UNIVERSITY AT ALBANY
CRIMINAL JUSTICE INTERNSHIP PROGRAM

AN OVERVIEW

A main goal of the School of Criminal Justice is to provide a sound education in theory and research about crime and criminal justice. The University at Albany Criminal Justice major is a program that develops qualitative and quantitative research skills, and provides students with a foundation in relevant legal and social science knowledge. In order to enrich and complement the theory-based program, we are interested in expanding the undergraduate curriculum to include an internship opportunity.

Internships are intended to provide seniors with an opportunity to learn how to apply effectively their university studies to an experience in relevant professional settings. Internships thus differ from independent study projects in that the major component of an internship involves the student actively taking part in the work of an off-campus agency or organization.

One of the strengths of the Criminal Justice internship program is the dedication to combining an academic component with the field placement. The students will be required to attend a bi-weekly seminar designed to supplement the internship experience with theory and discussion. It is this partnership that will best serve the student and assist them in making the most of their internship opportunity.

ABOUT THE SCHOOL OF CRIMINAL JUSTICE STUDENTS

The School of Criminal Justice is a strong school with extraordinary students. The undergraduate major is restricted and highly competitive which creates a student population dedicated to maintaining high academic standards. Typically there are no more than 170 active undergraduate majors at one time. In a recent survey 95% of Criminal Justice undergraduate majors expressed an interest in completing a field experience as part of their undergraduate major. They are highly motivated students who are eager for a chance to apply their classroom knowledge to an agency or organization setting. The students in this major are of the highest caliber and continually bring new and exciting ideas to the classroom. It is this dedication to excellence that they are sure to bring to the workplace.

WHO IS ELIGIBLE?

In order to be considered for RCRJ493 and RCRJ494 a student must be a criminal justice major with senior standing (88 completed credits by the internship start date) and maintain an overall grade point average of 2.5 or higher. One relevant upper division course and permission of department required.
REQUIREMENTS FOR AN INTERNSHIP IN CRIMINAL JUSTICE

The following are requirements that a proposed internship must satisfy to be eligible for academic credit:

RELEVANCE:
The internship should represent a bridge between the student's academic work and the student's professional growth. The particular internship should be seen as a coherent part of the student's academic program, not an isolated episode.

SPECIFIC RESPONSIBILITIES:
The student and the host agency or organization must arrange for specific responsibilities or projects to which the student will be assigned as an intern prior to the intern beginning a scheduled work session. These responsibilities must draw in some way on knowledge and skills the student acquired in university studies. This requirement is designed to protect the student from being assigned to just menial tasks from which little learning can result, and to ensure that the academic purpose of internships, as stated above, is achieved.

It is imperative that the site supervisor and the intern review the “Internship Agreement Form” prior to the beginning of the internship. Once the role and responsibilities of the internship are clear and recorded, please return the completed form to:

Stacey Zyskowski
Student Services
Draper 220A
University at Albany
Albany, NY 12222

SUPERVISION:
The student's on-site work must be supervised and evaluated by a knowledgeable professional. It is not productive for an intern to be in a situation where nobody in the host agency or organization is sufficiently knowledgeable to evaluate the student's performance and provide constructive feedback. This supervisor will be required to make a formal evaluation of the student's performance, in writing, to be delivered to the Student Services Administrator.

ACADEMIC COMPONENT: CRJ493

Because an internship is a learning experience in which certain knowledge and skills come to be applied in practical situations, the student is expected to demonstrate that he or she has reflected upon and learned those applications. Such learning can usually be fostered by readings in journals and books about the methods or goals of the host agency or organization, or can be demonstrated by written work, based on the readings on the student's experiences, aimed at analyzing specific projects in which the student engaged and/or organization and operations of the host agency or organization.
In order to fully address the academic component and create an experience in which the student is able to connect the academic with the internship, we have developed a co-requisite system. CRJ493 is being offered as a co-requisite with CRJ494 so that the student remains connected with the University setting and meets with faculty and other students on internships. The purpose of this class is to allow the student to examine the internship experience and their role in the agency. Students will be expected to keep a journal and be prepared to discuss their experience at the weekly meetings. Additional specific readings and written assignments in the academic component are to be determined by the instructor for CRJ493.

**Credit:**

According to section 207 of the New York State Education Law (4/20/80), 45 hours of instruction and/or supplementary work are required for each academic credit awarded. Hence, a 3 credit internship must involve a total of at least 135 hours of on-site and academic work.

This loosely translates into 13 (thirteen) 10-hour weeks at the internship site.

For the Criminal Justice internship program, there will be a combination of on-site and in-class participation. Students will receive 3 credits for their on-site activity and 3 credits for the classroom experience. Students MUST register for BOTH sections in order to receive any internship credits.

**Grading:**

Students will receive a grade of S/U for the internship 494 and A/E grading for 493 – the seminar. Students must successfully complete BOTH sections in order to receive credit for EITHER.

**Length of Internship:**

Each internship will be held during one academic semester – internships will ONLY be offered during the Fall and Spring terms.

**Location of Internship:**

All internships will be located in the Capital District area. We feel that it is important for students to stay local and work with agencies that may have a direct impact on their everyday lives.

*When submitting the application for an internship position please retain this portion of the internship packet for your records and only return the completed application with resume and cover letter. If you have a completed Intern/Agency agreement, that can also be submitted at the time of application.*
Expected Responsibilities

**The Intern will:**
1) Apply for an internship and complete interviews.
2) Prepare a resume and cover letter.
3) Report to the site supervisor during the internship.
4) Work with the site supervisor to create an internship agreement that details the expectations and responsibilities of the intern during the internship period.
5) Register for and complete RCRJ493 in the SAME semester as RCRJ494.
6) Complete evaluation forms about the internship and the agency.
7) Act in a professional and appropriate way when at the workplace.

