

## **CRIMINAL JUSTICE INTERNSHIP PROGRAM**

CJ490 Internship in Law Enforcement

CJ470 Internship in Security

### **Overview**

This document has been prepared as a general informational overview for students enrolled in either CJ 490 Internship in Law Enforcement or CJ470 Internship in Security. The following guideline information is provided to enhance the students' knowledge of the requirements necessary for successful completion of the internship. Successful completion of an internship is a requirement for award of the Bachelor of Science in Criminal Justice degree from Washburn University. The following information is provided:

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 (with a corresponding requirement of 120 contact hours). 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 either CJ490 or CJ470 are responsible for securing their own internship. Students should remember that law enforcement agencies have specific criteria for meeting the minimum qualifications of their own respective internships. Therefore, it is imperative that students allow enough lead-time in the application process to ensure that they can meet all requirements, and to ensure they 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 law enforcement agency or program and may be arranged in accordance with geographical considerations. Students desiring to intern with an agency in their home town, 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 law enforcement agencies that have provided internship positions in the past, and for which approval has been normally granted. However, students may select an internship agency that is not on the list, in which case prior approval by the instructor is required.

3. Once a student has selected an agency, the agency has been approved by the instructor, and the agency has approved the student to participate in an internship, the student must complete and process the four documents listed below. When all required forms have been completed they should be submitted to the instructor by delivering to the Criminal Justice Department (mail delivery is acceptable). Upon receipt and approval by the instructor, and upon the student's proper enrollment in the course, the initial course administrative process has been completed.

4. The Criminal Justice Internship Program is supported on-line by Washburn WebCT, and all normal course administration is conducted via the on-line format. As an on-line course, students are expected to have completed the Washburn on-line tutorial prior to enrollment, and to have secured Internet access to facilitate the course. Students are required to maintain contact with the instructor throughout the semester via this electronic communications program. All correspondence and writing assignments will be made via WebCT, as fully described in the course syllabus. Writing assignments include periodic monitoring reports and other assignments designed to provide insight into the content of learning occurring at the internship agency and a comprehensive final report of the internship experience. Students will also prepare a resume and cover letter, and do other assignments that support a student's employability after graduation. A full description of course assignments is provided in the course syllabus.

### **Internship Documents**

The following documents are required prior to commencement of the internship. Blank copies of these forms are attached to this Overview.

1. **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.

2. **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 that the intern may anticipate performing during the internship. The completed form should be presented to the course instructor.

3. **Agency Nondiscriminatory Policy Acknowledgment:** 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 based upon race, sex, religion, age, ethnic origin or creed. The completed form should be presented to the course instructor.

4. **Student Intern Acknowledgment 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.

### **Course Administration and Evaluation**

As an experiential learning course, the internship is designed to expose the student to activities, conditions and occupational requirements in the criminal justice field. As such, the vast majority of learning that takes place during the course occurs at the participating agency, and is delivered by agency personnel. The instructor will monitor this learning through review of periodic monitoring reports, as well as through

evaluation of student writing assignments and other reports. The following provides some further guidance on administration and evaluation:

1. All students enrolled in the internship will be evaluated by the instructor based upon performance criteria in the following areas: (1) the level of student performance at the internship agency or program; and (2) quality of the student's written assignments. Student performance at the internship agency is evaluated by a midterm and final agency evaluation and through inspection of the internship by the instructor. Student performance on written assignments will be assessed by the instructor as submitted through the on-line course format. 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 student's agency performance and completion of course assignments.

2. The Criminal Justice Internship Program is a field experience in which students take on the role of participant-observer. As such, your role as a student intern is to learn as much as you can at the agency.

3. No student should be placed in harm's way, nor should their internship position be compromised by dangerous activity. Students are NOT expected to perform as practitioners in the field, and should avoid danger. This means that if you find yourself in a situation that is potentially dangerous, you should immediately report it to your agency supervisor, AND to your instructor. Moreover, if you are being asked to conduct yourself in a manner that is not within the scope of your internship agreement, you should also report it to your agency supervisor AND your instructor. Do not hesitate to contact the instructor if you think you need to do so.

4. Honesty is the best (and only) policy. It is expected that you will be up-front and honest about your dealings with people and your activities during the internship. Throughout the semester, you may encounter unexpected hurdles that could throw off schedules, activities, etc. Do not hesitate to contact the instructor regarding such problems. DO NOT try to take credit for hours you have not completed and do not try to falsify reports. If you do, and the instructor becomes aware of your dishonesty, you are likely to receive a failing grade, and disciplinary action may be taken by the University.

5. Be sure to read the course syllabus thoroughly. It contains information that you will need to successfully complete the internship. You may commence clocking contact hours with your agency on the first day of class in the term for which you have enrolled, as advertised by the University. The on-line course will normally be available for your review the week prior to commencement of classes for each term. All computer and Internet access issues should be resolved prior to commencement of the semester.

6. Before you begin clocking hours at the internship agency, all paperwork must be submitted to, and approved by, the instructor. If you do not have a copy of the paperwork, you can download the forms and related information from the "Content Module" of this WebCT course.

**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](mailto: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](mailto:joan.bayens@washburn.edu)

Joan Bayens  
Coordinator,  
Washburn Transformational Experience  
School of Applied Studies

## STUDENT INTERN BIOGRAPHICAL SUMMARY

### **Section 1 (Personal Identification Information)**

COMPLETE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

### **Section 2 (Background Check Information)**

SEX: \_\_\_\_\_

RACE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

### **Section 3 (Current Employment Information)**

PLACE OF EMPLOYMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

### **Section 4 (Emergency Notification Information)**

CONTACT PERSON'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Section 5 (Educational Background Information)**

MAJOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

MINOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

TOTAL NUMBER OF COMPLETED HOURS: \_\_\_\_\_

**Section 6 (Student Personal Reference Information)**

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**NOTE: The above information should be completed by the student intern, with a copy provided to the internship agency and the original provided to the instructor.**



**AGENCY NON-DISCRIMINATORY POLICY ACKNOWLEDGMENT**

Criminal Justice Internship Program, Washburn University

PARTICIPATING AGENCY: \_\_\_\_\_

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

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

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

**STUDENT INTERN ACKNOWLEDGMENT AND WAIVER**

Criminal Justice Internship Program, Washburn University

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 Criminal Justice 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 an 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 participating agency by the University, and which application further 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 acknowledgment and waiver given by the intern in this 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 to not represent or hold himself/herself out as an agent, representative, or employee of the University while participating in the internship program, nor incur any liability or loss for which the University might be sought to compensate or indemnify.

5. 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 has set his/her hand the \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

INTERN'S PRINTED NAME: \_\_\_\_\_

INTERN'S SIGNATURE: \_\_\_\_\_