An internship for Criminal Justice majors is highly suggested. In today’s competitive job market, employers demand that applicants not only complete college coursework but also participate in practical work experiences either through internships or volunteer opportunities.

Why should you intern?

The internship program is designed to give students the opportunity to interact with criminal justice professionals in a work environment. The purpose of the program is not to provide job training but rather allow the students to see the interaction between criminal justice theory and practice. Students will have the opportunity to utilize what they have learned in the classroom and apply it to the real world.

How to register
Prior to enrollment in the internship program, you must contact the program chair. You may contact Sue Beecher for an appointment at (970)339-6313 or sue.beecher@aims.edu. Permission to intern is dependent upon the specific agencies approval for the student in a given semester. Additionally, the student must have submitted all required documentation (see later heading for additional information).

***When you meet with Sue to discuss the program, you will be given a copy of the Criminal Justice Internship book. You will then proceed to the next step***

Internship process

Before you look through the internship book, think about your general career interest in criminal justice. Is it law enforcement? Courts? State or Federal level? The information contained in this internship book is a handful or possible agencies and areas in which you may consider. Certainly you may consider one that is represented and contact the appropriate party and submit the required materials for volunteering/interning OR you may speak with Sue in regard to another agency of interest and gain her approval for moving forward in that direction. Every effort has been taken to ensure the information in this book is up to date and correct. As with any agency changes in personnel and availabilities in opportunities can occur and do so without notice. If you do find an inaccuracy in the pages found herein, please let Sue know so that we may change the contact information or remove the materials.

Once you have selected an agency of your interest, contact the appropriate person. Keep in mind that you will be spending a minimum of 100 hours with that agency. These hours can be scheduled in any fashion that the agency and you agree upon. The specifics of the internship work duties/load is at the discretion of the agency, therefore; an arrangement of such is mutually agreed upon and is acceptable to the criminal justice program. It is your responsibility to provide transportation to and from the internship site.

Expectations

This course combines classroom work with field experience. The student is expected to meet with the Criminal Justice Program Chair at the beginning of the semester and then again upon completion. Additionally, you are required to complete the following:

- A short paper consisting of a learning objective statement (what you will learn and how you will accomplish) for the internship and 2-5 objectives for each of the following applicable categories – job competency, policies and procedure, interpersonal skills, career exploration, broadening horizons, research skills and new information, and report writing. I.e. Interpersonal Skills: I would like to improve my overall listening skills.
I will achieve this objective by taking copious notes when speaking with my supervisor and other employees.

- A weekly journal (a few paragraphs) analyzing your experiences and integrating your experience with what you have learned in the classroom. You are ultimately responsible for ensuring that your experience is valuable and self-directed. Continue to ask, what am I learning from this experience, how can I apply what I am learning to other situations, how can I repeat successes and avoid future mistakes, what are my strengths and weaknesses and how can I improve, and what criminal justice skills have I improved upon while participating in this internship? Your journal should not be a list of what you did each day but be learning reflective in nature. I.e. you might write about an interesting case and why this case was of particular interest to you. Given the importance on ethical issues in criminal justice, you are encouraged to write about how your agency deals with said issues. Your journal is confidential and I will not share any of your thoughts with your supervisor, classmates or others unless you give me specific permission to do so. Your journal entries should be as detailed as possible so as to illustrate you are thinking about your ongoing experience.

- A summary/research paper of your experience during the semester. You will write one paragraph describing an event during your internship, one paragraph describing your immediate reaction to the incident and how it was handled, and one paragraph describing what, if anything, you would have done differently and why. You should submit a summary every two weeks during the course of the semester.

- Final report of your overall experience during the internship that should include your strengths and weaknesses and what you have learned. Additionally, you will describe the agency in which you interned its organizational structure, and its strengths and weaknesses. This semester end report should be 8-10 pages in length, double spaced, standard margins and be no larger than 10 point font.

- A 10-15 minute verbal presentation will be given sometime during the last two weeks of class after you have submitted all other written work. This presentation should provide an overview of your experience, description of the work you performed, what you learned and how you will apply this experience in your future coursework and/or career objectives.

