Internship Policy Manual
JUST 4990

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Department of Criminal Justice

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Overview

The mission of the Department of Criminal Justice at East Carolina University is to educate future generations of criminal justice leaders and prepare students for professional practice in the criminal justice system. Field education is a vital component of the criminal justice curriculum in the process of professional development. It provides the opportunity for students to develop, test and practice professional knowledge, values, and skills. For the field supervisor and agency, there is the opportunity of enriching professional experiences and services through the mutual sharing of knowledge and information.

What is Field Education?
Field education, sometimes called internship or practicum, is an experiential learning activity that allows students to integrate classroom knowledge with criminal justice practices in an agency setting. A Field Education and Seminar course (JUST 4990) is required for Bachelor of Science in Criminal Justice. The Field Education Director is the instructor for the field education course. Internship placements must be approved in advance by the Field Education Director and the required hours must be completed in the placement agency. Students are expected to comply with course requirements which include assignments given by the Field Education Director in order to earn full credit for JUST 4990. The Internship takes place on location; there are no campus class meetings once the semester begins, but students may request or be instructed to meet with the Field Education Director in person if necessary.

Benefits of Field Education
Field education is an important component in criminal justice study. The learning experience offers many benefits including the opportunity to: 1) bridge course content with practical applications; 2) expose the student to organizational surroundings; 3) make a transition from academic to workplace environs; and 4) facilitate future employment. Field education opportunities such as internships allow students a chance to improve their job interviewing and occupational socialization skills, hone vocational abilities, and build self-confidence in a workplace setting. Some Internship students are ultimately employed by the placement agency after graduation, or they may gain employment as a result of networking opportunities afforded by the Internship experience. The National Association of Colleges and Employers (NACE) reports that agencies are more likely to hire people that have interned with their organization than other applicants.

When does the student take JUST 4990?
The internship occurs in final semester of the student’s senior year. All other program prerequisites must be met before a student can enroll in JUST 4990.

Objectives
JUST 4990 is a supervised experiential learning experience integrating previous course work with daily work activity in a criminal justice agency. The course objectives are:

1. Explain how knowledge, values and skills acquired during previous academic curriculum can be integrated into an agency setting;
2. Apply theory to various practice settings to develop professional competency;
3. Experience the criminal justice system and the people it services through an introduction to involved individuals and populations;
4. Collaborate with a professional team and members of related professional groups;
5. Apply professional ethics, standards, and methods of evaluating practice.

The Director helps ensure that students can demonstrate an ability to integrate classroom knowledge and practical skills as demonstrated in the online course Field Education and Seminar (JUST 4990). This is accomplished by allowing students to share and assess their field experiences through assessments and internship site evaluations.

Specific grading criteria for the Field Education and Seminar course are detailed in the JUST 4990 course syllabus.

Field Education Director Role

The Field Education Director is responsible for the planning and implementation of the internship process. The Director is responsible for ensuring that the internship is appropriate for student needs and University and Department standards. Although information on agencies that have previously served as field experience sites will be provided, students are responsible for finding and securing their own internship site. If the Director believes that the internship site is inappropriate or does not serve the best needs of the student and the Department of Criminal Justice, the Director reserves the right to deny a student from interning at that location.

Site Field Supervisor Role

The role of the field experience site is to provide quality, sound professional practice, professional education, mentoring, and appropriate student instruction.

Students should identify a field supervisor when completing the internship application. The site field supervisor is expected to make time available for instructing the student, assign tasks, monitor student progress, complete internship evaluations required for JUST 4990, and provide appropriate conference time with the student.
The field supervisor works closely with the student and should be available for the Field Education Director if needed. The field supervisor works cooperatively with the student to select and assign tasks which are appropriate to the student’s individual learning needs and which are consistent with the objectives of field education. The field supervisor conducts a written evaluation of the student’s learning experiences and shares the evaluation with the Field Education Director at the midpoint and end of the semester.

**Student Role**

Students are expected to be active learners in the internship process. Active participation includes clearly communicating the kinds of experiences wanted and reactions to the field supervisor’s assignments and supervision. It is the student’s responsibility to make sure all assignments from both the Field Education Director and the field supervisor are clearly understood.

