

**CRIMINAL JUSTICE INTERNSHIP APPLICATION**  
CRIMINAL JUSTICE DEPARTMENT AT SAINT ANSELM COLLEGE

**Please type or print clearly and return to the Internship Director**

STUDENT NAME: \_\_\_\_\_ College ID# \_\_\_\_\_ DOB \_\_\_\_\_

PERMANENT HOME ADDRESS:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

CAMPUS EMAIL ADDRESS: \_\_\_\_\_

ALTERNATE EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: CELL \_\_\_\_\_ HOME \_\_\_\_\_

CUMULATIVE GPA: \_\_\_\_\_ (minimum 2.0) MAJOR GPA: \_\_\_\_\_ (minimum 2.5)

YEAR OF GRADUATION: \_\_\_\_\_

**A current, unofficial transcript must be submitted with this application**

FACULTY REFERENCE: \_\_\_\_\_

(Faculty member outside of the Criminal Justice Department who will submit Faculty Recommendation form, included in this packet, attesting to your class attendance, completion of assignments, and overall work ethic in his or her course)

**INTERNSHIP REQUESTED:**

CJ 450 \_\_\_\_\_ (4-COURSE) CJ 451 \_\_\_\_\_ (2-COURSE) CJ453 \_\_\_\_\_ (2<sup>ND</sup> 2-COURSE)

SEMESTER: FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_ YEAR : \_\_\_\_\_

DO YOU HAVE ACCESS TO TRANSPORTATION TO THE INTERNSHIP: YES \_\_\_\_\_ NO \_\_\_\_\_  
If NO, how do you plan to get to and from the internship?

LIST THE TOP 3 AGENCIES IN WHICH YOU WOULD LIKE TO INTERN IN RANK-ORDER OF PREFERENCE:  
(Please be aware that neither internships nor these preferences are guaranteed and subject to availability and discretion of the agency and the Internship Director)

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**PERSONAL STATEMENT**

MAXIMUM OF 2-PAGES DOUBLE-SPACED

1. WHY DO YOU WANT A CRIMINAL JUSTICE INTERNSHIP?
2. WHAT FIELDS WITHIN CRIMINAL JUSTICE INTEREST YOU MOST (LAW ENFORCEMENT, COURTS, CORRECTIONS, FORENSICS, JUSTICE-RELATED SOCIAL SERVICES, OR OTHER)?
3. WHAT IS IT ABOUT THIS FIELD THAT IS MOST ATTRACTIVE TO YOU?
4. WHAT DO YOU HOPE TO LEARN FROM AN INTERNSHIP?
5. IN WHAT WAYS DO YOU SEE THIS PLACEMENT AS CONTRIBUTING TO YOUR LONG-RANGE CAREER OR EDUCATIONAL GOALS?
6. WHAT PERSONAL QUALITIES DO YOU POSSESS THAT YOU SEE AS CONTRIBUTING TO AN AGENCY THAT ACCEPTS YOU AS AN INTERN?

**ACADEMIC BACKGROUND:**

HAVE YOU COMPLETED OR ARE YOU CURRENTLY ENROLLED IN THE FOLLOWING COURSES?

<b>COURSE</b>	<b>GRADE</b>	<b>CURRENTLY ENROLLED</b>
INTRODUCTION TO CRIMINAL JUSTICE		
THEORIES OF CRIME		
RESEARCH METHODS		
STATISTICS		
SENIOR SEMINAR		

LIST ALL ELECTIVE CRIMINAL JUSTICE COURSES COMPLETED OR IN PROGRESS:

<b>COURSE</b>	<b>COMPLETED/GRADE</b>	<b>IN PROGRESS</b>
_____		
_____		
_____		
_____		
_____		

LIST MINORS and/or SECOND MAJOR (If Applicable):

Minors:

Second Major:

ARE YOU FLUENT IN A LANGUAGE OTHER THAN ENGLISH?      YES \_\_\_\_\_      NO \_\_\_\_\_

If so, list:

LIST ANY COMPUTER OR OTHER SKILLS, TRAINING, CERTIFICATION, OR WORK OR VOLUNTEER EXPERIENCE THAT WOULD BE BENEFICIAL TO THE AGENCY IN WHICH YOU ARE PLACED:

DO YOU PARTICIPATE IN ANY SPORTS, EXTRA-CURRICULA ACTIVITIES, OR WORK THAT WOULD CONFLICT WITH THE HOURS NECESSITATED BY THIS INTERNSHIP?      NO \_\_\_\_\_      YES \_\_\_\_\_ (Explain)

**PERSONAL BACKGROUND** (Any information disclosed through this application will be shredded upon either withdrawal of the application or completion of the internship).

Many agencies exclude students with arrest(s), felony or misdemeanor conviction(s), moving vehicle violations, or excessive traffic violations from placement. Similarly, many criminal justice agencies will inquire about a candidate's history with alcohol or illegal drug use which may or may not result in exclusion from placement. All law enforcement and some other justice-related agencies will conduct a criminal background investigation prior to accepting an intern for placement. For these reasons, it is critical that all applicants for an internship inform the Internship Director of any and all information that may disqualify the student from placement.

**If you answer "Yes" to any of the following questions, please attach an explanation to the application.**

1. Do you have any history with substance abuse, legal involvement, or driving violations that might prevent you from passing a background investigation?

No \_\_\_\_\_ Yes \_\_\_\_\_

2. Have you received any moving vehicle and/or traffic violations (e.g., speeding, reckless driving, etc.) since obtaining your operator's license?

