students desiring to intern with an agency in their hometown, or in a locale in which they intend to seek future employment, should be prepared for frequent and consistent telephone and/or written contacts with the instructor. The Criminal Justice Department maintains a list of several corrections agencies that consistently provide positions for student internships.
3. Once a student has selected an agency and has received tentative approval that an internship position will be available, the student must complete and process the four documents listed in table 1. When all completed forms are submitted to the Criminal Justice Department, approved by the instructor, and the student has enrolled in the course, the initial course administrative process has been completed.
4. CJ 480 Corrections Internship is supported by on-line services at Washburn University known as WebCT. Once enrolled in the course students should access WU's homepage (www.Washburn.edu) then click "on-line classes". Next click on "Get User's ID and Password". Once the password and ID is issued, click "Course Listings" and find Criminal Justice. Browse the list and click on "CJ 480 Corrections Internship".
5. Students are required to maintain contact with the instructor via WebCT on at least a weekly basis. Writing assignments, discussion posting, and mail should be conducted via WebCT. A full description of course assignments is provided in the course syllabus.

Description

Biographical Summary: This document provides personal identification, education and experience background, and other information pertinent to your candidacy for the internship. A biographical summary should be presented to the internship agency and a copy provided to the course instructor.

Agency Participation Form: This document asks for identification of the agency person who will be primarily responsible for supervision of the intern. The form also requests a brief description of the duties and responsibilities of the intern may anticipate performing during the internship. The completed form should be presented to the course instructor.

Agency Nondiscriminatory Policy Acknowledgement: This document requires that an authorized representative of the internship agency acknowledge by signature that the subject agency does not discriminate, nor allow discriminatory policies bases upon race, sex, religion, age, ethnic origin or creed. The completed form should be presented to the course instructor.

Student Intern Acknowledgement and Waiver: This document requires that the intern student acknowledge and execute a written waiver, with agreement to abide by the provisions expressed on the form. The completed form should be presented to the course instructor.

5. All students enrolled in CJ 480 will be evaluated by the instructor based upon performance criteria in the following areas: 1. the level of performance at the internship agency or program; 2. participation in discussion (WebCT); and 3. the quality of the written assignments. Performance at the internship agency is assessed, in part, by a written final evaluation report submitted by the internship agency supervisor. A letter grade will be assigned by the instructor inclusive of the students agency performance and completion of course assignments.

**DID YOU KNOW YOUR INTERSHIP MAY SATISFY YOUR
WASHBURN TRANSFORMATIONAL EXPERIENCE
REQUIREMENT?**

Washburn Transformation Experience (WTE) is a graduation requirement for all baccalaureate students who first enrolled at Washburn in the fall 2006 and semesters thereafter. This requirement is an opportunity to gain advanced learning in ways other than through traditional college studies. You will have the chance, through the transformational experience, to take what you have learned in the classroom and put that knowledge to work within the community, internationally, through scholarly activities or in leadership.

The transformational experience allows you to set yourself apart from other applications as you will learn new skills (teamwork, critical analysis, global perspectives) which can be showcased during your interview or on your resume!

The Criminal Justice program has made it possible for students doing their internship to also complete the Community Service component of the Transformational Experience.

The 240 hours required for your internship will also count towards the 150 hours of the Community Service TE, as long as you meet certain requirements while doing your internship.

If you wish to complete your community service TE, then the first step, after you secure your internship placement, is:

1. Declare your Transformational Experience by going to your Student Tab on MyWashburn. Click into the TE link, identify the Community Service TE and note the mentor as Rick.Ellis@washburn.edu

You will then receive an e-mail from Dr. Ellis or one of his staff requesting to meet with you as well as sending to you information regarding your requirements, hours and meetings.

The Community Service staff are excellent to work with as they work extremely hard to meet your needs.

Should you have additional questions regarding the Washburn Transformational Experience, please feel free to contact me in Benton 314 or e-mail at joan.bayens@washburn.edu

Joan Bayens
Coordinator,
Washburn Transformational Experience
School of Applied Studies

Biographical Summary
Corrections Internship Program
Department of Criminal Justice
Washburn University

Section 1 (Personal Identification Information)

COMPLETE NAME _____

ADDRESS: _____

HOME TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

Section 2 (Background Check Information)

SEX: _____

RACE: _____

SOCIAL SECURITY NUMBER: _____

D.O.B: _____

DRIVERS LICENSE NUMBER: _____

Section 3 (Current Employment Information)

PLACE OF EMPLOYMENT: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

SUPERVISORS NAME: _____

Section 4 (Emergency Notification Information)

CONTACT PERSONS NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

Section 5 (Educational Background Information)

MAJOR: _____ DEPARTMENT: _____

MINOR: _____ DEPARTMENT: _____

TOTAL NUMBER OF COMPLETED HOURS _____

Section 6 (Student Reference Information)

NAME _____ PHONE NUMBER: _____

NAME _____ PHONE NUMBER: _____

PROFESSOR _____ PHONE NUMBER: _____

The previous information should be completed by all students enrolled in CJ 480 Corrections Internship, presented to the internship agency, and a copy provided to the course instructor.

AGENCY NONDISCRIMINATORY POLICY ACKNOWLEDGEMENT
Internship in Corrections

PARTICIPATING AGENCY: _____

ADDRESS: _____

I, _____ duly authorized representative of the above agency, do hereby acknowledge and attest that the subject agency does not discriminate, nor allow discriminatory policies based upon race, sex, religion, age, ethnic origin, or creed.

SIGNED: _____ DATE: _____

THE INFORMATION ABOVE SHOULD BE COMPLETED BY THE INTERN SUPERVISOR OR DESIGNATED AGENCY REPRESENTATIVE AND PRESENTED TO THE COURSE INSTRUCTOR.

STUDENT ACKNOWLEDGEMENT AND WAIVER
Internship in Corrections

THIS WAIVER, executed on the date which appears below-written by a student of Washburn University, Topeka, Kansas (hereinafter referred to as "University") intending to participate in the Corrections Internship Program (hereinafter referred to as "Intern") and for the expressed purposes and pursuant to the expressed provisions hereof, acknowledges and waives as follows:

1. The intern is applying for participation in a corrections internship program as a requirement for completion of a Bachelor of Science in Criminal Justice degree to be granted by the University, which application depends upon the approval of the intern by the participating agency. The intern is responsible for securing both approvals before commencing study in the internship program.
2. Participation of the intern is upon approval of the University, and such approval is given, subject to the rules and requirements of the internship program as expressed by the Internship Instructor, further subject to the acknowledgement and waiver given by the intern in the agreement, and further subject to the rules and regulations of the participating agency.
3. The intern hereby acknowledges, recognizes, and agrees to assume all risk of loss, including but not limited to damages, and/or injuries to the person or property of the intern, and that which could be suffered as a result of participating in the internship program, and thereby, releasing and holding the University harmless for any claims which could be made against the University relating to the intern's participation.
4. The intern further acknowledges, recognizes, and agrees that the intern will receive his/her instructions and supervision from the participating agency, and that the University does not and will not, direct or employ the intern during the course of participation in the internship program.

IN WITNESS WHEREOF, the intern set his/her hand the ____ day of ____, _____
Month Year

STUDENT INTERN