

INTERNSHIP MANUAL

Southwest Minnesota State University
Justice Administration Program



Department of Social Sciences
Marshall, Minnesota

SMSU Justice Administration Internship

Internships at SMSU are part of community-based learning that offers upper level students a hands-on experience in a professional or career setting for academic credit, in accordance with University policy.

The Justice Administration Program believes that students can benefit from an internship experience in their desired field. However, in order for this to be possible both the student and the work site need to commit to the challenge of instruction, evaluation and reflection.

An internship is an opportunity for a student to develop a hands-on understanding of the career field chosen by the student and its connections to the criminal justice system through various work assignments and the shadowing of various professionals.

Securing an Internship Site

INTERNSHIP PARAMETERS:

- A minimum of three (3) semester credit and a maximum of twelve (12) semester credits may be granted for an internship in the Justice Administration major.
- Student interns should have at least junior standing (minimum 60 credit hours received) or have demonstrated competency in their field.
- Internship credits will be awarded on the basis of 100 hours work equals three credits of class time.

SUPERVISION:

- All internships will be evaluated as determined by the Justice Administration department, with oversight by the internship supervisor, BC Franson.
- In a timely manner, the faculty supervisor, the on-site evaluator, and the student intern shall sign an internship agreement which outlines mutual responsibilities and expectations for the internship.
- A copy of the internship agreement will be kept on file in the department office for three (3) years.

SITE SELECTION:

Choose a site based on your interests in justice administration. Also consider what tasks and opportunities will be given to you during the internship. Consider opportunities with law enforcement, corrections, treatment, youth homes, law offices, or probation. Each site will have its own internship process and criteria for which you will have to submit according to the agency you choose.

When you have secured an internship site, you must complete the Internship Contract and Statement of Goals and Objectives (found in the Forms section). These forms are to be returned to your faculty supervisor no later than the first week of the internship.

LEARNING OBJECTIVES AND REQUIREMENTS

Learning objectives will vary per agency. Each student should gain a thorough understanding of the agency's position and the connection it has with the justice system. The intern should be able to identify the skills needed to perform required tasks, work on sharpening those skills and gain insight into how a person in the position plays a role in the justice system.

The student intern is responsible for following all of the rules and regulations of the internship site. In order to receive credit for the hours spent at an internship site the internship must be approved by the faculty supervisor prior to beginning any work hours.

The student is to provide weekly summaries of their activities due Friday of every week during the internship. The student will also be required to provide reflection on the value of the internship as the conclusion of every month during their internship as a way of gauging what is being learned and its perceived value.

INTERNSHIP GOALS

An intern should be given some routine tasks to complete as well as be included in various activities and meetings which the internship supervisor themselves would regularly participate in.

Law enforcement interns are expected to be given the opportunity to have experiences in the area of patrol, investigation, dispatch, booking and court proceedings. It is expected that the law enforcement intern will be given the opportunity to view police reports including video of defendants, and to follow cases through from arrest to court. Interns are also expected to be given the opportunity to discuss reasons for charges and sentences with police, attorneys and/or judges. The student intern should observe interviews with suspects and witnesses and discuss the relevance of the questions and answers with the investigating officer. An overview of basic equipment operation from radar to firearm safety and the departmental policy involved with the use of force should also be part of the internship.

Corrections interns are expected to be instructed on the rules of confidentiality and the role of probation in the justice system. Interns should be given experience with

paperwork and client meetings by shadowing as well as by conducting their own interviews. The student intern is expected to complete the various paperwork dealt with in a career in corrections as well as to attend court hearings.

SYLLABUS FIELD EXPERIENCE/INTERNSHIP JUAD 499

Course Description: This course allows students in the Justice Administration major to explore the actual day-to-day operations of a specific career or field of interest. This opportunity allows the student to gain specific insight into the career path they wish to pursue.

