

Criminal Justice Internship CRJS 4970

Credits: 9-12 (variable)
Contact Hours: 300-400 hours (Dependent upon credits enrolled)
Internship Coordinator: Dr. Michael Herbert
Office: Bensen Hall room 303
Phone: 218-755-4049
E-mail: mherbert@bemidjistate.edu
FAX: 218-755-3787

Course Description

Students are placed in Criminal Justice Agencies which apply the methods and content of Criminal Justice for the purpose of gaining insight into the connection between academic study and work experience. The intern will complete 400 hours with the agency and participate in as many of the agency functions as is permitted. Internships may be paid or unpaid. It is up to the student to seek out the agency that they are most interested in interning with.

Course Goals

The goals of this internship are consistent with the departmental objectives: To encourage an awareness of the connections between personal experiences and the social forces which shapes the operation of the Criminal Justice System, to encourage students to practice their skills by participating in broader community activities, to give students experience with the analysis of problems and the development of solutions, and to prepare for jobs which include the skills associated with the internship placement. Students will learn to be responsible and accountable for their actions in an agency placement setting.

Accommodations:

We would like to make sure that all the materials, discussions and activities that are part of the course are accessible to you. If you would like to request accommodations or other services, please forward your request as soon as possible. It is possible to contact Disability Services, Bangsberg Hall, 101. Phone: 218/755-3883 or E-mail address Disabilityservices@bemidjistate.edu. Also available through the Minnesota Relay Service at 1-800-627-3529.

Online Students:

Each semester I hold an internship orientation meeting to explain the details of the internship application and required assignments. While it would be advisable, I would not expect distance students who live more than an hour travel time away to attend in person. If that is the case here is the process you should follow:

1. Examine all of the materials provided via the Internship tab of the Criminal Justice department website.
2. Write down any questions you have regarding the process or requirements.
3. Contact me, preferably by telephone or Skype, so we can discuss your questions.

Timelines

It is very important that you follow the posted guidelines and deadlines in order to successfully complete your internship. There are liability forms and other documents that are time sensitive. The deadlines for having an approved and completed Internship Application submitted are:

- For **Fall** semester: No later than July 30th
- For **Spring** semester: No later than December 1st
- For **Summer** semester: No later than April 1st

There are consequences for failing to meet these deadlines. They are:

1. Failure to accept your internship request for that semester
2. Even if accepted late, the notation in your internship file that you were not timely in getting the application in on time. (This becomes important late on when agencies are completing background checks). The same applies with the timely completion of any of the internship requirements. In this profession being on time is very important.

Frequently asked questions:

When should I start thinking about my internship?

- It is never too early to start thinking about where you want to do your internship. It is recommended that you give serious consideration to your internship at the beginning of your junior year.

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How do I select an appropriate internship?

- Find a position with a criminal justice agency that you and the internship coordinator agree will provide you with a meaningful experience. A suggestion is to locate a position within an agency most like the one you would like to work for when you graduate. Remember that your internship experience may prove valuable when seeking a position after graduation. The coordinator has a master list of agencies that have participated in this program and is available upon request.

When can I take my internship?

- It is advised that you take your internship the summer between your junior and senior year and have completed the majority of your major core coursework. Contact the Internship Coordinator if you have any questions regarding coursework requirements.

How many credits is the internship?

- The internship credits are variable. Generally speaking, most students take either a nine (9) or twelve (12) credit internship. The number of credits for you depends on what you need for your career choice. For example, if you are seeking employment as a probation officer with the Minnesota Department of Corrections (DOC) you will need to take a 12 credit internship, as they require a 400 hour internship.

How many hours are required for the internship?

- That depends, a nine (9) credit internship is 300 hours while a twelve (12) credit internship is 400 hours.

What are the steps in arranging my internship?

- Contact the agency you wish to intern with and see what they have to offer. It is not a bad idea to have an alternative agency in mind in case your primary choice does not work out.
- Contact the Internship Coordinator to ensure that your internship site has been approved. Why does this matter? It is critical that the internship you complete forwards significantly your progress toward your career goals. There have been instances where students just want to “get it over with” and try and take an internship that does not serve them well after graduation.
- Once you have a verbal agreement with the agency, contact the Internship Coordinator to pick up the necessary forms you will need to have completed.
- Have all forms signed and returned by the application deadline.
- Once all of the paperwork has been filed and approved, work with your internship agency to set your schedule.
- You **MUST** gain approval from the internship coordinator in order to register for the internship. The Coordinator must enter an over-ride code that will allow you to register. This will only be done once the position has been approved and the forms submitted, or significantly in process.

