

CRIMINAL JUSTICE DEPARTMENT INTERNSHIP MANUAL & APPLICATION PROCEDURES

Internship Program

The Saint Anselm College, Criminal Justice Internship program was established in 1974. The goal of the Internship Program is to foster an academically oriented field placement, which allows students to receive college credit for work performed in criminal justice and related agencies of their choosing. The student remains under supervision of both the professional work site and the Criminal Justice Department. Criminal Justice internships provide students with an opportunity to directly observe the practical exigencies of their potential career field and establish a beneficial network of professional contacts which offer an opportunity for professional recommendations for work or continued education. It also enables students to successfully transition from academic to work life by learning and applying the behaviors and skills expected by professional employment. These include the ability to meet deadlines, commitments, obligations, and to conduct oneself with professionalism in speech, dress, demeanor, and in honoring confidentiality.

For qualified students, internships may occur in the summer, fall, or spring semester. Fall and spring semester internships are only available to senior, criminal justice majors. The Summer Internship is offered through the college summer school program, requires separate summer school tuition, and is available to criminal justice majors of all ranks. A full time internship requires forty (40) hours per week at the work site and is the academic equivalent of four (4) courses, for which the student earns sixteen (16) college credits upon successful completion. A part time internship requires twenty (20) hours per week at the work site and is equivalent of two (2) courses, for which the student earns eight (8) college credits upon successful completion.

Program Philosophy

The philosophy of the Criminal Justice Internship Program is consistent with the philosophy of Saint Anselm College. It is designed to allow an opportunity for career exploration and experiential learning within the context of the liberal arts education. As such, it is intended to enhance the educational experience in a manner that is complimentary to the academic process.

The purpose of a liberal education--preparation for useful and productive lives and the development of human potential--is more fully realized by providing students an opportunity to apply the values and intellectual skills acquired in the classroom to their chosen field or profession. By providing students with an opportunity to integrate theoretical principles with practical experience, the internship program will assist students in realizing the significance of a broad-based liberal arts education in addressing the problems and realities of their chosen profession and of adult life in general.

Requirements and Evaluation

Field Evaluations

Each agency assigns one person as the intern's immediately supervisor who is also responsible for all subsequent evaluations and communication with the Criminal Justice Department. In order to ensure that

students receive a meaningful and relevant experience, the Criminal Justice Department requires that agencies utilize interns to their fullest ability in various phases of their operations and in a direct and active manner. While it is expected that interns will offer clerical assistance as needed, under no circumstances should interns function in a menial capacity or to solely provide a clerical support function. Interns are expected to perform as fully functioning members of the agency or program, to hold responsible positions and to perform duties similar or equivalent to those of any entry level professional. Toward this objective, students are required to complete three (3) written evaluations of their internship experience and to report all assignments to the Department's Internship Director. Additionally, the Department's Internship Director will periodically contact the field supervisor to discuss the specific work assignments as well as the intern's performance. Finally, the field supervisor will complete and submit to the Department, three (3) written evaluations of the intern. These evaluations facilitate the monitoring process and assist in determining the student's final grade.

Seminars

As the goal of the college is to foster an academic internship experience, students are expected to attend a seminar on campus that meets three (3) times throughout the semester. Internship supervisors are requested to allow students release time to attend these meetings.

The internship seminar will help students to identify and become more aware of the talents they have developed at Saint Anselm College within the Criminal Justice Program. It will also effectively demonstrate that it is the intellectual abilities of comprehensive reading, critical analysis, synthesis of ideas and written and oral communications, in contrast to more narrowly defined educational goals, which will be the most applicable and essential to successful career development.

Research Paper

The research paper is intended to demonstrate familiarity with the literature of the intern's chosen field as well as the ability to analyze an issue of topical concern in that profession. The paper should also exhibit an ability to integrate theoretical principles with practical, in-service experiences. A letter grade is assigned based upon the completion and quality of the research paper, seminar performance, and the evaluations of the field supervisor.

