

Internship and Field Experience

Requirements

For

Criminal Justice

CRIMINAL JUSTICE PROGRAM
DEPARTMENT OF SOCIOLOGY/CRIMINAL JUSTICE
MINNÉ HALL 228
WINONA, MINNESOTA 55987-5838
(507) 457-5420

Revised 2012

The Importance of Internship

An internship is an essential component of your education and is required for your B.S. degree. An internship provides the student with an opportunity to make an orderly and beneficial transition from classroom learning to the real world of criminal justice. This internship experience will enable you to continue your education, deepen your knowledge, and enhance your understanding of the complexities of the criminal justice system. Frequently, the internship is referred to as a career transition experience. Therefore, the internship will allow you to:

1. Explore the different roles and responsibilities within criminal justice.
2. Apply your knowledge and skills learned in the classroom.
3. Develop your professional relationships with criminal justice personnel.
4. Meet your graduation requirements.
5. Aid you in procuring professional recommendations and future employment.

The Difference Between Internship and Field Experience

Internships are designed to provide you with practical experience and an opportunity to integrate your classroom skills, knowledge, and professional values. Internship is designated as your required capstone experience, and directly related to the program goals and objectives. The internship experience provides you with role experiences commensurate with an entry-level law enforcement or corrections professional. Direct responsibility for supervising and evaluating your performance is assumed by the agency supervisor and the faculty internship supervisor. The minimum number of credit hours of internship required for graduation is 12 semester hours within a track. Compared to field experience, the internship experience requires greater involvement and responsibility within a law enforcement or correctional agency.

Field Experience is generally an introductory experience designed to acquaint students with law enforcement or corrections roles and processes. Field experience students will normally **not** assume responsibilities commensurate with an entry-level employee. Also, field experience is **not** a requirement for graduation. It may be utilized as an elective within the major or as general elective credit toward graduation. Field experience is an excellent means of exploring various roles and responsibilities within the criminal justice field.

How to Apply for an Internship or a Field Experience

Internships and field experiences are only available to students accepted into the Criminal Justice Program. Students are also expected to be of junior or senior status and have completed all prerequisites. The prerequisites for the internship will be different for students in the corrections track compared to those in the law enforcement track. Students should consult with a faculty internship supervisor to determine whether they have met the required prerequisites. All students must have completed Soc. 418, Criminal Law and Procedure and be admitted into the Criminal Justice Program. As a general rule, corrections track students will complete their internship following completion of corrections track classes. As a general rule, law enforcement students will complete their internship prior to taking the law enforcement track classes. The following steps are required for application (*NOTE: There is a deadline for the completion of Step 3*):

- Step 1. The student reads all information in this manual before meeting with the faculty internship supervisor.
- Step 2. The student makes an appointment to meet with the faculty internship supervisor to discuss the prospects for application and the time lines for the internship or field experience.
- Step 3. **Step 3 is to be completed before commencing the internship.** The student completes the application form (Appendix A), and presents this form to the faculty internship supervisor. The student is required to provide the coordinator with an up-to-date resume and a copy of his or her student transcript. **NOTE:** The deadline for the completion of this step is eight (8) weeks prior to the start of the semester in which the student wants to start the internship or field study. **FOR EXAMPLE:** If the student wants to complete the internship in the summer, the student must have Step 3 completed by the end of March. Internship placements are competitive. Many agencies begin the application process a few months before the internship would begin. As an example, many agencies will want application materials submitted by November or December preceding the summer internship. Students should consult with prospective agencies to determine the requirements of that agency with respect to the application process. Students are encouraged to begin contacts with potential agencies at least nine (9) months prior to the expected internship semester.
- Step 4. The student will complete the placement agreement form (Appendix B) and obtain the signature of the agency internship supervisor. This agreement must be completed and presented to the faculty internship supervisor before the internship or field placement begins. The student must also sign the Ethical Guidelines (Appendix C) which details appropriate and inappropriate behavior of the student during the internship. Finally, the student must sign the release and waiver form (Appendix D).

Step 5. The student must be registered and enrolled in the internship course before placement begins. The student must also comply with any insurance requirements that the university may have to being placement.

Please follow these five steps. It is required that all forms, Appendix A, B, and C be completed and placed in your student file prior to the start of the field placement.

