

INTERNSHIP/ OUTCOMES ASSESSMENT GUIDELINES FOR STUDENTS

A. Educational Objectives of Internship Courses (Crim 180,181,182, and 281)

- To provide the student an opportunity to apply theory to practice.
- To enhance the student's understanding and knowledge of the criminal justice system.
- To help clarify the student's career goals by giving the student a career experience within a criminal justice agency.
- To develop relationships with criminal justice practitioners who may aid the student in finding future employment.
- To assess the student's ability to apply discipline-related knowledge to the field (Student Outcomes Assessment)

B. Student Eligibility

- All criminology major students are eligible to enroll in Crim 180, 181, 182, and/or 281. If the student's academic advisor recommends that the internship is not suitable for the student, the Department Chair may waive the internship course and substitute an appropriate upper-division criminology course.
- Depending upon agency space availability, a Faculty Internship Supervisor may allow a non-major's enrollment.
- Undergraduates should not enroll in Crim 180, 181, or 182 until all Line 1 major course requirements in the student's catalog year *and* Crim 102 and Crim 112 are completed. It is recommended that students take internship courses the second semester of their junior year and/or the first semester of their senior year. No more than 6 units will be accepted in the major and 12 units for the degree.
- Graduate students must consult with their graduate advisor prior to enrolling in Crim 281.
- Crim 180, 181, or 182 may be waived if the student has taken other upper-division field placement courses or has had at least three or more years of paid full-time criminal justice field experience.
- All students *must* have attended the internship orientation meeting the semester before the student enrolls in their internship. Failure to attend and sign in for the orientation meeting may disqualify a student from enrolling in an internship class for that semester.

C. Internship Course Requirements and Information

- Crim 180, 181, 182, and 281 are CR/NC courses.
- Students must complete a minimum of 120 documented hours for each three (3) units of credit. A maximum of 12 units may be applied toward the B.S. degree. Graduate students may not take more than six (6) units of Crim 281. Only three (3) of these units may be used toward a Master of Science Degree in Criminology.
- After consultation with a Faculty Internship Supervisor, it will be determined whether the student will be allowed to develop his/her own placement site or the Faculty Internship Supervisor will handle all communications between the student and the agency.
- Students shall not receive monetary compensation for required internship hours.

- Students must fulfill the following requirements: Internship Portfolio
 1. Attend all scheduled criminal justice internship meetings (see course syllabus). Students who fail to attend scheduled internship meetings are required to submit a ten (10) page formal research paper on the missed topic. The paper is due one week after the meeting date. Failure to submit this paper will result in a grade of NO CREDIT for the internship. Students who are enrolled in internship for the second time, and who previously attended meetings during the prior internship, are not required to attend internship meetings for the current semester.
 2. Students must submit a small photograph attached to a completed 5 X 7 card to the Faculty Internship Supervisor *prior* to beginning his/her placement. The card will be provided by the Department and will be placed in the Department of Criminology Internship Data File.
 3. Student must prepare and submit a typed resume to their Agency Field Supervisor *prior* to beginning their placement (Form B). A copy of the resume will be placed in the internship file.
 4. All students must return the MOU (Form C) to the Faculty Internship Supervisor within two weeks of beginning internship placement hours.
 5. Perform professionally within the criminal justice placement, as outlined in these guidelines.
 6. Complete minimum hours with the designated criminal justice placement.
 7. Submit midterm and final evaluations to criminal justice agency supervisor (Forms D and E).
 8. Keep weekly log/journal and submit to their Faculty Supervisor by the last day of instruction (Form F).
 9. Faculty Internship Supervisor will determine the nature and extent of other required reports.
- The Faculty Internship Supervisor will monitor the student's progress directly by agency visits, supplemented by personal/group meetings and phone contacts.
- Final credit is determined by the Faculty Internship Supervisor in consultation with the Agency Field Supervisor. The quality of job performance is of major consideration in earning credit.
- **Second semester only** internship students are required to continue a portfolio that must include Item 7 and a new log, but not a journal (see Form F).

D. Student Outcomes Assessment

Goal: Provides graduates, through rigorous, guided and sustained inquiry, with a depth of discipline-related knowledge and prepares graduates for careers in criminal justice or to pursue advanced academic degrees.

Objective: Students will demonstrate the ability to apply discipline-related knowledge to their field placement.

Outcomes

Criteria: Students will demonstrate their ability to:

- Apply discipline-related knowledge to assigned tasks.
- Organize, describe and analyze the structure, mission and purpose of the assigned internship organization.
- Describe and analyze how discipline-related knowledge contributed to internship experience, including supportive and deficient areas.

