

Truckee Meadows Community College Criminal Justice Internship Manual



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Introduction to the Internship Program

Criminal Justice students interested in internship work at Truckee Meadows Community College are fortunate in that the Department of Criminal Justice maintains an outstanding relationship with criminal justice agencies, where internships are routinely performed. Representatives from surrounding agencies often come into classes to inform students about their internship programs and needs.

The internship experience is designed to provide the Criminal Justice major with an opportunity to develop insight into the practical application of academic knowledge. Through observing the work activities of the members of a criminal justice agency and by working under the supervision, student will be better prepared to assess their own interest and potential for a career in Criminal Justice. The student's practical learning experience will be most beneficial if he/she has a general knowledge of the criminal justice area. This understanding will be forthcoming from the completion of the required number of hours of Criminal Justice coursework prior to enrollment in the internship.

Finally, you should also realize that a successful internship experience is not only a "plus" on your academic transcript and job résumé, but the experience may also be your means of obtaining employment with the agency later.

Requirements for the Internship Program

A number of people play an active role in the internship. The key people involved in the internship experience are:

- I. The Student:** a motivated person who is seeking a practical learning experience with an agency in the criminal justice system.

II. The Agency Supervisor: a knowledgeable and experienced practitioner who will (1) provide guidance to the student, and (2) monitor and evaluate the students' performance.

III. Criminal Justice Faculty Advisor: the specific member of the Criminal Justice Faculty who will work closely with the student to resolve any questions and/or problems, maintain records and reports re: the internship, see that internship guidelines are adhered to, communicate with internship agencies as necessary, and evaluate the student's overall performance.

The requirements for the CRJ 290B Internship program are:

- a. Completion of CRJ101 and CRJ102 with instructor permission
- b. Either a Criminal Justice major or minor; further,
- c. Interns must be able to devote 40 hours at the internship agency per semester. For example, if you enroll in three credit hours of internship, you must devote 120 hours (40 X 3=120) on-site at the intern agency
- d. In addition to a Final Report (explained later in detail), the interning student shall submit a typed log ("Daily Journal") of his/her intern activities. An example of the Daily Journal is attached and must be submitted with the Final Report.
- e. Remember that it is the **student's responsibility** to find an internship agency that will accept him/her and provide the internship experience. This task should be accomplished during the semester previous to the semester of interning. Further, interns may not change internship agencies, duties, number of credit hours enrolled in CRJ 290B, or make other modifications in the internship design without consultation with and the approval of the faculty advisor.

Objectives

The internship program is designed to help the student maximize his/her understanding of the criminal justice process through the integration of theoretical classroom learning with practical learning experiences. More specifically, the internship experience is designed to help each student:

1. Integrate and apply the theory and research skills derived from his/her criminal justice coursework;
2. Gain first-hand knowledge and a greater understanding of a criminal justice agency, including the administrative functions and the community forces which affect its organization and administration;
3. Develop techniques and skills common to the criminal justice system (e.g., observing, planning, data collecting);
4. Become more aware of his/her values and attitudes about people, law violators, criminal justice agencies, and society. Recognizing the factors which lead to personal problems will enable the student to increase his/her understanding of human frailties and solutions to personal, social, and organization problems. The student will also become more aware of the rules and responsibilities of a professional person, viz., acceptable appearance, punctuality, dependability, functioning within a frame work of an agency and a system, and skills necessary to relate to persons at all levels of an organization; and to
5. Learn about one's own abilities and aptitudes. You will see for yourself the kinds of personalities, temperaments, diplomacy, community relations, behaviorism and other normative modes of conduct that do and do not work, are and are not acceptable, in

criminal justice agencies. Further, you will learn the jargon and operational terminology that practitioners utilize in their daily communication.

(Note: The following listings of responsibilities of the internship agency are suggestive in nature; the list is not exhaustive. There are differences in agency functions and methods of operation; therefore, the suggestions offered may not have the same degree of relevancy for all agencies.)

Suggested Responsibilities Of The Internship Agency

1. Each agency may have its own guidelines for selection of interns. The agency has the right to reject intern applicants.
2. The agency may wish to conduct a formal or informal orientation of the student. The orientation might include a discussion of the following:
 - a. Working hours
 - b. Working breaks
 - c. Personal conduct
 - d. appropriate dress
 - e. procedures and routines
 - f. confidentiality of information
3. The agency supervisor, or his/her designee, may also wish to include, as part of the orientation, a discussion of the intern agency and the student's role in the agency, including the following:
 - a. The organization and administration of the agency: the agency's organizational chart might help to clarify the various departments and position within the organization, chain of responsibility, and accountability. The agency's relationships with other local, state, and federal agencies may also be instructive.

- b. The philosophy and objectives of the agency: in discussing the agency's philosophy and objectives, it would be helpful to the student to include a brief discussion of the programs and services provided by the agency.
- c. Resource materials: agency supervisors are encouraged to suggest reading materials to the interning student which are related to the agency's operations. This might include the agency's policy and procedures manual (if not confidential in nature), or other books, journal articles, pamphlets, or monographs.

In summary, it is hoped that, toward the goal of a highly successful internship experience for the student, the agency will provide supervision by an employee who is interested in criminal justice education. The agency will hopefully plan, prepare, and schedule appropriate learning experiences for the student. The internship experience should focus upon maximizing the educational and practical experiences of the student. In turn, however, the agency should expect to benefit from the presence of the student during the internship. First, the agency should feel free to utilize the interns in duties that are educational and that the agency might otherwise have difficulty in freeing a regular employee to do. An example might be an analysis of court time spent during a recent year by agency practitioners. Another benefit the interning agency might have is the availability for hire of a person who has successfully completed an internship with the agency; there might exist a virtual "pool" of such persons/applicants for the agency to draw from. It is hoped that, to the extent possible, the internship program presents a unique opportunity for the students, the agency, and the university to benefit in their respective fashions. Through such a successful internship, a significant contribution is being made to the field of criminal justice.

