

## UNDERGRADUATE INTERNSHIP APPLICATION

Thank you for your interest in the Undergraduate Internship course (202:499). You will need the following materials for registration and partial completion of the course:

- Form A.** Internship Agreement Agency/Approvals
- Form B.** Student Contract
- Form C.** Work Plan (required and submitted after the first 2 weeks of internship)
- Form D.** Supervisor Evaluation
- Form E.** Student Evaluation

**A. General.** Internships offer students the opportunity to gain practical experience in criminal justice in leading agencies including law enforcement, the courts, corrections, reentry, social justice and policy/private organizations, and non-profit agencies. Credit for approved placements will be granted through course number 202:499 (Internships).

Students registered for the course will work at the host agency for **150 hours** during the academic semester. Students must meet with the internship instructor as required and to attend all scheduled in-class sessions. The internship course is led by an instructor from the School of Criminal Justice. For more information, contact the Office of Academic Programs and Student Services or the Director of Community Outreach, Lori Scott-Pickens, [lpickens@scj.rutgers.edu](mailto:lpickens@scj.rutgers.edu) 973.353.3403

**B. Academic credit.** The internship course is a three-credit course (150 work hours). It is graded Pass/Fail.

**C. Eligibility.** Undergraduate students are eligible to register for the internship course after completing sixty-four credits of required coursework, have a GPA of 3.3 or higher, and are in good academic standing.

Note that Internships can be registered during the fall and spring semesters. There are no internship placements during the summer term.

### Application procedures

It is the responsibility of students to find appropriate internship opportunities. Students interested in internships placements may seek advice on potential opportunities and processes from the SCJ Director of Community Outreach. This consultation is important as placements may have different deadlines, requirements, and application processes including background checks, interviews, writing samples, etc.

The SCJ Director of Outreach has an Internship Placement Catalog that students can consult for information about possible internships. Some placement sites will accept more than one student during the same semester. ***All internship sites must be approved by the SCJ Director of Outreach before students will be enrolled in the internship class.***

Interested SCJ students must meet with their APSS advisor to make sure they are eligible for the course. The APSS office will forward information on approved students to the Director of Community

Outreach. Students in other schools (e.g., Youth Development and Juvenile Justice (**YDJJ**) minor) must meet with their academic advisor to make sure they are eligible and to request that their advisor contact the SCJ Director of Outreach about their interest in the class.

The Director will contact the student to discuss their internship request. Once the necessary paperwork is completed, the APPS office will provide students with a special permission number so that they can enroll in the class. ***Students must submit completed, signed Forms A and B to the SCJ Director of Outreach as part of their application (electronic signatures accepted; handwritten forms are not accepted).***

The internship application **Form A** is completed by a potential supervisor. It includes the following: (1) the nature and extent of internship responsibilities; (2) dates and hours during which work is to be performed; (3) the specific results are expected of the intern; (4) professional and other skills the intern is expected to develop; (5) the professional contacts available to the intern; and (6) the resources the intern will be able to use.

The internship application **Form B** is completed by the student. It includes the following: (1) the learning the intern expects from the experience; (2) how this experience will relate to the student's academic study in criminal justice; (3) how the internship will relate to the student's career plans; (4) resources the intern expects to use in completing their internship and academic responsibilities; and (5) specific written reports (term paper, case study, journal, or similar) the intern will produce.

The Director of Community Outreach Internship/course Instructor is the academic point-of-contact and will grade students enrolled in the course.

**D. Internship assessment.** The quality of internship—both the degree of professional experience gained by students and the quality of work they perform—will be assessed by the internship course instructor. Students will complete forms that document their experience (Forms C & E). Internship supervisors will also complete a form that rates a student's performance (Form D).

These forms serve two purposes. First, supervisor ratings of the student are part of the academic assessment of the internship course. Second, student ratings inform decisions on how to set-up future placements with the host agency.

Students need to contact the Director of Outreach or the Office of Academic Programs and Student Services if they encounter problems associated with their placement experience.

