

Criminal Justice Internship Handbook

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THE CRIMINAL JUSTICE INTERNSHIP

The Site Contact Person

This is the individual who serves as the point person for internship applications at that site. An agency may receive internship requests from many students, not only from UNG, but also from students at other area colleges. Thus, it is more efficient for each site to have one designated contact person.

training officer. The internship coordinator maintains a list of all site contact person where student have interned

and writes research papers relating to the operation of the internship agency. Most of this research cannot be done retroactively.

DENIAL OF A STUDENT FROM THE INTERNSHIP PROGRAM

The Department of Criminal Justice believes that all students who apply for an internship must be personally and psychologically equipped, as well as academically prepared, for the experience. Interns are representatives of the University of North Georgia, and therefore, must have a strong personal character consisting of maturity, integrity and high ethical standards. A student may be denied entry to an internship by the department, if the student, based on the professional judgment of the Criminal Justice faculty, has a questionable character or has exhibited behavior that indicates erratic, unpredictable or unsuitable conduct, including but not limited to:

1. Known Honor Code or Academic Integrity Violations
2. Frequent Tardiness
3. Rudeness
- 4.

between the University of North Georgia and various Criminal Justice agencies. To guarantee your success as an intern, the Department of Criminal Justice will make every effort to ensure that the site is a positive and supportive environment. Students are expected to adhere to the rules and regulations of the internship site (agency). It is the primary responsibility of the intern to request a copy of these rules and to be cognizant of said rules. Failure to adhere to any of the set expectations, or poor performance over a substantial period of time, may result in the removal of a student from his/her internship site.

The Department recognizes that the internship site (host agency) has the ultimate right to internship for such reasons as:

- Not following the rules and regulations of the host agency.
- Releasing or discussing confidential information
- The continued participation of the intern could be harmful to agency clientele, the intern, and/or the participating agency.
- Repeated unexcused absences or tardiness
- Repeated changes in scheduled hours without approval by internship supervisor
- Allegations of sexual harassment, bullying, intimidation or verbal harassment towards agency clientele, visitors, employees or other agency interns.
- The failure to communicate with the internship coordinator
- A change in the intern's criminal background status anytime during the internship process (criminal charges have been filed or are pending)
- Any other on-site behaviors deemed inappropriate according to host agency standards

If a student is removed from their internship site, the student will automatically receive a grade of F for the course and will not be allowed to continue his or her internship with another agency. The student will also not be permitted to participate in any future internships. A student who is removed from their internship may be allowed to fulfill his or her graduation requirements by taking an equivalent number of academic courses. The student must take 12 hours of 4000 level courses (four 4000 level courses) to replace the internship requirement.

A student may appeal an internship denial or withdrawal by requesting that an appeals committee hear his or her case. The appeals committee will consist of two Criminal Justice faculty members who are not intern coordinators and one faculty from another academic department. The student may appeal his or her case a second time by presenting the case to the Chair of the Department of Criminal Justice. The student may appeal his or her case a third time by presenting the case to the Dean of the College.

DANGEROUS SITUATIONS

While Criminal Justice work is sometimes risky, interns must not allow themselves to be placed in any dangerous situations; i.e. carrying a gun, making arrests, etc. Interns should also never be placed in a position where they work job nor your responsibility. It might seem exciting at the time but more often than not, results in trouble. If a supervisor orders you into a dangerous situation, respectfully and firmly decline and contact the internship coordinator. This policy does not pertain to student who are full-time

employees at their host agency or students in the UNG Public Safety Academy who are participating in an FTO program.

THE PARTICIPATING IN TRAINING DURING YOU INTERNSHIP

Students can elect to participate in any training at their agency under the direction of their supervisors. Students, for example, at a law enforcement agency may participate in SWAT training, firearms training, bicycle training, field sobriety training, or K9 training. Such training is considered elective and UNG is not liable for any injuries that may occur while an intern participates in such training activities. The host agency is responsible for the safety of the interns. If an intern feels

4. Learn career-related skills and training by effectively working as an intern at a Criminal Justice agency.

INTERNSHIP

These evaluations will be sent out by me via email towards the end of your internship. It is therefore important to make your supervisor happy and maintain a good relationship with your supervisor. I must base your grade on the evaluation I receive from your supervisor. If you and your supervisor do not get along, this may affect your grade.

The internship coordinator will make every effort to contact a supervisor in order to obtain an internship evaluation form. The internship coordinator may ask the student intern in help with obtaining a form from their supervisors. If the internship coordinator and intern were both unable to obtain an internship evaluation form from the supervisor, the intern will automatically receive 350 points out of 400 points for their supervisor evaluation.

