

INTERNSHIP PROGRAM PACKET

Thank you for your interest in the Criminal Justice Internship Program. You will find the experience of interning to be a valuable addition to your educational career at Rutgers University.

Enclosed you will find the following materials required for the completion of the School of Criminal Justice internship:

- A. Internship Contract
- B. Work Plan
- C. Midterm Internship Rating
- D. Midterm Supervisor Evaluation
- E. Final Internship Rating
- F. Final Supervisor Evaluation
- G. Time Record Sheet

A. General. In cooperation with the Rutgers-Newark Career Development Center, the School of Criminal Justice offers academic credit for approved internships. Internships offer undergraduate students the opportunity to gain pre-professional experience in criminal justice. Credit for approved internships will be granted through **Course No. 202:413**.

B. Academic credit. In general, three (3) academic credit hours may be earned for each 150 hours internship experience, to a maximum of six (6) hours total internship credit. Academic credit is award as “Pass” or “No pass.” Consequently, credit for internships cannot be used to satisfy major or general education requirements: internship credit will count only toward meeting the 124 total credit hours required to earn a baccalaureate degree.

C. Eligibility. Juniors or seniors (64+ credit hours), with a minimum grade point average of 3.0, are eligible to apply for criminal justice academic internship credit.

D. Application procedures. Prospective student interns and internship sponsors complete an internship contract.

Part of the contract is completed by supervisors, describing: (1) the nature and extent of internship responsibilities; (2) dates and hours during which work is to be performed; (3) what specific results are expected of the intern; (4) professional and other skills the intern is expected to develop; (5) what professional contacts will be available to the intern; and (6) what resources the intern will be able to use.

Another portion of the contract is completed by the student, describing: (1) what the intern expects to learn from the experience; (2) how this experience will relate to academic study in criminal justice; (3) how the internship will relate to career plans; and (4) resources the intern expects to use in completing internship and academic responsibilities.

Students must find a faculty sponsor for the internship. The faculty sponsor must be a School of Criminal Justice faculty member. The faculty sponsor will meet with the student for a minimum of three consultations sessions throughout the duration of the internship. The faculty sponsor will issue the final grade for the internship.

Completed contracts must be signed by the student, internship supervisor and sponsoring Faculty member and submitted to the Assistant Dean, School of Criminal Justice or Internship Coordinator who must approve the contract before the student will be permitted to register for criminal justice Course No. 202:413.

Important Note: Completed contracts must be submitted for the Assistant Dean's or Internship Coordinator's approval no later than Friday of the first week of classes for the fall and spring semesters. Applications for Summer term internships must be submitted before classes begin for the term in which the student will enroll for internship credit.

E. Work plan. Within two weeks after beginning an internship, students must submit a work plan to the Internship Coordinator. The plan should describe specific tasks the intern will perform throughout the semester. The work plan must be approved before academic credit can be awarded.

F. Internship assessment. The quality of internships—both the degree of professional experience gained by students, and the quality of work they perform—will be assessed at the mid-point and end of each semester. Interns will complete rating forms that document their experience (Midterm and Final Internship Rating). Internship supervisors will complete forms that rate intern performance (Midterm and Final Supervisor Evaluation).

These forms serve two purposes. First, supervisor ratings of interns are considered in deciding whether intern performance warrants a satisfactory grade. Second, intern ratings will guide decisions whether to approve future internship applications with the sponsoring agency.

Interns must submit written products as specified in the internship contract before the end of the semester in which they are enrolled. *The written product consists of journal entries that describe daily internship activities and a final paper (7-10 pages) that relates coursework to internship experiences.* This paper should, also, present the newfound knowledge the student has gained from participating in the internship and state how the internship will help advance the student's future endeavors. The faculty sponsor will grade the paper and journal entries. Failure to submit Internship Ratings, Supervisor Evaluations, or specific written products when due will be cause for receiving a "No pass" grade.

G. Restrictions. Internships are intended to integrate pre-professional and academic experience. Because of this, credit may not be awarded retrospectively. **Students may not apply for internship credit for work performed at a previous time.** For example, a student

may not request credit during the Fall semester for an internship completed over the previous summer.

Important Notes:

- **Students may not receive internship credit for normal duties performed through pre-existing employment.**
- **Students cannot receive academic credit for paid internships.**
- **A maximum of six (6) criminal justice internship credits may be earned.**

H. Internship planning. Staff at the Career Development Center (Hill Hall 309/313) maintain extensive files of information about internships in New Jersey and elsewhere. The Criminal Justice Academic Advisor and Criminal Justice Internship Coordinator often receive information about internships in local, state, and federal justice agencies. Also, students sometimes learn of internship opportunities themselves.