Requirements:

1. The internship must be approved prior to its commencement.
2. The student will be required to keep an electronic **activity journal** and forward said journal to the supervising professor via email **every Friday**. This journal is worth 150 points and will be graded on content reflecting the hours spent per week (which should be noted on said journal), also it is important to be completed on Friday and to have correct grammar and spelling. This journal should list your activities/ duties for the week and the approximate time spent on them.
3. A self evaluation of the internship is required at the end of each month. A **monthly reflection journal** of the students' activity along with an assessment of the value of this experience will be due on the **last day of each month**. This journal will be worth 100 points. In this email I expect that you summarize the educational opportunities you have participated in during the month with explanation of their value to you. If you do not feel that you have learned anything during the "month" you need to explain why not. Remember to describe your perceptions, questions and/ or ideas about your experience thus far. You may want to include how the internship has changed since the beginning, and/ or how do you feel that you have contributed to the agency. This will also be graded on timeliness, value of reflection and spelling and grammar.
4. At the end of the internship the student is required to create a **tri-fold pamphlet**. This pamphlet should be specific to the student and their experience not a copy of the agencies internship information; it will be worth 100 points. The student should outlining what he/ she did to get the internship (hiring procedures), what he/ she learned doing the internship, information the student wished he/ she would have known before beginning the internship, and the best part of their experience. This information will be used as a resource to assist others in the justice fields that are looking for internships. This will be graded on ease of reading and visual organization, information specific to the interns experience is required and not the agencies information about the general intern experience. Grammar and spelling will be graded as well. *Remember if you are using a logo or other copyrighted material that you need permission and that you must site your sources for information you put into this document.*

ROLE OF THE SITE SUPERVISOR

The site supervisor has the responsibility of monitoring the student intern and quizzing them on various aspects of the job. The site supervisor should remember that this experience is to be educational for the student and that the student should be able to relate what they are learning not only to their professor but to their site supervisor as well. A regular meeting time should be set aside by the site supervisor to meet with the intern and discuss the outcome of assigned tasks.

If the internship is not working as planned, whether the intern is having difficulty adjusting to the assigned tasks or is not following office procedure, it is the site supervisor's responsibility to bring the issue up with the intern and the faculty supervisor to discuss a possible solution before the possibility of terminating the internship. This is not to say that interns cannot be fired, but as a matter of course we would like to address any issues early to avoid termination.

The faculty supervisor should be contacted with any concerns or issues concerning the student intern. The current faculty internship supervisor is B.C Franson, she can be reached at (507) 537-6083 or via e-mail sent to bc.franson@smsu.edu.

Justice Administration Program Internship Forms

**Southwest Minnesota State University
Justice Administration Program Internship Agreement**

Date of agreement: _____

This agreement signifies that _____ (student) and
_____ (Agency/Community Site)
agree to an internship for _____ contact hours to be completed within the following dates
_____. Based on the number of hours designated, the internship will
carry _____ semester hours of academic credit.

Site Supervisor: _____

Mailing Address: _____

Email: _____ Phone: _____

Intern Address: _____

(during internship): _____

Email: _____ Phone: _____

Internship Schedule: In the space below, designate the scheduled days of the week and approximate times the intern normally would be expected on the job.

Monday _____	Thursday _____
Tuesday _____	Friday _____
Wednesday _____	Sat/Sun _____

The intern and organization agree on the attached job description and statement of goals/objectives. This statement should indicate what the intern will be expected to do or accomplish during the internship in order to meet both organizational and academic goals. Please attach the description to this agreement and fax to: 507-537-6115.