Who is the internship coordinator?

- Dr. Michael Herbert
Professor
Criminal Justice Department
Bensen Hall, Room 303
218-755-4049
mherbert@bemidjistate.edu

Is there a resource available that can help me in choosing an internship agency?

- Yes, I have developed a list of agencies that have accepted BSU criminal justice majors in the past along with the contact information for those agencies. You may feel free to examine the list. You may also wish to contact Career Services, as they have additional resources that you may find useful.

Will I be contacted during my internship by the Coordinator?

- Yes, generally there is at least one on-site visit along with telephone contacts and correspondence via email.

Are there any written assignments for the internship?

- Yes, there is one written assignment that is styled as a journaling project due by the end of the academic semester that you complete your internship. The written assignment requirements will be provided to you by the Coordinator.

Are there other communication requirements for the internship?

- There are weekly contacts to the coordinator and other interns through the online Desire to Learn (D2L) course that is running during the internship. Typically there are weekly discussion questions that all interns are required to respond to.

Are internships paid positions?

- Generally internships are not paid positions, although some are available.

Will a criminal record or other past behaviors affect my ability to secure an internship?

- It is very possible that if you have a criminal history or past behaviors that appear to be detrimental to the criminal justice profession, you will probably experience difficulty in securing an internship.

Tips

- Start looking for an agency early. Usually agencies will only accept one intern a semester and you may be competing against not only students from BSU, but from other universities within the state.
- Don't be shy about asking your potential agency questions such as what you will be allowed to do and what their expectations are, schedules, equipment, etc.
- Be professional! This is the start of your entry into the profession and you want to make a good impression.
- Address small concerns early as opposed to waiting for them to grow past your control.
- Utilize the internship coordinator! Feel free to ask questions and seek input when choosing an internship agency.
- You are required to keep your own log of days and times worked, but are not required to be submitted unless there is a request by the Internship Coordinator.

Internship Requirements

- The internship is graded on a pass/no pass basis. The course grade is recorded as satisfactory/unsatisfactory (S/U). Evaluation for the purpose of assigning a passing grade will be made according to the following criteria:
 - Internships **must** be approved by the Internship Coordinator.
 - All forms completed and submitted prior to starting your internship.
 - The written assignment satisfactorily completed and submitted within the required time frame (prior to the end of the semester).
 - I expect at least one contact per week through the D2L online course shell that runs during the internship. There are typically weekly discussion questions that all interns are expected to respond to.
 - The satisfactory completion of 400 hours with the intern agency.
 - Submission of an agency evaluation of your work.
 - The completed written assignment turned in prior to the end of the semester.

Journal Paper Format

The internship journaling paper is an academic paper in which you discuss your internship experience in detail. The paper is to be typed and be a recommended minimum of twenty (20) pages in length. The paper should follow APA format in regards to standard academic structure. References to the literature are encouraged. Papers not meeting these requirements will be returned. The content and outline of the journaling project is indicated below.

1. Title Page
2. Introduction
 - a. Brief Overview of the agency, including:
 1. Type of Agency (local, state, federal, law enforcement, courts, corrections or other relevant descriptive information).
 2. Demographic information such as size of the department, population served, geographical area served, other descriptive information.
 3. Agency History
3. Organizational culture and structure:
 - a. Expected employee behavior:
 1. Mission Statement
 2. Official Goals statement.
 3. Official Values Statement
 4. Code of Ethics/conduct
 - b. Organizational Structure
 1. Agency organizational chart
 2. Agency Relationship to other elements of the criminal justice system.
(You may use a flow chart to help illustrate this).
4. Agency Placement: observations and findings
 - a. What are the most important staff functions in the unit to which you are assigned?
 - b. Which of these functions are you allowed to perform?
 - c. Describe your typical day.
 - d. Which functions/duties are most interesting to you? Why?
 - e. Which functions/duties are least interesting to you? Why?
5. Personal Development
 - a. What impact has the internship had on your ability to relate to a diverse group of people?
 - b. What have you learned about your personal strengths and weaknesses?
 - c. What actions will you take to correct personal weaknesses?