Arranging an internship does require careful planning and work beyond the normal classroom experience. Visit the Career Development Center or the School of Criminal Justice to obtain forms and additional information.

Internship Contract

Completed internship contracts must be submitted no later than Friday of the first week of classes for the Fall and Spring semesters. Applications for Summer term internships must be submitted before classes begin for the term in which the student will enroll for internship credit.

Work Plan

After this is signed by the intern and the supervisor, it must be submitted to the Assistant Dean or Internship Coordinator within two weeks of beginning an internship. The work plan must be approved before academic credit can be awarded.

Internship Ratings and Supervisor Evaluations

One set must be submitted at the mid-term point in the semester, and the second set must be submitted at the end of the semester.

Final Paper and Journal

The final paper and journal must be submitted at the end of the semester in which the student enrolled for internship credit. The journal should consist of weekly internship activities. These entries will guide the student in summarizing the internship experience for the Final Paper.

Time Record Sheet

The time record sheet must be completed and submitted with the midterm internship rating forms and the final internship rating forms. Three (3) academic credit hours may be earned for each 150 hours internship experience, to a maximum of six (6) hours total internship credit.

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INTERNSHIP CONTRACT

Name: _____ Student I.D. #: _____

Major(s): _____ Minor(s): _____

Class Standing (Junior or Senior): _____ Earned Credits: _____

Cumulative G.P.A. _____

School Address: _____

Home Phone: _____ Cellular Phone: _____ Email: _____

Name of Sponsoring Agency: _____

Name of Supervisor: _____

Position Title: _____

Agency Address: _____

Phone: _____ Fax: _____ Email: _____

Title and brief description of proposed internship experience: _____

Semester: Fall Spring Summer

Beginning Date: Ending Date: Hours per Week:

INTERNSHIP CONTRACT

TO BE COMPLETED BY THE INTERNSHIP SPONSOR

Intern Name _____ Supervisor _____

Agency _____

(This form, when completed, will be viewed only by the Assistant Dean of the School of Criminal Justice and the Internship Coordinator. The student will not see this form unless you specifically request that it be made available to him or her. You may write your answers on this form or on a separate sheet.)

1. What are the nature and extent of the internship responsibilities?
2. What are the dates and hours during which the work will be performed?
3. What specific results are expected of the intern?
4. What professional and other skills do you expect the intern to develop?
5. What professional contact will be available to the intern?
6. What resources will be available for the intern to use?

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APPROVALS

The signatures below indicate that these individuals have read the contract and are in agreement with regard to the main elements of the proposed internship experience.

| | |
|--------------------------------|---------------|
| _____ Internship Supervisor | _____ Date |
| _____ Faculty Sponsor | _____ Date |
| _____ Student | _____ Date |

The signatures below are required before the student will be permitted to register for the criminal justice course 21/62:202:413.

| | |
|---|---------------|
| _____ Assistant Dean School of Criminal Justice | _____ Date |
| _____ Internship Coordinator School of Criminal Justice | _____ Date |

Number of Credit Hours _____

Academic credit will be awarded at the rate of 1 credit hour per 50 hours of supervised work (maximum 6 credit hours). The final grade will be Pass/No Pas, and cannot be used to fulfill either the General Education requirements or requirements for the Criminal Justice major.

COMMENTS:

WORK PLAN

- This plan should describe the specific tasks you will perform throughout the semester.
- The plan must be submitted two weeks after beginning the internship.
- Please type this assignment on a separate sheet [1 page, 1 inch margins, double-spaced, and Times New Roman (12) font].
- *Handwritten work will not be accepted!!!*
- **The internship supervisor and student should sign and date the proposed work plan.**

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MIDTERM SUPERVISOR EVALUATION

DUE DATE _____

Intern Name _____ Supervisor _____
 Agency _____

(This form, when completed, will be viewed only by the Assistant Dean of the School of Criminal Justice and the Internship Coordinator. The student will not see this form unless you specifically request that it be made available to him or her. You may write your answers on this form or on a separate sheet.) Please evaluate your intern's development in the following areas by circling the number corresponding to your assessment. If any areas do not apply to your situation, write "N/A" on the line. Feel free to make additional comments on the back of the page. Please rate the intern on a scale of 1 through 5; 1 being poor, 3 being neutral, 5 being outstanding.