Students must perform tasks as part of the course requirements. These tasks may include the following:

- Attend classes scheduled by the course instructor.
- Maintain an Internship journal that describe daily internship work activities. This may be informal in nature, and reference interesting components of the work, observations, opinions, etc. related to the internship experience.
- Submit a final paper (3-5 pages) that relates coursework to internship experiences. This paper will summarize what the student learned from participating in the internship and how the internship will help advance their career goals.

Restrictions. Internships are intended to integrate professional and academic experiences. Because of this, credit may not be awarded retrospectively.



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**Form A**

**INTERNSHIP AGENCY CONTRACT/AGREEMENT (Must be Typed)**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Agency/Placement site: \_\_\_\_\_ Semester: \_\_\_\_\_

Name site supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title of internship experience:

\_\_\_\_\_

Summary description of the assignment (Describe):

The placement site agrees to provide supervision and guidance to the above-named student and agrees to work with the School of Criminal Justice (SCJ) to insure that the student has an educational experience that is consistent with the placement work plan. The work plan is a mutual agreement between the student and the agency and it is meant to map the 150 hour experience for the agency. Provide details on the following: (1) the nature and extent of internship responsibilities; (2) dates and hours during which work is to be performed; (3) the specific results are expected of the intern; (4) professional and other skills the intern is expected to develop; (5) the professional contacts available to the intern; and (6) the resources the intern will be able to use. The student may or may not be compensated for work performed. In cases of compensation, please provide detailed information in this document.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Semester: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_ Hours per week: \_\_\_\_\_

**For Office use only**

*Approved by the Director of Outreach (signature)* \_\_\_\_\_

*APPS Special permission number:* \_\_\_\_\_

*APPS Advisor (signature):* \_\_\_\_\_



**Form B**

**STUDENT INTERNSHIP CONTRACT (Must be Typed)**

Student Name \_\_\_\_\_

RUID \_\_\_\_\_

Agency: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Form B is completed by the student. It includes the following: (1) the learning the intern expects from the experience; (2) how this experience will relate to the student's academic study in criminal justice; (3) how the internship will relate to the student's career plans; (4) resources the intern expects to use in completing their internship and academic responsibilities; and (5) specific written reports (term paper, case study, journal, or similar) the intern will produce.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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**Form C**

**INTERNSHIP WORK PLAN**

To be completed by the student 2 weeks after the Internship has been initiated. Please include work schedule.

Title of internship experience:

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Work plan, Please list goals, objectives, and timelines:

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



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Form D

**SUPERVISOR EVALUATION**

Student's Name:

Supervisor's Name:

Agency: \_\_\_\_\_

Number of Hours Student Worked To-Date: \_\_\_\_\_

Please evaluate your student's performance in the following areas using a scale of 1-5 (scores range from 1=poor to 5= outstanding, N/A= "Not applicable"). This form will be reviewed by the Internship instructor. The student will not see this form.

	N/A	<i>Poor</i>			<i>Outstanding</i>	
1. Locating, analyzing, or synthesizing data	<input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Designing and/or executing research	<input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Thinking critically/problem solving	<input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. Effective in oral communications	<input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
5. Effective in written communications	<input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6. Takes the initiative a self-starter	<input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
7. Able to adjust to non-routine assignments	<input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
8. Cooperative in working with others	<input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
9. Able to work without close supervision	<input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
10. How do you rate his/her overall performance?	<input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

11. Describe the student's overall performance. What aspects were positive? What aspects need improvement?

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

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





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**STUDENT SELF EVALUATION**

**Form E**

Student's Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Agency: \_\_\_\_\_

Number of Hours Student Worked To-Date: \_\_\_\_\_

**This form will be viewed by the Director of Outreach. Your internship supervisor will not see this form.**

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. Did you fulfill your work objectives?

4. Are you satisfied with the work environment?

5. What has been your most significant accomplishment or satisfying moment during the internship?

6. What has been the most frustrating aspect of the job?



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

8. What significant contribution do you believe you made to the agency?

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

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

11. What classes most helped prepare you for this internship?

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

13. Would you recommend this internship to another student?

14. Additional Comments

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date