- Your site supervisor will complete an evaluation report or letter of evaluation and will include the total amount of hours completed during the internship. This must be submitted to the CRJ department chair no later than one week prior to the end of the semester. This report should include what your responsibilities/duties were, how well you worked with others, motivation, attendance and any other information that would aid in determining your final grade.
IMPORTANT DUE DATES

Browse internship book and contact selected agency       Month or so before internship semester
Contact Sue at 339-6313 or sue.beecher@aims.edu       Prior to registration date for internship Semester
For an appointment

Documentation of agency approval of internship       Scheduled appointment time with Sue

Paper of internship objective statement and learning objectives       By Thursday of 1st week of classes

Journal submitted by email to sue.beecher@aims.edu       Beginning first week of classes on Thursday by
                                                          5pm and each subsequent week until end of internship

Summary/Essay paper submitted by email to Sue.beecher@aims.edu       every 2 weeks

Final Report either hand delivered or submitted       no later than last week of classes
Via email to sue.beecher@aims.edu

Schedule appointment to meet with Sue       approximately 3 weeks prior to end Of semester
For verbal presentation

Verbal Presentation       1-2 weeks prior to End of semester after All written reports have been submitted

Site agency evaluation report or letter       no later than 1 week before end of semester
Emailed to sue.beecher@aims.edu
INTERNSHIP INFORMATION FORM

Name: ____________________________________________

Student Number: ____________________________________

Phone Number: _______________________________

E-mail: _____________________________________

Name of agency where internship will be performed:

____________________________________________________________________________________

Agency Address: ________________________________________

____________________________________________________________________________________

Name of Supervisor: _____________________________________

Supervisor’s Phone Number: _______________________________

Semester in which the internship will be performed:

___________ Fall  ___________ Spring  ___________ Summer

Major: _______________________________________________

Year of Program: ______________________________________

Anticipated Graduation: _________________________________

Approved: __________________________________________________________________________

CRJ Program Chair  Date
INTERNSHIP TERMS AND ACCEPTANCE

I understand that by participating in CRJ 280 I will receive a final letter grade. Receiving an unsatisfactory grade would result from one or more of the following:

1. Failure to complete the required number of work/contact hours at the agency.
2. Failure to provide weekly documentation of work/contact hours with an indication of duties/activities for the week. This documentation will be posted on an Internship Hours Log and in your weekly journal.
3. Failure to keep the Aims Internship Coordinator, Sue Beecher advised of any changes in the agency field/site supervisor and their contact information.
4. Failure to submit a well-written final report of the internship experience.
5. Failure to receive an acceptable final evaluation from the agency.
6. Violation of professional ethics.

I understand and accept the terms of my internship.

_________________________________________
Student’s Name

_________________________________________   _______________________
Student’s Signature   Date

Submit this form to Sue Beecher, Internship Coordinator, in person or scan this document and attach it in an email to sue.beecher@aims.edu prior to enrolling in the internship class.
Aims Community College  
Department of Criminal Justice  
Internship Hours Log

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<thead>
<tr>
<th>Student Name</th>
<th>Agency</th>
<th>Credit Hours</th>
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Complete the weekly log and have your site supervisor initial each week.

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<th>Site Supervisor’s Initials</th>
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Grand Total Hours

At the completion of the internship please fill out the following:

______________________________________________  _______________________________
Print Name of Supervisor                        Title

______________________________________________  _______________________________
Signature of Supervisor                          Date

I certify that the above logged hours are true and accurate.

______________________________________________  _______________________________
Student/Intern Signature                        Date

Mail log to Aims Community College, Sue Beecher, Department of Criminal Justice-Hansen Bldg., P.O. Box 69, 5401 W. 20th Street Greeley, Colorado 80634
10 Internship Opportunities for Criminal Justice Majors

This article was forwarded to me by Todd at Forensic Colleges, who runs a blog and website collecting information on forensic science and career opportunities. It looks like a great blog that has lots of information for people who are interested in criminal justice, investigation, and forensic science careers. Here is a repost of his article on Internship Opportunities he requested that we make available here. Of course I would add to his list criminal defense organizations, federal or state, also have many internship opportunities for the criminal justice major:

Internships are a great way of learning more about the field you are getting into or currently studying and provide experience to know if you are in the right field. Internships also create contacts and networking opportunities, and in some cases, gain credit for classes. There are a variety of different internships offered within a vast area of expertise. The following internships are great for Criminal Justice majors:

1. Police stations

Police stations are a great internship for students looking into police work or becoming an investigator or detective. While internship options will vary between forces, many police stations offer interns the opportunity to work with the several different components of the station. Most stations accept interns in front office work, shadowing a police officer (ride-alongs), and working with detectives.

2. Crime lab

Crime lab internships are a good way to learn more about forensic science. Technology in forensics is constantly changing so it is important to stay on top of the latest forensic testing methods and gadgets. Interning with a crime lab would teach and give you hands-on learning to evidence procedures, forensic testing, drug analysis and many other aspects of forensics.
3. US Border Patrol

The US Border Patrol is a federal law enforcement agency responsible for immigration and border law enforcement. Interning with this agency can help teach you immigration laws and statistics as well as show and explain the many ways border patrol agents protect our borders, such as on foot, in the water, and at border checkpoints set up across the US.