- | | | | | | |
|---|---|---|---|---|---|
| 1. Accurate and thorough | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |
| 2. Able to work under pressure | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |
| 3. Effective in oral communications | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |
| 4. Effective in written communications | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |
| 5. Effective in preparing and organizing work | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |
| 6. Takes the initiative a self-starter: | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |
| 7. Able to adjust to non-routine assignments | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |
| 8. Keeps constructively busy and mentally alert | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |
| 9. Cooperative in working relationships with others | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |
| 10. Performs tasks with industry and perseverance | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |
| 11. Able to work without close supervision | 1 | 2 | 3 | 4 | 5 |
| Comments/Examples: | | | | | |

Supervisor Signature _____

Date _____



MIDTERM INTERNSHIP RATING

DUE DATE _____

Intern Name _____

Supervisor _____

Agency _____

(This form, when completed, will be viewed only by the Assistant Dean of the School of Criminal Justice and the Internship Coordinator. Your supervisor will not see this form unless you specifically request that it be made available to him or her. You may **type** responses on this form or on a separate sheet.)

1. Describe how your internship responsibilities correspond with the overall operation of the agency. (If you have questions on this topic, check with your supervisor.)

2. If your work objectives have been altered, explain why and write your new objectives.

3. Are your work objectives being completed on schedule? If not, explain.

4. Are you satisfied with the work environment?

5. Are you satisfied with your progress? Why or why not?

6. Do you think your supervisor is satisfied with your progress? (You should talk to your supervisor to determine this.) Why or why not?

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The following section is designed to allow you to evaluate yourself on your current internship progress. In doing so, you will be able to identify those aspects of your performance which can be considered assets to your professional growth as well as those work habits that are in need of improvement.

Please evaluate your development in the following areas by circling the number corresponding to your assessment. If any areas do not apply to your situation, write "N/A" in the comment section. Feel free to make additional comments on the back of the page. Please rate the intern on a scale of 1 through 5; 1 being poor, 3 being neutral, 5 being outstanding.

- | | | | | | |
|---|---|---|---|---|---|
| 1. Accurate and thorough Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 2. Able to work under pressure Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 3. Effective in oral communications Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 4. Effective in written communications Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 5. Effective in preparing and organizing work Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 6. Takes the initiative a self-starter: Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 7. Able to adjust to non-routine assignments Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 8. Keeps constructively busy and mentally alert Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 9. Cooperative in working relationships with others Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 10. Performs tasks with industry and perseverance Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 11. Able to work without close supervision Comments/Examples: | 1 | 2 | 3 | 4 | 5 |

Intern Signature _____

Date _____

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FINAL SUPERVISOR EVALUATION

DUE DATE _____

Intern Name _____ Supervisor _____

Agency _____

(This form, when completed, will be viewed only by the Assistant Dean of the School of Criminal Justice and the Internship Coordinator. The student you have been supervising will not see this form unless you specifically request that it be made available to him or her. You may write your responses on this form or on a separate sheet of paper.)

Please rate the intern on the following skills:

| | Not Favorable | | | Favorable | |
|---------------|---------------|---|---|-----------|---|
| Cooperation | 1 | 2 | 3 | 4 | 5 |
| Production | 1 | 2 | 3 | 4 | 5 |
| Efficiency | 1 | 2 | 3 | 4 | 5 |
| Initiative | 1 | 2 | 3 | 4 | 5 |
| Communication | 1 | 2 | 3 | 4 | 5 |

Please answer the following:

1. Do you believe the intern was academically prepared for this internship? Please identify any deficiencies.

2. Describe the intern's overall performance. What aspects were positive? What aspects need improvement?

3. Were there major changes in the project from what was originally conceived?

4. Did the internship require the production of a written report or publication? If yes, has the report been completed and submitted?

5. Has the intern successfully completed the objectives outlined in the contract?

6. Would this student be considered for a permanent position?

7. If you were to assign the student a grade, what letter grade would it be? Please circle one:

A B C D F

8. Do you plan to sponsor interns in the future? Yes No

If yes, what period? (please circle one) Fall Spring Summer Continuously

9. Would you recommend the internship program to other agencies? Yes No

Could you suggest any division in your own agency, or other agencies that may be interested?

10. Additional Comments:

Supervisor Signature

Date

5. Would you like to work in a similar agency in the future? Why or why not?

6. How did your work experience relate to your past academic experience?

7. What classes helped prepare you for this internship?

8. What classes do you think would have been useful to prepare you for this internship?

9. Would you recommend this internship to another student?

Intern Signature

Date