The agency supervisor's responsibility warrants additional discussion, however. (The supervisor may, of course, designate some other employee to directly supervise the student; if so, the following comments are directed to that person). Supervision is an integral part of administration, and the major components of supervision include planning, organizing, reviewing, consulting, and evaluating. The student should be encouraged to develop his skills and to accept new concepts and ideas. The internship supervisor should encourage the student to discuss his feelings and attitudes about his work experiences, and should help the student resolve problems related to the internship. The intern supervisor should help the student understand and apply agency policy and procedure. The intern supervisor also evaluates the student's progress and provides feedback to the student and the faculty sponsor. Areas needing improvement should be communicated to the student and the faculty advisor. When questions arise, the intern supervisor should feel free to contact the student's faculty advisor.

Internship Grading Procedure

Grades in Criminal Justice Internship CRJ 290B are awarded each semester. The final course grade shall be decided upon by the faculty advisor, who may also take into account reports from the internship agency supervisor concerning the student's performance and accomplishments during the semester as an intern. The class grade shall be awarded on an "A-F" basis. The quality of performance at the internship site, the Final Reports and the Daily Journal are evaluated in total to be of "A" thru "F" caliber (under Truckee Meadows Community College definitions of grades). The failure to submit assignments on time will result in a lower grade.

ADA Accommodation

Qualified, self-identified students with documented disabilities have the right to free accommodations to ensure equal access to educational opportunities at Truckee Meadows Community College. For assistance, contact TMCC's Disability Resource Center at 775-673-7277, TTY 775-673-7888, come by the Red Mountain Building, room 315B or visit www.tmcc.edu/drc

Academic Integrity

A student has an obligation to exhibit honesty in carrying out academic assignments. A student would be in violation of this obligation if the student cheats on a test or plagiarizes. Violations of academic integrity will be addressed per the criteria in the college catalog.

Preliminary Report

Student Name: _____

Internship Semester: _____

General Instructions:

When writing your preliminary report, be as specific as possible. This requires that you conduct a survey of the resources which you intend to employ in attaining your internship goals. When the preliminary report is ready for final submission and signed by the Faculty Advisor, your interning expectations will be clear to you and your advisor both. Preliminary reports are usually 2-4 pages in length. Please type your proposal using the following headings.

What is the name of your agency?

What is the name of the person (agency supervisor, training officer etc.) who will be immediately supervising your internship?

What are your learning goals?

What are your learning objectives (methods of achieving those goals)?

What resources will be utilized ((key people, facilities, references, computers and so forth)?

What “final products” will result. Be specific. (This response might include changes in attitudes or other qualitative kinds of products or outcomes, as well as written final products.)

How do you propose that your learning will be best evaluated? (What kinds of qualitative or quantitative experience, educational benefits, written final products, or other accomplishments do you foresee as a basis for judging your internship?)

Signatures:

Faculty Advisor

Date

Student

Date

FINAL REPORT

The Final Report is essentially a term paper. Such a paper might focus on what the student did as an intern, what he/she learned, and an evaluation of the internship experience. Some issues to consider are as follows:

1. A history of law enforcement, courts, corrections, juvenile justice, security, or as appropriate for the type of internship.
2. A history of the specific internship agency.
3. A description of the goals of the internship agency.
4. Definition of your role as an intern with the agency.
5. Description of the formal and informal organization of the agency.
6. A definition of the agency's relationship to other community organizations.
7. A definition of the agency's relationship to other Criminal Justice Organizations.
8. Your evaluation of the agency's effectiveness and efficiency (in your opinion does it meet its goals and properly utilize resources?).
9. An overall critique of the agency (i.e., your opinions, evaluation regarding its present operations, changes needed, areas of possible legislative reform, etc.).
10. An evaluation of personal changes in yourself since the internship, any improvement in communication skills, the relevancy of your internship experience, and an overall relating of your observations of what is occurring in the agency compared with what should be occurring, based on classroom experiences, readings, and exposure. Compare the ideal based on theory with the real, or the practical.
11. Other matters as appropriate.

The above list is only suggestive; you are urged to be as innovative as possible in your Final Report.

Daily Journal Example

Student Name: _____

Agency Name: _____

<u>Date</u>	<u>Hours and Activities</u>
1-6-09	12-2:00 pm – rode in the patrol vehicle with Officer Friendly. Observed an accident investigation
1-8-09	12-4:00 pm – discussed the financial structure of the agency with my internship supervisor; analysed personnel manuals that govern all departmental procedures.
1-13-09	12-2:00 pm – rode in patrol vehicle and learned of qualifications necessary for radar operation; simulated operation of radar.
1-14-09	12-4:00 pm – responded with my training officer to take two crime reports; observed community relations in dealing with crime victims and witnesses, as well as crime scene investigations.
	ETC.
	ETC.
	ETC.

Total Hours on this Page: _____

Total Hours to date: _____

Page _____ of _____ (use as many pages as needed)

Preliminary Assignment
is due on

Monday 8/31/09

By 5:00 pm

Final Report
&
Daily Log is due on

Friday 12/4/09

By 5:00 pm