YOUR INTERNSHIP OR FIELD EXPERIENCE ROLE

Your behavior, dress, and demeanor during the placement should be professional and consistent with the expectations of the agency supervisor. The student is expected to abide by the practices and policies of the placement.

The primary purpose of the internship or field experience is for you to learn and gain knowledge. Interns usually begin in the observer or training role. While in the position of observer, you will learn about different responsibilities of your position. You have a legitimate reason to ask questions and should do so.

Most interns progress in a short period of time to a role that includes limited participation. At all times, your interaction with agency personnel should be cooperative and helpful. Attendance at professional meetings is encouraged.

If internship or field experience problems arise, it is best to confront the problem and consult with the agency and faculty supervisor. Your faculty internship supervisor will give you instructions before beginning your placement on how to contact the supervisor and expectations regarding regular contact during the internship. The importance of communication between you and the agency supervisor or faculty internship supervisor cannot be over-emphasized. Your agency supervisor is a primary source for a recommendation for future employment. At all times, your behavior should be professional and productive.

During your internship experience or field experience, it is important for you to record field notes in a journal that describes your observations and experiences. These notes will be extremely useful in completing the required written project. Your field notes should reflect your observations and reactions. Additionally, information about professional meetings, court procedures, and other relevant experiences should be a part of your field notes.

YOUR SUPERVISION AND EVALUATION

As an intern, you will be supervised by the faculty internship supervisor and an agency supervisor. Faculty internship supervisors will be concerned with your professional development and learning. Your relationship with your supervisors should be one of interdependence. Your internship experience should involve all parties participating in the learning process. Your faculty internship supervisor will monitor your progress by phone, letter, and site visits.

The faculty internship supervisor is primarily interested in your ability to meet the requirements of the internship experience including completion of all required forms. A major goal of any internship is professional growth.

You may find that in many law enforcement agencies, unlike corrections internships, the person in charge of internships will not be your immediate supervisor. Many times supervision is delegated to other officers in the field, at the jail, or in the courtroom setting. Your learning will depend on your communication and interpersonal skills. Therefore, you should ask questions, discuss issues, and define problems. Active learning requires your participation. Both the faculty and agency supervisors are key people in helping you get the most out of your internship experience.

Important to your entire internship experience is the evaluation process. The evaluation required of each internship or field experience student relates directly to basic professional and skill areas. It is expected that any student in the Criminal Justice Program, and of junior or senior status, can perform at acceptable levels of competence regarding the four goal areas. Therefore, these goal areas will require feedback throughout your placement from both your immediate agency supervisor and the faculty internship supervisor. Each student will be evaluated in the following four basic goals:

1. Acceptance and use of basic professional values and behaviors.
2. Attitudes and skills regarding written communication.
3. Attitudes and skills regarding oral communication.
4. Ability to relate to others and work with groups.

These should not be the only goals that the student strives to achieve. Several other related goals such as the identification and use of community resources, establishing and maintaining professional relationships, and identifying and understanding departmental policy and practice, need to be understood.

To maximize your learning experience, it is your responsibility to encourage feedback from agency personnel regarding the basic goals listed above.

THE INTERNSHIP AND FIELD PLACEMENT IS GRADED ON A PASS/FAIL BASIS A GRADE OF "FAIL" WILL BE GIVEN IN THE FOLLOWING CIRCUMSTANCES:

1. Failure to fulfill all requirements of the internship as set forth in this handbook and as may be further required by your faculty or agency internship supervisor.
2. Termination of your internship or field placement by the internship agency for any reason.
3. Failure to complete the hour requirements for the internship or field placement, irrespective of the cause.

No partial credit will be given for an internship or field experience. Your grade will either be a "Pass" or "Fail" for the entire credit hours for which you are registered. A grade of "Fail" may make it difficult for the student to obtain a different placement and may jeopardize your ability to receive your degree in Sociology: Criminal Justice.

INTERNSHIP/FIELD EXPERIENCE GUIDELINES

Internship and field experience complements the student's educational attainment by "practical" work experience. This work experience should approximate actual criminal justice work as much as possible. Additionally, internship and field experience should be completed to supplement what is learned in the classroom.