Assessment Methods:

1. Agency evaluation of student internship performance
2. Student record of assigned tasks
3. Student analysis of the:
 - Assigned criminal justice agency
 - Relationship between discipline, knowledge and the internship experience

Students must demonstrate the ability to apply knowledge received during their coursework to their field placement. This area is considered a major portion of a student's evaluation.

Students will (see Form F for format):

All of the following items will be demonstrated by written analysis in the journal portion of the portfolio:

- The student will demonstrate their knowledge of the organizational structure, mission or purpose of their assigned agency and its role or function within the criminal justice system.
- Students will demonstrate how their internship experience has contributed to their knowledge of their agency and the criminal justice system.
- Students will identify those classes or areas of knowledge that materially assisted them in the performance of their duties at their internship. Once having identified classes or areas of knowledge, the student will perform an analysis of *how* these classes were of benefit.
- Students will then *identify* areas of knowledge and classes in which they were deficient and could have better prepared them for the internship experience.

The Agency Internship Supervisor will:

- Evaluate the level of preparedness of their students as it applies to skills and knowledge needed to perform successfully in their agency.
- Evaluate the student's ability to apply their academic knowledge to the job.
- Complete and sign the Mid-Term and Final Evaluation Forms, covering the items listed above.

The Faculty Internship Supervisor will:

- Meet with their students to discuss the progress of the assigned internship.
- Review the student internship portfolio to determine whether it meets the standards set forth in the Internship Outcomes Assessment Guidelines for Students.
- Determine, based on the review of the Internship Portfolio, whether the student will receive credit for the internship.

E. Student Responsibilities in Criminal Justice Field Placements

The following is required for participation:

- Commitment and mature acceptance of responsibility. Fieldwork experience is an opportunity to begin expressing professional commitment to those who work in the criminal justice field. Therefore, it is expected that the student will develop attitudes that lend themselves to an expression of responsibility, commitment, and caring.

- Management of time (coursework, free time, and employment) is essential.

Student Responsibilities during the Internship:

- Adhere to all agency requirements. Advise the Agency Field Supervisor, according to agency guidelines, in the case of absence or lateness.
- Read the criminal justice agency policy and procedures manual, and be familiar with the agency organizational chart.
- Serve as a responsible representative of the agency.
- Complete all forms and recordings necessary to carry out assignments.
- Attend all required meetings and conferences occurring in the agency as deemed necessary by the Field Supervisor.
- Adhere to professional standards of ethics and professionalism (confidentiality, respect for clients, etc).
- Communicate openly with the Agency Field Supervisor when help is needed (clarification of assignment, agency policy, etc).
- It is the student's responsibility to immediately report any internship problems that may arise while in the placement to the Faculty Internship Supervisor. The Faculty Internship Supervisor or Intern Coordinator may then call a Field Placement Conference.
- It is the student's responsibility to make sure that the mid-term and final evaluation forms are given to the Agency Field Supervisor, and that these forms are returned to the Faculty Internship Supervisor in a timely manner.

F. Miscellaneous

- Students should be aware that an internship is not a guarantee of future employment.
- Students are not limited to field placements in the Fresno area. Other geographical placements may be accepted.
- All expenses incurred during the internship are the obligation of the student.

G. Termination of Internship

- Students may be discharged from their internship at any time.

H. Recommended Behavior for Students

- While in fieldwork, the student represents the Criminology Department, the University, the agency, and themselves. With this in mind, the following items are very important:

Neatness – appropriate dress

Courtesy

Confidentiality

Responsibility

Openness to learning about the job, the setting, the people involved, and the principles being demonstrated

While at the agency, the student is directly responsible to their Agency Field Supervisor. It is necessary to report to the field agency promptly, and to remain the appropriate length of time on each assigned workday. If for any reason the student anticipates a delayed arrival, they are to notify their Agency Field Supervisor.

Nothing but the most serious difficulties should prevent the student from being at the agency for each assigned workday. Any need for absence should be reported to both the Agency Field Supervisor and the Faculty Internship Supervisor. Absences from the agency are to be made up, with details to be arranged with the Agency Field Supervisor.

This can be a stimulating, exciting experience for the student in the “real world” of helping, where knowledge and ideas can be put into practice. An investment in the internship will result in great rewards.

I. Situations Involving Personal Risk

Internship experiences sometimes involve students in “risky” situations. If the student deems a field experience to be risky, the student is required to bring this to the immediate attention of the Agency Supervisor and the Faculty Internship Supervisor. If, in the judgment of the student, continuation in the internship activity will involve substantial risk, the student must withdraw and immediately inform the Agency Internship Supervisor and Faculty Internship Supervisor.