



COURSE DETAILS

CJ 47:202:413 INTERNSHIP IN CRIMINAL JUSTICE

Thank you for your interest in the Criminal Justice Internship Course. Interning at a criminal justice-related agency or organization is a valuable pre-professional experience to add to your educational career at Rutgers University.

Eligibility Requirements

1. The internship course is open only to those students who have declared Criminal Justice as their major or minor, with priority in enrollment given to CJ majors
2. The internship course is open only to juniors or seniors (64+ credit hours)
3. A minimum cumulative grade point average of 3.3 must be obtained prior to enrollment in the internship course
4. Preference will be given to seniors to a maximum enrollment of 10 students per semester
5. The course is permission-only and enrollment will be guaranteed only by the Internship Director between the beginning of the semester and the end of the add/drop period. The decision will be based on internship site fit, scholastic standing, and program year, among other factors

The Internship Course

1. Internships consist of supervised work in an agency or organization within the field of criminology or criminal justice
2. Students are responsible for securing their own internship
3. The internship must be *unpaid*
4. *150 hours* of work at the internship site is required over the semester for this 3 academic credit hour course
5. A maximum of 6 credit hours may be earned in CJ 47:202:413 over a student's undergraduate degree, but only the first 3 may count as a CJ elective. If students elect to take the course a second time, the remaining 3 credit hours will count only toward meeting the 124 total credit hours required to earn a baccalaureate degree
6. The course is *writing-intensive* – only the first 3 credit hours earned in CJ 47:202:413 may be used to fulfill a writing requirement

Brief Description of Course Requirements

You must complete the following for full course credit:

1. Work 150 hours at the internship site *during the semester in which you are enrolled* in CJ 47:202:413
2. Monthly meetings with the Internship Director (it is your responsibility to set up these meetings)
3. Completion of required reading and submission of field notes at the end of every month
4. Mandatory attendance at two class meetings (the dates of these meetings are non-negotiable)
5. Preparation and presentation of a 10 page mid-term paper on your organization during the first group meeting
6. Outline, preparation, and presentation of a 20-25 page research paper during the second group meeting

Student Responsibilities Prior to Enrollment

If you are interested in applying for the internship course, please contact the Internship Director *as soon as possible*. The Internship Director will add you to the list of potential applicants for the following semester. Preference in enrollment will be given to CJ majors and seniors, but early notification of your interest in taking the internship course next semester is also important. There are only 10 positions in the internship course each semester (fall and spring) of the academic year.

You will need to start searching for an appropriate internship site early to secure an internship position. While the Internship Director can help to point you in the direction of internships that may be suitable, it is your responsibility to secure an internship.

Please review the course syllabus carefully.

Please review the Internship Application and complete it once you have secured an internship site.

Please have your internship site supervisor send the Internship Director a brief email confirming that you have been accepted as an *unpaid intern* in which you will work *150 hours over the 15 weeks of the semester* (10 hours per week). This email should broadly describe the nature of your work and outline a general work schedule for the semester. It is your responsibility to work out an appropriate schedule of work with your internship site supervisor.

Once you have been accepted into the internship course, the Internship Director will supply you with a permission number to enroll sometime between the beginning of the semester and the end of the add/drop period. In the event that you do not receive permission, you should enroll in an alternate course that you would be interested in taking in lieu of the internship course.

The Fall 2012/Spring 2013 Internship Director is Dr. Elizabeth Griffiths (elizabeth.griffiths@rutgers.edu)