6. Summary and discussion on integration of University coursework and internship.
 - a. Based on your coursework, discuss the issues and challenges most relevant to your agency (examples: budget constraints, increasing or decreasing crime rates, media perception of the agency, political impact on policy, department policy and assessment).
 - b. According to the agency, which of these issues and challenges has the greatest impact on the ability of the agency to accomplish its mission?
 - c. How does the agency address these issues and challenges?
 - d. What criminal justice themes/topics developed in your courses were verified by your internship? What themes were not?
 - e. In view of your agency experience, what works in the criminal justice system? What does not work? Is this what you expected to find? Why or why not?
 - f. What impact has this internship had on your career goals?
 - g. How can the internship experience be improved for future students?
 - h. What can the B.S.U. Criminal Justice Department do to better prepare students for both the internship and future criminal justice employment?

7. Weekly Experiences. At the end of each week write a brief summary of those experiences that you found particularly interesting, enlightening, or alarming. Include:
 - a. How did it affect you personally?
 - b. Would you have done anything differently?
 - c. What impact did the experience have on you?

8. Assorted Questions. During this assignment answer these questions.
 - a. How would you describe the “culture” of the agency, its employees and the people it serves?
 - b. What values seem important to the people who work in your agency, and how do these values differ from those of the agency itself?
 - c. Analyze the role of your agency in promoting social change in the community and explain why you think it will or will not be successful in achieving its goals.
 - d. Describe an incident or situation in which you were not sure what to do or say.
 - What was the first thing you thought to do (or say)?
 - List three other actions you might have taken (or things you might have said).
 - Which of the above seems best to you now? Why?
 - What do you think is the real problem in the above situation? Why do you think it came up?
 - e. How have your attitudes/beliefs about offenders changed during your internship?
 - f. Are your attitudes and beliefs similar to those of others working in your agency?
 - g. How well has the B.S.U. Criminal Justice Department prepared you for this internship?
 - h. Are there courses or theoretical approaches which have been especially beneficial during this internship?
 - i. Do you have ideas/suggestions about our curriculum which might better prepare you?
 - j. Write a “tip sheet” for future students interning with this agency.
 - a. What preparation for the internship is necessary?
 - b. What to look forward to and what to avoid?
 - c. Any particular problems facing this agency?

Reminders

1. Make sure you are properly registered for the internship.
2. Keep a log of the dates/times that you worked.
3. You must complete the 400 hours required for the internship prior to the end of the semester you have registered, or you will receive an “incomplete” (I).
4. Have all Internship forms completed and returned to the Internship Coordinator prior to starting your internship.
5. Expect to keep in contact with the Internship Supervisor via on-site visits, e-mail, D2L online course requirements and/or telephone calls.
6. Make sure that your internship supervisor has completed the Intern Evaluation Form and has returned it prior to the end of the semester.
7. If you have any questions or problems please contact the Internship Coordinator as soon as practicable.

Be aware that almost all criminal justice agencies require criminal history and background checks. A student's ability to be accepted for certain agency internships may be affected by violations of the law or other past behaviors.

Bemidji State University
Criminal Justice Department

Agreement Regarding Placement of a Student in an Internship

Agency

I have agreed to the placement of _____(student's name) in
_____(Name of Agency)

Agency Name: _____

Agency Address: _____

Agency Telephone Number: _____

Agency FAX Number: _____

Intern Supervisor: _____

Supervisor e-mail address: _____

As the student intern supervisor, I have discussed the duties, responsibilities and nature of the work the intern is expected to perform. I also agree to work with the internship coordinator in discussing the intern's progress and agree to complete the required evaluation forms. I understand that the Internship Coordinator can and may make on-site visits to see how the intern is progressing and observe the intern when working with the agency.

Supervisor Signature: _____ **Date:** _____

Background

Each student intern is required (as is currently federal law) to have in effect medical insurance. Will you have medical insurance during the time you will be completing your internship?