**The Site Supervisor will:**
1) Introduce the intern to the organization and fellow employees.
2) Teach the intern about the organization or agency and provide training.
3) Be directly responsible for the intern during the internship.
4) Develop connections between the intern’s work and the agency goals.
5) Work with the student intern to create an internship agreement that details the expectations and responsibilities of the intern during the internship period.
6) Provide opportunities for increased responsibility.
7) Keep the intern busy and directed with worthwhile projects and assignments.
8) Complete evaluation forms based on the intern’s performance.

**The Internship Coordinator will:**
1) Act as a liaison between the student intern and the agency.
2) Provide the student with information and assistance throughout the internship process.
3) Collect and record evaluations of both students and agencies.
4) Establish, visit, and develop new internship sites.
5) Upon request, meet with the site supervisor to discuss internship placements.
6) Work with both the students and agencies to ensure quality internship programs.
INTERN/AGENCY AGREEMENT FORM

The student and site supervisor will complete this portion of the evaluation and submit it to Stacey Zyskowski, the Criminal Justice Internship Coordinator. This is to be completed PRIOR to the student beginning work.

Semester___________________ 20 ______

STUDENT INFORMATION:
Name of Student Intern______________________________________________________________

Student Soc Sec #: _____________________________ Student ID # __________________________

School Address: ____________________________________________________________________

Permanent Address: __________________________________________________________________

Resume and cover letter attached? Y or N

ORGANIZATION INFORMATION:
Agency Name: _______________________________________________________________________

Agency Address: _____________________________________________________________________

Type of Agency: _____________________________________________________________________

Name/Title of Evaluating Supervisor___________________________________________________

Contact Email: _____________________________________________________________________

Hourly Rate or stipend (if any) ________

BRIEFLY DESCRIBE THE POSITION AND RESPONSIBILITIES ASSIGNED TO THIS STUDENT.

__________________________________________
Signature of Supervisor                        Print Name                           Date

__________________________________________
Signature of Student Intern                     Print Name                           Date
SUPERVISOR’S EVALUATION OF INTERN

The student will complete this portion of the evaluation and submit it to his/her immediate supervisor. The supervisor will then complete the evaluation and review with the student. After the review is complete, please forward the information to Stacey Zyskowski at the above address.

Name of Student Intern______________________________________________________________
Student Soc Sec #: _____________________________  Student ID #_________________________
Your Job Title_____________________________________________________________________

Name/Title of Evaluating Supervisor___________________________________________________
Name of Agency___________________________________________________________________
Phone Number ____________________________________________________________________
Email Address _________________________________________________________________
Semester___________________ 20 ___

Employer Evaluation – To be filled out by supervisor

We encourage each evaluating supervisor to evaluate the student’s performance with the student. Please be as honest and candid as possible. Please evaluate the student objectively, comparing him/her to other students of comparable academic levels and training. Should additional space be necessary, please feel free to continue on a separate page.

1) **BRIEFLY DESCRIBE THE POSITION AND RESPONSIBILITIES ASSIGNED TO THIS STUDENT?**

2) **HAS THE INTERN BEEN RELIABLE (ON TIME, COMPLETED TASKS PROPERLY, ETC.) AND BEEN A GENERAL ASSET TO YOUR AGENCY?**

4) **WHAT ARE THE INTERN’S STRONGEST ATTRIBUTES?**

5) **IN WHAT WAYS WOULD THE INTERN BENEFIT MOST FROM IMPROVEMENT?**
6) Based on the Intern’s on-site job performance, place a check beside the most appropriate description of his/her overall performance.

____ Completed ALL that was required – on time and with minimal problems.
____ Completed MOST of what was required – on time and with minimal problems.
____ Completed ONLY SOME of what was required – on time and with minimal problems.
____ Completed VERY LITTLE of what was required – on time and with minimal problems.
____ Intern was unable to complete any of the assigned tasks. Please explain:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

7) Based on the Intern’s on-site job performance, place a check beside the most appropriate description of his/her ability to work well in the office.

____ Created NO PROBLEMS for the agency/organization
____ Created FEW PROBLEMS for the agency/organization
____ Created MANY PROBLEMS for our agency. Please explain:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

8) Please provide any other relevant comments about the intern.

Based upon the above evaluation, this student would / would not be invited to return and the student’s overall performance is evaluated as:

( ) Outstanding ( ) Very Good ( ) Average ( ) Marginal ( ) Unsatisfactory

____________________________  __________________________
Signature of Supervisor                      Date

____________________________  __________________________
Signature of Student                      Date
STUDENT’S EVALUATION OF INTERNSHIP

Name of Student Intern__________________________________________________________

Student Soc Sec #: _____________________________ Student ID # _______________________

Your Job Title____________________________________________________________________

Name/Title of Evaluating Supervisor______________________________________________

Name of Agency___________________________________________________________________

Phone Number ____________________________________________________________________

Email Address _________________________________________________________________

Semester___________________ 20 ___

DESCRIPTION OF DUTIES: (PLEASE BRIEFLY DESCRIBE THE WORK YOU COMPLETED AS AN INTERN)

EVALUATION OF WORK EXPERIENCE JUST COMPLETED:
Positive Aspects:

Negative Aspects:

IN WHAT WAYS DID THIS INTERNSHIP CONTRIBUTE TO YOUR PROFESSIONAL DEVELOPMENT?