Intern Signature

Faculty Signature

Print Name

Print Name

Supervisor Signature

Print Name

**SMSU Justice Administration Program Internship
Job Description and Statement of Goals**

Name of Site:

General Description of Intern Role:

Responsibilities or goals of student intern (please be specific):

Brief description of orientation and training provided by agency:

Intern Signature

Site Supervisor Signature

SMSU Justice Administration Program Internship Site Supervisor Final Evaluation of Intern

Intern: _____ Date of Evaluation: _____

Agency/Organization: _____

Site Supervisor: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Number of hours completed: _____

Start date: _____ End date: _____

This evaluation is designed to provide feedback on job performance and related issues to assist the student in his/her academic, personal, and professional development. Please review and discuss your evaluation with the student. We want this to be a learning experience. The evaluation must be submitted to SMSU by _____.

Please record your appraisal that most accurately reflects the intern's abilities and performance demonstrated during the internship experience. Use the following scale:

<i>Needs Improvement</i>		<i>Satisfactory</i>		<i>Excellent</i>
1	2	3	4	5

	Rating
Demonstrated a strong work ethic	_____
Worked well with agency staff	_____
Worked well independently	_____
Showed initiative on projects and assignments	_____
Willing to seek and use help	_____
Willing to learn	_____
Completed assignments on time	_____
Followed through with tasks until completion	_____
Punctual	_____
Reliable and dependable	_____

(Continued on reverse)

Additional feedback and comments:

I understand that this evaluation will be shared with the Intern.

_____	_____
Site Supervisor Signature	Date
_____	_____
SMSU Justice Administration Coordinator	Date

Submit evaluation by mail to:

Justice Administration Internship Program
Department of Social Sciences
Southwest Minnesota State University
1501 State Street
Marshall, MN 56258

OR by FAX: 507-537-6115

SMSU Justice Administration Program Internship Student Evaluation of Self

Intern: _____ Date of Evaluation: _____

Agency/Organization: _____

Site Supervisor: _____ Phone: _____

Address: _____ Fax: _____

_____ Email: _____

Number of hours completed: _____

Start date: _____ End date: _____

Please record your appraisal that most accurately reflects your abilities and performance demonstrated during the internship experience. Use the following scale:

<i>Needs Improvement</i>	<i>Satisfactory</i>	<i>Excellent</i>
1	3	5
2		

	Rating
Demonstrated a strong work ethic	_____
Worked well with agency staff	_____
Worked well independently	_____
Showed initiative on projects and assignments	_____
Willing to seek and use help	_____
Willing to learn	_____
Completed assignments on time	_____
Followed through with tasks until completion	_____
Punctual	_____
Reliable and dependable	_____

(continued on reverse)

How challenging was your work?

How much did you learn from working at your site?

In what way did your internship experience change your career or educational plans? (Check only one)

_____ confirmed my plans _____ decided to change career
_____ made me question my previous choice _____ had no effect

Please explain:

Intern Signature

Date

SMSU Justice Administration Coordinator

Date

Please return evaluation by mail to:

Justice Administration Internship Program
Department of Social Sciences
Southwest Minnesota State University
1501 State Street
Marshall, MN 56258

OR by FAX: 507-537-6115

SMSU Justice Administration Program Internship Student Evaluation of Internship Site

Intern: _____ Date of Evaluation: _____

Agency/Organization: _____

Address: _____ Fax: _____

Number of hours completed: _____

Start date: _____ End date: _____

Please circle the number which best indicates your perception of the internship site.

	Not At All.....				A Great Deal
	1	2	3	4	5
1. Was your work challenging?	1	2	3	4	5
2. Were your tasks/assignments clear?	1	2	3	4	5
3. Were your tasks/assignments interesting?	1	2	3	4	5
4. Were persons at your site helpful?	1	2	3	4	5
5. Were you given adequate training?	1	2	3	4	5
6. Did your site provide you with enough work?	1	2	3	4	5
7. Would you recommend this site to your friends?	1	2	3	4	5

Any other comments to share:

Please return evaluation at the end of the internship by mailing it to:

Justice Administration Internship Program
Department of Social Sciences
Southwest Minnesota State University
1501 State Street
Marshall, MN 56258

OR by FAX: 507-537-6115