No \_\_\_\_\_ Yes \_\_\_\_\_

3. Have you ever been arrested, convicted, pled guilty, pled nolo, or had a court adjudication withheld for any misdemeanor, felony, or violation as a juvenile?

No \_\_\_\_\_ Yes \_\_\_\_\_

4. Have you ever been arrested, convicted, pled guilty, pled nolo, or had a court adjudication withheld for any misdemeanor, felony, or violation as an adult?

No \_\_\_\_\_ Yes \_\_\_\_\_

5. Do you have any current court actions pending for a violation, misdemeanor, and/or felony ?

No \_\_\_\_\_ Yes \_\_\_\_\_

6. Have you received any disciplinary action while a student at Saint Anselm College or any other post-secondary educational institution?

No \_\_\_\_\_ Yes \_\_\_\_\_

STUDENT INFORMED CONSENT & DISCLOSURE AGREEMENT

I authorize the Director of the Internship Program to access the following confidential college records:

Academic Transcript \_\_\_\_\_ (Initial)

Disciplinary Records \_\_\_\_\_ (Initial)

The Internship Program at Saint Anselm College has my permission to disclose to potential internship placement officials any information that is relevant to my qualifications as an intern with that agency or site. This includes information pertaining to my academic status and/or disciplinary history, personal history, personal skills and/or abilities, extra-curricula activities, and volunteer and/or work experience.

Please initial one of the following:

\_\_\_\_\_ Yes, I consent to the third-party release of confidential information as described above.

\_\_\_\_\_ No, I do not consent to the third-party release of confidential information as described above.

I certify that all of my statements on this application are true and accurate. \_\_\_\_\_ (initial)

I understand that any falsehoods on this application may result in either exclusion from participation in an internship if not already placed, or termination from the internship if discovered after placement, and the loss of both academic credit and a passing academic grade associated with successful completion of the internship.

\_\_\_\_\_ (initial)

I further certify that I understand that if I am placed in an internship and terminated by the placement site for violating any good faith expectations related to the performance of my duties as an intern, that I will receive a failing or a withdraw failure grade and the loss of academic credit associated with the successful completion of the internship.

\_\_\_\_\_ (Initial)

Additionally, I certify that I have read and understand the personal and professional responsibilities that I assume in applying for and accepting an internship, as well as the internship policies and procedures as described in the Internship Program Manual.

\_\_\_\_\_ (Initial)

I understand that I am responsible for providing my own transportation to and from the internship and with all costs associated with transportation to, from, and in conjunction with the internship. I also understand that I am fully responsible for the safety and security of my vehicle and for any liability of myself and my passengers while using my vehicle during the internship.

\_\_\_\_\_ (Initial)

I understand that in accepting this internship application, the Criminal Justice Department bears a substantial responsibility to the placement site, the community, the college, and to me as a student, and therefore approval of this internship is (1) contingent upon faculty review and assessment of my readiness to assume the responsibilities inherent in an internship of this nature, (2) contingent upon the availability of a suitable internship, and (3) the Criminal Justice Department's ability to secure an internship for me is not guaranteed.

\_\_\_\_\_ (Initial)

In applying for and accepting an internship through the Internship Program offered by the Criminal Justice Department at Saint Anselm College, I agree to the following if accepted as an intern:

1. To complete the requisite number of hours at the placement site for an 8 or 16 credit-hour internship as stipulated in the Internship Application by the last day of classes;
2. To follow the rules, regulations, policies, and expectations of the placement site as stipulated by the internship field supervisor and/or his or her delegate(s);
3. To report on time as scheduled and to contact the field supervisor if I am unable to attend work or I must leave early due to illness or personal emergency;
4. To report to work well groomed and dressed in professional business attire unless informed by the supervisor that more casual attire is acceptable;
5. To maintain strict confidentiality and non-disclosure regarding all information that I am exposed to through the internship;
6. To inform the field supervisor if I encounter any individual(s) that I know personally who is a client or a person of interest to the placement site, and to contact the field supervisor if any current or former client attempts to contact me outside of the appropriate context of the internship;
7. To not bring personal work materials (including electronic devices) to the internship or conduct personal business while working without permission of the field supervisor;
8. To maintain a positive attitude and conduct myself in a professional manner in all communication and interaction with site staff and clients;
9. To obtain all field evaluations from my supervisor and submit them to the Internship Director, along with my student evaluations of the site, in accordance with the evaluation schedule posted in the course syllabus;
10. To read the course syllabus and comply with all instructions regarding all of the requirements for the internship, the submission of evaluations, research paper drafts, and the final research paper;
11. To immediately notify the Internship Director in the event of any miscommunication, disciplinary reprimands, or general problems or difficulties that occur during the internship placement.

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Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Internship Application Checklist:

- \_\_\_ Completed and signed application
- \_\_\_ *Personal Statement* completed and attached if on separate sheet
- \_\_\_ *Informed Consent and Disclosure Agreement* signed and attached
- \_\_\_ Resume that includes education, work, and volunteer experience attached
- \_\_\_ Unofficial Transcript attached
- \_\_\_ *Faculty Recommendation Form* submitted to Faculty Referee
- \_\_\_ *Dean of Student Recommendation Form* submitted to Dean of Students

**DEPARTMENT USE ONLY:**

Interning \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_

Phone \_\_\_\_\_

email \_\_\_\_\_

Placement Letter sent \_\_\_\_\_

Supervisor Evaluation sent \_\_\_\_\_

Waiver of Liability signed \_\_\_\_\_

Confidentiality Pledge signed \_\_\_\_\_