REQUIREMENTS OF THE INTERNSHIP/FIELD EXPERIENCE:

- 1) Complete all requirements as set forth in this handbook.
- 2) A detailed log of hours worked.
- 3) Maintain field notes of activities observed during the field study. It is necessary that the student keep daily/weekly notes during the field experience or internship to assist in the preparation of the monograph. Be sure to pay special attention to what you learned that day for it is this information that will be most useful when completing the monograph.
- 4) Fulfill all reporting and communication requirements of the faculty internship supervisor during the internship.
- 5) A monograph/paper of the total field experience is required. The monograph is an analytical and reflective paper which investigates and interprets specific aspects of the field experience or internship. The student must write a paper detailing what he/she learned during the experience. The knowledge the student has gained must be specifically defined and clearly expressed. The paper must include the following information:
 - (1) what are the normal requirements of the position and what were the specific duties that the student performed in the job setting;
 - (2) compare and contrast experience and knowledge gained to concepts and theories learned in the classroom;
 - (3) growth the student experienced during the field experience; and
 - (4) any other knowledge gained during your field experience not otherwise addressed. This information can be covered in a 10-20 page paper.

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- 6) Deliver to your agency supervisor the Internship Site Evaluation attached hereto as Exhibit E and request the agency to complete the evaluation and return to your faculty internship supervisor.

**CRIMINAL JUSTICE
INTERNSHIP AND FIELD EXPERIENCE APPLICATION**

I. PERSONAL DATA

Name _____

University Address:

Hometown Address:

Local Phone: _____

Hometown Phone: _____

Cell Phone: _____

E-mail: _____

Tech ID: _____

II. PLACEMENT DATA

Corrections Internship Soc 461 or Law Enforcement Internship Soc 462 preference: _____

Corrections Field Experience Soc 387 or Law Enforcement Field Experience Soc 388 preference: _____

Number of semester hour credits requested: _____

Semester Credits	Clock Hours
3	120
6	240
12	480

Date application submitted _____ Application accepted _____

Students doing placements at distant sites (i.e., greater than 50 miles from Winona) are exempt from paying a portion of the student activity fee. Such an exemption requires a completed form.

Student Signature_____
Date_____
Faculty Internship Supervisor_____
Date

APPENDIX/ATTACHMENT B

STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

Name of College/University: Winona State University

Name of College/University Program ("the Program"): Criminal Justice Program

Type of Training Experience/Internship: _____

Dates of Training/Internship: _____

Student's Name: _____ Phone #: _____

Average number of hours to be worked by the Student each week: _____

Agency Name and Address: _____

Location where training will occur (if different from Agency's address above):

Agency Representative's Name: _____ Phone #: _____

STUDENT RESPONSIBILITIES

In exchange for the opportunity to participate in the training experience/internship at the Agency, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Agency's training site. The Student will promptly notify the Agency's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn, and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Agency, follow all instructions given by the Agency and always conduct myself in a safe manner; and
5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Agency's training site; and
6. Be present at the Agency's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Agency without first consulting with the College/University's instructor/lab assistant; and
8. Abide by all requirements set forth in the Criminal Justice Internship Handbook.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Agency
- b. The Student is not covered by the College/University worker's compensation coverage; and
- c. The Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Agency does not promise any future employment for the Student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Agency.

Student's Signature: _____

Student's Name: _____

Date: _____

Name of Student's Parent (required for students under 18 years of age) (please print):

Parent's Signature: _____

Date: _____

_____, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity Employer and Educator.

Agency Approved

WINONA STATE UNIVERSITY
DEPARTMENT OF SOCIOLOGY/CRIMINAL JUSTICE
ADDITIONAL GUIDELINES/ETHICAL GUIDELINES.

All students taking part in internship and field experience placements are expected to adhere to guidelines of ethical and responsible conduct. This is necessary for the benefit and protection of the interns, those with whom the intern interacts, placement agencies, supervisors, instructors, and the university. Some guidelines are described below, but these are not exhaustive. Interns are expected to follow the guidelines of the individual placement agency and to adhere to the following principles:

1) Confidentiality: The identity and information about individuals gathered by the intern cannot be revealed without specific permission from that individual and the field placement agency. The only exceptions to this are cases in which the law requires this information to be divulged. In these cases, a court can order that notes and other records can be released. Interns must familiarize themselves with, and adhere to, confidentiality procedures of their placements and the laws of the state. Interns will not divulge to anyone not affiliated with the training agency any official information learned while assigned to the agency. Criticism of individuals or the department or other agencies is unethical.