Yes _____ No _____

All information contained in this application packet is subject to verification..

Have you ever been convicted of a crime? _____ No _____ Yes (please explain below)

Have you ever received a citation for any serious traffic offenses including reckless driving or speeding? _____ No _____ Yes (please explain below)

A criminal conviction may disqualify you from some or all internships. If you have any questions please check with the Internship Coordinator before contacting any agency.

Bemidji State University
Criminal Justice Internship
(CRJS 4970)

Name of Student: _____

Local Address: _____
(During Internship)

e-mail address: _____

Student BSU ID#: _____

Semester of Internship: _____

Starting Date: _____

Agency: _____

Agency Address: _____

Agency Telephone Number: _____

Name of Supervisor: _____

Supervisor's E-mail: _____

Expected days and hours of internship: _____



BEMIDJI
STATE UNIVERSITY

BSU Internship Agency Review/Approval

Student:

I, _____ have provided the appointing authority of my proposed
(student name)
Internship my most recent official Bemidji State University academic transcript of which
identifies the courses successfully completed for their consideration of my internship with their
agency/department/office.

Student Name (printed): _____

Student Signature: _____

Date: _____

Appointing Authority:

I, _____ have / have not been offered the above noted internship
(appointing authority) (circle one)
candidate's most recent official Bemidji State University academic transcript of which identifies
courses successfully completed.

I have / have not reviewed the above referenced transcript and deem _____
(circle one) (student name)

does / does not sufficiently meets the academic requirements and expectations to fulfill
an internship opportunity with _____
(Agency/Department/Office)

Appointing Authority Name (printed): _____

Appointing Authority Signature: _____

Date: _____

It is the student's responsibility to return the fully executed form to the BSU Internship Coordinator, prior to the established deadline:
Dr. Michael Herbert
mherbert@bemidjistate.edu
Bemidji State University
Criminal Justice Department Internship Coordinator
Bensen Hall #303



STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES

MEMORANDUM OF AGREEMENT
FOR STUDENT TRAINING EXPERIENCE/INTERNSHIP

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Bemidji State University, Bemidji, Minnesota (“the College/University”) and [Internship Site/Facility], _____

Address: _____ City: _____ State: _____

(“the Internship Site”). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the training/internship experience for the student of the University and to identify the responsibilities of the University and the Internship site.

A. THE PARTIES UNDERSTAND THAT:

1. The University has a Criminal Justice major (the “Program”) for qualified students enrolled in the Bemidji State University; and
2. The University has been given authority to enter into Agreements regarding academic programs; and
3. The Internship site has facilities for providing a suitable training experience that meets the educational needs of students enrolled in the Program of the College/University; and
4. It is in the general interest of the Internship site to provide a training site where University students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of trained personnel to meet future area employment needs; and
5. The University and the Internship site want to cooperate to furnish a training experience at the Internship site for students of the University enrolled in the Program.

B. RESPONSIBILITIES OF EACH PARTY

1. The University agrees to:
 - a. make arrangements with the Internship site for a training experience at the Internship site that will support the student’s occupational goals and meet any applicable Program requirements.
 - b. make periodic visits to the Internship site’s training site to observe the student or receive periodic reports from the Internship Site and/or the student, and discuss the student’s performance and progress with the student and any site supervisor at the Internship site, as needed.
 - c. discuss with the Internship site any problems or concerns arising from the student’s participation.
 - d. notify the Internship site in the event the student is no longer enrolled in the program at the University.
 - e. keep any necessary attendance and progress records as set forth in the University attendance policy.
 - f. assist in the evaluation of the student’s performance in the training experience.

2. **The Internship Site agrees to:**
 - a. cooperate with the University in providing a mutually agreeable training experience at the Internship site that supports the student’s educational and occupational goals.

- b. consult with the University about any difficulties arising at the Internship site's training site that may affect the student's participation.
- c. assist in the evaluation of the student's performance and provide time for consultation with the University concerning the student, as needed.
- d. sign the weekly work report to verify the student's attendance.

C. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The College/University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

D. TERM OF AGREEMENT

This Agreement is in effect from _____ [date]. or when fully executed, and shall remain in effect until _____ [date]. (The maximum term must be equal to or less than five years, and recommended end date of Dec. 31st.) This Agreement may be terminated by giving at least seven (7) days' advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date.

E. FINANCIAL CONSIDERATION

1. The University and the Internship site each agree to bear their own costs associated with this Agreement and that no payment is required by either University or the Internship site to the other party.
2. The Internship site is not required to reimburse the University faculty or students for any services rendered to the Internship site or its customers pursuant to this Agreement.

F. CHANGES OR ADDITIONS TO THE AGREEMENT

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

G. ASSIGNMENT

Neither the College/University nor the Internship site shall assign or transfer any rights or obligations under this Agreement without first obtaining the written consent of the other party.

H. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Internship site agrees that in fulfilling the duties of this Agreement, the Internship site is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The College/University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

I. MINNESOTA GOVERNMENT DATA PRACTICES ACT

The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 ["the Act"]) that classify the University's written and electronic information as public, private or confidential. Except as otherwise provided in law or University policy, data on students is private and may not be shared with any other party. If the Internship site receives a request from a third party for any data provided to the Internship site by the University, the Internship site agrees to immediately notify the University. The University will give the Internship site instructions concerning the release of the data to the requesting party before the data is released and the Internship site agrees to follow those instructions.

J. STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

The student assigned to a training experience/internship at the facility shall be required to sign a Student Training Experience/Internship Agreement (see Attachment A attached to this Agreement and made part of it) before the student begins the training experience/internship at the Internship site/facility.

K. NON-DISCRIMINATION

The Internship site/Facility recognizes that it is the policy of the University to prohibit discrimination and ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran’s status, marital status, age, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The Internship site agrees to adhere to this policy in implementing this Agreement.

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Individualized Training Plan for the student can be modified or dissolved at any time upon the mutual agreement of the Internship site and University.

INTERNSHIP SITE / FACILITY

Minnesota State Colleges and Universities
BEMIDJI STATE UNIVERSITY

Name: _____

Name: Michael Herbert Ph.D.
Individual who initiated the agreement

Authorized Internship site/Facility
Representative

Dean: _____

Title: _____

College of: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

For Routing Instructions:

1. Obtain Dean of originating College signature
2. Obtain Facility authorized Representative signature
3. Once signatures from the Facility site and Dean are complete, please route original document to Career Services for recording and distribution.
 Career Services
 Internship & Employment Coordinator
 1500 Birchmont Drive #18
 Bemidji MN 56601
4. Copies of document will be routed to:
 - Originating Department
 - Facility site

Bemidji State University
Internship Agreement Form
(Attachment A)

Student Intern

Name: _____ BSU Id : _____

Phone: _____ BSU Email: _____

Personal Email: _____

Student Major: _____ Non Credit
 Credit _____ # of credits*

*You must register for internship credit(s)

Internship Coordinator: _____ Phone: _____

Internship Site

Business/Facility Site:

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Student Intern Title: _____

Supervisor Name: _____ Supervisor Title: _____

Phone: _____ Email: _____

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

Begin Date: _____ End Date: _____ Select: Unpaid: Paid \$_____/hour

*For unpaid internships please refer to the
Fair Labor Standards Act

Internship Job Description & Learning Objectives:

Evaluation Procedures:

Continues on next page

Bemidji State University
Internship Agreement Form
(Attachment A, page 2)

STUDENT INTERN RESPONSIBILITIES

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

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility'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 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 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 Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and
5. Consult with the University instructor about any difficulties arising at the Facility's training site; and
6. Be present at the Facility'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 Facility without first consulting with the University's instructor.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- 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 Facility does not promise or guarantee 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 Facility.

Agreement Signatures:

Student Intern Signature: _____ Date: _____

Internship Site Supervisor: _____ Date: _____

Faculty Internship Coordinator: _____ Date: _____

Bemidji State University Internship Agreement Form

FOR OFFICE USE ONLY

Received by Career Services Staff: _____ Date: _____

Copies Sent to Internship Coordinator: _____ (initials) Date: _____ Recorded: _____

Bemidji State University, part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator. This document is available in alternative formats to individuals with disabilities by calling 1-800-475-2001 or 218-755-3883.