COURSE GRADE

A letter grade will be earned by the student in accordance with his/her performance in the course. The final grade will be determined by the Criminal Justice Internship Professor.

To complete this course, students must work a total of 320 hours at a Criminal Justice related

The internship is an important part of your Criminal Justice education. It allows you the opportunity to view the realities of the system in operation and how it melds with the models discussed in your class work. It also gives you and the employing agency a chance to review each other for post-graduation employment. A large number of o

Please note that federal, state, and local agencies require that students initiate the internship application process at different times. Depending upon the agency the acceptance process can take anywhere from 1 day to 12 months. For instance, at the federal level many agencies require that students initiate the placement process at least 6 to 12 months in advance of the internship semester. Ad

Similarly, if a student is arrested or convicted of a crime during the term of the internship, the student may be terminated from the agency and removed from both courses. Since the internship is a program requirement, students may be prohibited from graduating due to their inability to complete degree requirements.

Step 4: Turn in a Signed Letter of Agreement Form to the Internship Coordinator

by an internship agency,

Step 6: Set-up a Preliminary Schedule with the Site Supervisor

Approximately one to two weeks before students wish to start their internship, they should contact their site supervisor and let them know when and where they should start. The site supervisor may tell them, for example, to meet patrolman Smith at the East Precinct at 9:00 AM, on January 6. The site supervisor may also give you a weekly or monthly schedule. Please do not just show up at your internship site without contacting your site supervisor first.

Step 7: Start Your Internship and Begin Filling Out the Hours Worked Forms

internship hours worked forms found on D2L or on the Criminal Justice homepage under internship forms. Begin your internship. As an intern, you should submit three of these forms for each of the three modules of your Internship (1) 0-100 hours worked, (2) 100-200 hours worked, and (3) 200-320 hours worked. At the end of each phase (module) of your internship you should turn in **These forms must be signed by your supervisor.** Do not wait until the end of the semester to fill out and sent out these forms, your grade will be deducted for reports that are late. You will be deducted 50 points off your final grade for each form that is turned in past the due date. Due dates can be found on the course calendar.

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 of professional internship conduct is based on the following criteria:

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 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.

When you begin your internship, family and friends will want to hear about the agency and to know what your internship experience is like. While you may freely discuss your own reactions to what you are learning and how you see yourself in that environment, you cannot discuss specific case information, client identification data, or anything else

This confidentiality rule applies to all students and all agencies. Information about open cases or clients should only be discussed within others in the agency or your internship coordinator. Never discuss an open case, an event, or a client with another intern.

When you are preparing written assignments, or any written confidential material, be aware of the necessity to protect confidential information about a case, event, or client. Develop good professional behavior by keeping your written work secure and managing it professionally in the bounds of confidentiality. Do not let others have access to your computer or laptop if it contains information about your internship.

Student should not borrow or "burn" copies of company/agency software, CD's, or any resource materials without documented permission of the site supervisor. Further any student involved with the taking or using of any hardware/software/resource without express permission from the company/agency will be removed from the program.

5. Problems or Difficulties at the Internship Site

Students are required to immediately report any problems or difficulties they are having at the internship. Examples of such problems include: sexual harassment, discrimination, dangerous work, or simply the internship agency is not providing a fulfilling internship

the internship supervisor immediately to discuss the situation.

6. Liability Issues

Student agrees to have sufficient health, accident, disability, and hospitalization insurance to cover him/her during the internship.

Student understands that if s/he is using personal vehicle when traveling to/from internship or for the benefit of the organization, UNG has no liability for personal injury or property damage which may result from its use. Student agrees to rely solely on personal vehicle insurance or insurance provided by internship coverage, if applicable.

Student understands that UNG assumes no responsibility for personal injury which may be suffered during the course of the internship.

Student agrees to contact the Internship Coordinator should issues of sexual harassment or other grievance-related issues arise.

Student will not file for Unemployment Compensation benefits upon the completion of the work term.

RESPONSIBILITIES OF THE INTERNSHIP AGENCY (SITE)

The organization will designate a site supervisor to oversee the duties and responsibilities of the intern/cooperative education student. The site supervisor will be responsible for conveying the o

<https://www.hallcounty.org/553/District-Attorneys-Office>

<https://www.forsythco.com/Departments-Offices/District-Attorney/Victim-Witness/Location-Hours>

<https://www.dawsoncounty.org/courts/page/dawson-county-district-attorney>

<http://www.whitecountysheriffsoffice.com/>