2) Recognition of Qualifications and Limitations: Interns must recognize the limitations of their training and abilities and must not exceed these limitations in work with clients. It is incumbent upon interns that they recognize when situations are beyond their knowledge or ability. When such situations arise, interns must seek assistance from their supervisors and instructors. Interns shall not actively assist agency personnel in the apprehension and/or physical apprehension of a suspect. Interns shall not take it upon themselves to conduct separate investigations of any official matters after duty hours or while on duty unless specifically instructed to do so by the agency supervisor.

3) Identification as Interns: Interns will explicitly identify themselves as interns to individuals they come in contact with, in reports, and in other professional activities. They will not misrepresent their training, qualifications, or status.

4) Record Keeping: Interns will accurately and reliably maintain written and other records as required by their placement agency. Interns will act as interested observers. This is particularly crucial when interviews and interrogations are taking place. Interns should remain alert and observant, as it is always possible that the intern may be subpoenaed to testify as to his/her observations and actions.

5) Dual Relationships and Maintaining Appropriate Boundaries: Interns will refrain from clinical work with persons with whom the intern has a personal relationship outside the work setting. Such a "dual relationship" will inhibit the effectiveness of the intern's work and may jeopardize both the client and the intern. The intern must be able to establish and maintain appropriate boundaries. The intern must remember that boundaries must be established in order to protect oneself and the

placement site. If such situations arise, interns will seek assistance from their supervisors and instructors.

6) Prohibition Regarding Sexual Conduct or Harassment: Interns must also refrain from sexual harassment and will respect the sensitivity of others regarding sexual matters. Sexual harassment, in any form, will not be tolerated. Additionally, under no circumstances shall interns become involved in sexual or romantic relationships of any sort with anyone directly or indirectly involved in any way with the internship.

7) Self-Awareness and Monitoring: Interns will monitor their own emotional and physical status and should be aware of any conditions that might adversely impact their ability to serve their placement sites. If such situations arise, interns will seek assistance from their agency and faculty supervisors.

8) Personal Appearance and Conduct: The intern must recognize that he/she is being placed in a professional placement. The student must maintain professional appearance and conduct. The intern is encouraged to dress according to agency standards, use appropriate language, and maintain ethical conduct. [Examples of appropriate dress include: Shirt and tie/suits/knee-length skirt/dress pants/etc.]

9) Personal Integrity: The intern must be honest and truthful at all times. The intern must make decisions without regard to personal benefit. Finally, the intern must hold himself/herself to high standards of moral and ethical conduct.

10) Firearms: The carrying of firearms during the internship is strictly prohibited unless the intern receives written permission from the internship supervisor at Winona State University. This rule includes interns who have a valid permit to carry a weapon. Under no circumstances will any intern carry either on their person, in their luggage or in their vehicle any revolver, pistol, blackjack, handcuffs or chemical weapon unless specifically authorized by both the supervising agency and the university internship supervisor.

11) Alcohol/Drugs: Drinking while on duty is strictly prohibited. While off duty, it must be remembered that excessive drinking may result in embarrassment to the student, the school and the agency. All laws regarding the use and furnishing of alcohol shall be followed and failure to do so will result in a dismissal from your internship. Underage drinking shall be grounds for dismissal from your internship.

12) Automobiles: If a supervising agency requests that an intern operate a motor vehicle furnished by the supervising agency, the intern must receive written permission from the internship supervisor at Winona State University. While driving automobiles, interns will obey all traffic laws and ordinances. The agency and the Winona State internship supervisor shall be notified of any traffic citations or arrests which the student may incur while serving in the internship.

13) Violations of Law: The intern shall immediately notify the internship agency and their internship coordinator at Winona State University if the student becomes aware of any investigation regarding allegations that the student has violated the law. The intern further consents to the Winona State University internship supervisor notifying the supervising agency of any allegations that the internship supervisor

becomes ware of regarding potential violations of law or actual violations of law by the intern. The intern understands that allegations of violations of law may lead to an immediate dismissal from the internship which will result in a grade of "fail" for the internship.

14) Absolute Professionalism: The intern should strive for personal and professional excellence and, therefore, should be dedicated, disciplined, reliable, capable, honest, and respectful of other persons and the law. The intern should maintain these values and beliefs both on and off duty.