Personal and Professional Responsibilities of Interns

Intern Conduct: An important component of satisfactory performance in the field is the adherence of the student to a professional standard of internship conduct. During the course of the internship, students are expected to conduct themselves in a professional manner that reflects strong ethical character, personal responsibility, integrity, and maturity. The determination professional internship conduct is based on the following criteria:

1. **Attendance**: Students are expected to strictly observe the work schedule as set by the placement site. Excessive absences, tardiness, extended lunch breaks, and leaving early violate the professional conduct expected of an intern. If illness or a personal emergency necessitates either absence or a variation in the predetermined work schedule, students are required to notify their supervisor in a timely and appropriate manner. It is the Intern's responsibility to consult with the supervisor to determine if and how missed hours will be made up.

2. **Standard of grooming and dress:** Students are expected to report to the internship well-groomed and dressed in appropriate business-casual attire that is neat and well-pressed. Visible tattoos should be covered if possible and body piercing jewelry removed. A more specific description is available on Sakai under “Resources/Grooming and Dress”
3. **Confidentiality:** Students may not disclose any written, verbal, or other form of privileged information obtained during and/or after this internship about clients (and/or their families), the agency and its employees and other associate organizations known to be confidential. Maintaining confidentiality also refers to any unauthorized release or discussion of specific case or identifying information, carelessness in handling confidential information, or any release of information that would compromise the agency’s professional reputation or credibility that is acquired as a consequence of this internship. Failure to maintain confidentiality can provide the grounds for dismissal from the internship, a failing academic grade for the internship, and/or possible liability in any legal action resulting from such a breach.
4. **Adherence to agency policies and regulations:** Student interns are required to adhere to all agency/site policies and regulations. It is the intern’s responsibility to contact the Internship Director if the student believes that the agency is not fulfilling its responsibilities as stipulated in the placement letter. Although recourse in this matter may be limited, the Internship Director will actively work with the intern and supervisor to reach an acceptable solution of the problem.

Termination from the agency or removal by the Internship Director from an agency for inappropriate intern conduct will result in a grade of “F.” Conduct in the internship provides the basis for earning the academic credit associated with the internship, however, reprimands, disciplinary actions, or unsatisfactory field evaluations can result in the lowering of the academic grade as otherwise demonstrated by assessment of the research paper.

Conversely, although unprecedented, a student may be removed from an internship site if circumstances arise that pose an unanticipated risk to the student’s welfare. Should such a situation occur, the Internship Director, in consultation with the Criminal Justice Department Chairperson, will determine the appropriate recourse for course credit and grading.

Placement Sites

Placements are arranged by the Internship Director in consultation with the student and the prospective site, however, students may locate their own placements subject to approval of the Internship Director. The most often placement sites include law enforcement agencies at the federal, state, county and local levels of government; courts and related judicial agencies; juvenile justice and related service agencies; and correctional programs. New placements are continually being developed in accordance with students' interests.

Eligibility

Eligibility for the internship semester requires students to be in good academic standing. A minimum GPA of 2.0 overall and 2.5 in the major is required. Students must also participate in an interview to assess their general maturity and readiness. Internship placement is a selective and competitive process and is not automatically guaranteed (See page 4 for specific eligibility requirements & application procedures).

INTERNSHIP ELIGIBILITY REQUIREMENTS

In order to be eligible to apply for an internship through the Criminal Justice department, students must meet the following requirements:

1. Must be a Criminal Justice major in good academic standing, and should have an overall grade point average of 2.0 or higher and a major grade point average of 2.5 or higher. Major grade point averages are available from the Registrar's office;
2. Must have advanced to the academic status of "Senior" by the semester for which the internship is requested;
3. Must not have any history of arrest (for which charges were not dropped) or conviction for any criminal offense or violation within the past four (4) years;
4. Must not have had any significant disciplinary actions taken against by Saint Anselm College or any other college at which the student was officially enrolled at any previous point in time before matriculating at Saint Anselm College.
5. Must be of strong ethical character, maturity, and possess a strong sense of personal responsibility and integrity. A student may be denied permission to register for an internship if, based upon the professional judgment of the Internship Director or any faculty member or administrative officer of the college, the student has exhibited any behavior suggestive of immature and inappropriate conduct that includes, but is not limited to, the following:
 - a. Known academic integrity violations
 - b. Known disciplinary action taken by the Office of the Dean of Students and/or Campus Security
 - c. Frequent tardiness or class absences (both excused and unexcused)
 - d. Rudeness and/or disrespectful behavior toward any member of the campus community
 - e. Erratic or unstable conduct
 - f. Deceitful or dishonest conduct of any nature
 - g. Known substance abuse problems or problematic behavior related to substance use
 - h. Known criminal history
 - i. Poor academic performance
6. Must sign a release to third party authorization of academic and disciplinary records that allows the Internship Director to access to the information contained therein.
7. Must complete, sign, and submit an Internship Application to the Internship director and schedule an interview to review the application. Applications are available on the college's website at the Criminal Justice Department location, or from the Internship Director, or the Criminal Justice Secretary in Bradley House. A current unofficial transcript downloaded from the campus portal must be submitted with the Internship Application.
8. Application deadlines are as follows:

• Fall Internship	April 1 of that academic year
• Spring Internship	October 1 of the <u>previous</u> academic year
• Summer Internship	March 1 of that academic year

INTERNSHIP APPLICATION PROCEDURES

1. Complete and sign the **Criminal Justice Internship Application**
2. Read and sign **Informed Consent and Disclosure Agreement**
3. Download from the CJ Department website the forms *Faculty Recommendation for a Criminal Justice Internship* and *Dean of Students Recommendation for a Criminal Justice Internship*; complete the top portions of both forms and provide them to a faculty member of your choosing and the Dean of Students for their recommendation. Once both forms are completed and signed, the faculty person and Dean of Students should return the forms to Professor E. Rizzo
4. Download and print an unofficial academic transcript from the portal to submit with the application
5. Prepare a resume that includes education, work, and volunteer experience
6. Submit application by the deadlines noted above to Professor Elaine Rizzo, Internship Director with a personal essay, resume, and transcript Applications **MUST** be either handed or mailed to Professor Rizzo at campus box number 1610 or given by hand to Denise Reagan, Secretary for Criminal Justice, in Bradley House. **DO NOT LEAVE APPLICATIONS OUTSIDE OR UNDER PROFESSOR RIZZO'S DOOR ON OR MRS. REAGAN'S DESK.**
7. Email a request for interview with Professor Rizzo and include best days and times you are available to meet. Prior to that meeting, consider your career goals and the general field of interest within criminal justice (law enforcement, corrections, courts, service-related justice agencies) in which you would like to intern.
8. Once your eligibility for an internship has been determined, Prof. Rizzo will initiate the process of locating an appropriate placement. Internship placements are competitive and limited in availability. Therefore, acceptance for an internship is not a guarantee of placement. Students may generally only apply for one internship at a time.
9. When an appropriate placement is found, Professor Rizzo will email you the contact information for the agency. It is your responsibility to contact the agency, arrange for an interview, and keep Professor Rizzo updated on your progress and applicant status.
10. Students are allowed to develop their own internships through personal contacts but these must still be approved by the Criminal Justice Department in order to receive college credit. In these instances, students must meet the eligibility requirements on page 3 and follow all of the application procedures described on this page. If approved for an internship, you must submit the name, title, phone, email, and address of your contact person to Professor Rizzo for her follow-up prior to final approval of the placement.
11. The agency interview is important, and you should prepare yourself for it in the following manner:
 - a. Conduct a brief internet search to learn more about the mission, goal, and objectives of the agency as well as its general organizational structure;
 - b. Dress in appropriate business attire
 - c. Arrive on time or a few minutes early
 - d. Bring a resume with a cover letter (CES can assist with this)
 - e. Be prepared to discuss why you are seeking an internship with that specific agency and to ask questions about the agency and their expectations of interns