4. Coast Guard

The Coast Guard is a national organization responsible for various services at sea, such as search and rescue, border control and maritime law enforcement. Interns with the Coast Guard take a public affairs role to promote accomplishments within the force. They also tend to put more focus on public service announcements, all of which are a good way to learn more about the organization.

5. Probation office

Interning at a probation office can show you the daily load and case management of a probation officer. It may also help to give you a better understanding of what consequences are given to certain offenders. Between meeting with their clients on probation, keeping track of them, and attending hearings, the life of a probation officer is usually kept pretty busy.
6. Law office

Taking an internship at a law office can help you better understand what attorneys and their paralegals interact with on a daily basis. From meeting with clients to drafting motions and petitions a law office internship offers great first-hand experience. There are several different laws that attorneys practice though so it is important to intern for one that you would like to gain more knowledge about.

7. County Courthouse

An internship at a county courthouse is very helpful for learning how the criminal justice system works. From filing cases to attending courtroom hearings and analyzing statistics, the courthouse offers a great way to interact with a variety of different people such as attorneys, judges and clerks to understand what their daily routines are.

8. Juvenile Detention Center

A juvenile detention center is a secured place where juveniles who have been into trouble are placed. Interning at a juvenile center would be helpful to learn how sentencing differs in juveniles and in adults. Since many of the juveniles assigned to the detention center are short stays, you could probably learn about a variety of different cases and offenders.
9. CPS

Child Protective Services is a government agency that exists in many states in the US and responds to reports or child neglect and abuse. While this job may not be for anyone, because of the conditions and abuse some children have had to endure, it is a good experience and could make you want to help children and teens who are put through the CPS system.

10. Non-profit organizations

Interning with a nonprofit organization can give you a better view of what hard work is put into these organizations. Non-profits are a crucial part of our society that provide help for a variety of different people and families going through different ordeals. Interning for a non-profit could help shed light on how many families and people really need help.


A few more ideas…..

Code enforcement officer, dispatcher, crime scene technician, & Sheriff’s office

Courthouse security, court clerk, records clerk, district attorney’s office, public defender’s office, law offices, victim services, drug court, restitution assistant, & community courts.
Most criminal justice careers you may be considering will require you to complete a series of college-level courses in order to learn the necessary skills to work in the field of criminal justice. In fact, many criminal justice careers not only will require you to take courses, but also will require you to complete an intensive training program at a police academy or another location to hone further your physical and mental skills. Nonetheless, before an individual even walks into the door of a criminal justice program or police academy, he or she must possess certain qualities. In order to make sure that you have the necessary skills, you may wish to familiarize yourself with some of major qualities a good criminal justice professional should have.

- The first quality a good criminal justice professional should have is the ability to handle stress. Criminal justice professional regularly must handle difficult people in difficult situations. In fact, a criminal justice professional typically will have to deal with dangerous criminals, drunken and disorderly individuals, emergencies in which an individual may need immediate rescue, and a variety of other individuals and situations. A career in criminal justice can be extremely stressful because a criminal justice professional has to deal not only with the danger of his or her profession, but also with the knowledge that horrible things happen to ordinary people every day.

- The second quality that a good criminal justice professional should have is a reasonable amount of physical fitness. Criminal justice professionals, especially those in law enforcement, regularly will be required to run, climb, jump, and perform a variety of other physical tasks in order to catch criminals or prevent criminals from escaping. With so much physical activity in a criminal justice career, you have to be prepared physically in order to perform the activities required of you. In fact, most police departments or federal agencies you may be considering will require you to complete a physical ability test before you begin your career, in order to prove that you have the necessary physical skills for a criminal justice career.

- The third quality a good criminal justice professional should have is an ethically sound view of the role he or she plays in the criminal justice system. Since a criminal justice professional typically has a great deal of power, it is essential for a criminal justice professional to understand appropriate use of that power and abuse of that power. In other words, a criminal justice program may teach you the basic code of ethics to which you must adhere as a criminal justice professional, but you have to use your own moral compass actually to understand and apply that code.

- The fourth quality a good criminal justice professional should have is good computer and technical skills. A criminal justice professional will have to use computers and other devices to check an individual's criminal record, to match evidence with potential suspects, to research a suspect's financial records and holdings, to restore digital or audio recordings, and to perform a
variety of other tasks. As a result, you will need to understand how to use these computers and other devices in order to perform the tasks necessary for your field.

- Finally, a good criminal justice professional should have the ability to think quickly. The ability to think quickly is essential for an individual in the criminal justice field, because a criminal justice professional has to react to accidents, court testimony that may allow a criminal to go free, dangerous criminals, dangerous substances, and other threats as soon as they arise. As a result, you must be able to look at a situation and determine the appropriate course of action within minutes, or in many cases, within seconds.

http://www.criminaljusticecareersnow.com