By signing below the intern agrees to adhere to the requirements listed above as well as the requirements of the specific placement agency.

Intern Signature

Date

Faculty Internship Supervisor

Date

RELEASE AND WAIVER

I, the undersigned, a student at Winona State University majoring in Criminal Justice, am participating in an internship with the _____.

The internship will continue from _____ to _____.

As part of the internship, I have elected to participate in “ride-alongs” with the police, whereby I will actually ride in a police vehicle with the officers while the officers perform their duties. I understand that the “ride-alongs” are not a requirement of the internship or my studies at the university.

I hereby release Winona State University, its employees, agents, and representatives, from any liability for injury, illness, or death, or loss or damage of any kind, suffered by me as a result of my participation in these “ride-alongs” during the course of my internship.

Signature of Student: _____

Date: _____

Name of Student: _____

(Please Print.)

WINONA STATE UNIVERSITY
DEPARTMENT OF SOCIOLOGY/CRIMINAL JUSTICE
INTERNSHIP SITE EVALUATION

Intern Name: _____

Site Placement: _____

Placement Supervisor: _____

Answer Code:

NA: Not applicable or enough information to form a judgement.

1. Far Below Expectations.
2. Below Expectations.
3. Acceptable.
4. Above Expectations.
5. Far Above Expectations.

Basic Work Requirements:

- _____ Arrives on time consistently.
- _____ Uses time efficiently.
- _____ Informs supervisors and makes arrangements for absences.
- _____ Reliably completes requested or assigned tasks on time.
- _____ Completes required total number of hours or days on site.
- _____ Is responsive to norms about clothing, language, etc. on site.
- _____ Has the ability to adjust to a variety of new circumstances and expectations.

Comments: _____

Ethical Awareness and Conduct:

- _____ Knowledge of general ethical guidelines.
- _____ Demonstrates awareness and sensitivity to ethical issues.
- _____ Personal behavior is consistent with ethical guidelines.
- _____ Consults with others about ethical issues if necessary.

Comments: _____

Knowledge and Learning:

- _____ Knowledge of client/offender/demographic population.
- _____ Receptive to learning when new information is offered.
- _____ Actively seeks new information from staff or supervisors.
- _____ Ability to learn and understand new information.
- _____ Understanding of concepts, theories, and information.
- _____ Ability to apply new information in the practical/clinical setting.

Comments: _____

Responsive to Supervision:

- _____ Actively seeks supervision when necessary.
- _____ Responsive to feedback and suggestions from supervisors.
- _____ Understands information communicated in supervision.
- _____ Accepts and successfully implements suggestions from supervisors.
- _____ Aware of areas that need improvement.
- _____ Willingness to explore personal strengths and weaknesses.

Comments: _____

Interactions with Clients/Offenders/Victims/etc.:

- _____ Appears confident and non-hesitant in interaction.
- _____ Communicates effectively.
- _____ Builds rapport and respect.
- _____ Is sensitive and responsive to needs.
- _____ Is sensitive to cultural differences.
- _____ Is sensitive to gender differences.

Comments: _____

Interaction with Coworkers:

- _____ Appears comfortable interacting with other staff members.
- _____ Initiates interaction with staff.
- _____ Effectively conveys information and expresses own opinions.
- _____ Effectively receives information and opinions from others.

Comments: _____

Work Produced:

- _____ Is self-reliant.
- _____ Completes assigned tasks.
- _____ Understands and follows directions.
- _____ Reliably and accurately keeps records.
- _____ Written or verbal reports are accurate and factually correct.
- _____ Written or verbal reports are presented in a professional manner.
- _____ Reports are clinically or administratively useful.

Comments: _____

Supplemental Evaluation Items:

1. Explain the skill areas you believe are the student's greatest strengths.

2. Explain the skill areas you believe the student needs to improve on the most.

Appendix E (cont'd)

3. Please evaluate the student on other factors you believe are essential as a professional, but are not identified on this form.

4. In what ways can the field instruction program be improved as it relates to your organization?

Department of Sociology/ Criminal Justice
Minne 228
Winona State University
Winona, MN 55987

Dear Faculty Internship Supervisor:

_____ has successfully completed _____ clock hours of
internship or field experience at _____ commencing
on _____ and ending on _____.

Agency Internship Supervisor

Date