Students must secure their own internship site. Conducting a search for an internship site is part of the learning process. The Field Education Director will provide a list of agencies that the Field Education Program has partnered with in the recent past to use as a guide to students. The Field Education Director does not place students in their site locations, and there are no default placements for students who cannot find a placement. The responsibility for finding an internship site rests with each student.

While participating in their field experience, if students fear for their safety, experience what they perceive as misconduct, or are discriminated against based on a protected class status they should notify the Field Education Director.

Students are to adhere to internship site regulations and protocol and follow instructions given by their field supervisor. If students engage in misconduct during their internship it may result in dismissal from the program.

If a student is dismissed from their internship by request of the internship site consequences will be determined on a case-by-case basis. If the dismissal is appropriate and warranted, such as instances where the student abuses the privilege of the internship experience by breaking rules, not adhering to instructions, or other misconduct, the student will not be allowed to attempt another internship placement in order to complete the BSCJ degree requirements.

Results of dismissal may include but are not limited to:

1) The student may receive a grade of F for the course and not be allowed to intern in future semesters.

2) The student may be allowed and/or encouraged to withdraw from Justice 4990 but not allowed to intern in future semesters. In the event a student is dismissed...
from an agency, the Field Education Director will consult with the agency and the student. If the Professor has determined that the dismissal was unjust, or that the student is deserving of another chance at an internship placement, the Director and the student will work together to facilitate such an arrangement.

**Steps in the Internship Process**

1) Orientation Meeting: The Field Education Director will hold at least one orientation meeting for all prospective interns for the upcoming semester (e.g., if you are scheduled to complete your field experience in the spring, you will attend a meeting in the fall). Attendance at the orientation meeting is mandatory. Failure to attend the meeting may result in the student’s not being allowed to enroll in the Field Education Seminar for the upcoming semester. This meeting is called to provide important information to the students and to gather a list of students who need to be registered for JUST 4990 and 4500 during the registration period.

2) Submit the completed internship application form prior to the due date announced by the Field Education Director to the Criminal Justice Internships email address: cjinternships@ecu.edu.

3) Receive approval by the Field Education Director for your placement.

4) Begin the internship on the first day of the semester in which the student is enrolled; no credit for contact hours is given prior to the beginning of the semester.

5) Complete required contact hours and course assignments for JUST 4990 and JUST 4550 until the close of the semester.

**Internship Placement Options**

Internship placements must be approved by the Field Education Director. Placements should be directly related to the criminal justice field, and the expectation is that students work alongside, or be in close contact, with criminal justice practitioners.

Students arrange their own internship placement. Selection of placement may be based on vocational interest, availability, or locale. The Department has affiliation agreements with many agencies in many criminal justice specializations and geographic areas. For example, students have been placed in federal, state, and local agencies and non-governmental organizations nationwide. Traditional settings include law enforcement, adult community corrections, jails and prisons, juvenile courts, juvenile
agencies/organizations, drug/alcohol rehabilitation centers, private businesses that engage in criminal justice-related activities, and prosecution/defense counsel offices.

Selection of Placement for Internship

Guidelines for approving internship sites for criminal justice field education include the following:

1. Internship sites must be committed to the goals of criminal justice education. This includes providing a safe environment that has the opportunity for student learning and appropriate ongoing supervision.

2. Internship sites will be evaluated at regular intervals, regarding their suitability for field education.

3. The internship site must have the student perform tasks that are related to criminal justice. The Field Education Director reserves the right to deny internships that are not related to criminal justice. Students may not intern at an agency or business whose mission and operations are clearly unrelated to criminal justice.

4. The internship placement should not use interns exclusively as clerical workers. While it is understood that student interns may be required to engage in some clerical tasks, as is usually the case with any other worker in the agency, students should not be used exclusively or primarily as free clerical assistance.

5. Students may not intern at sites where there is a conflict of interest (e.g., a family member is a member and/or would serve as the field supervisor) or in agencies that serve as their primary place of employment.

How Much Time is Required?

Students participating in Internship are expected to make a 30-40 hour weekly commitment for the entire semester. Student internship hours should not extend greater than 40 hours per week, and any hours worked passed 40 hours should not be counted toward the program required hours unless there are exceptional circumstances (such as being called-out on a crime scene or search and rescue events or other circumstances where a student may be close to the required weekly hours, but something is in progress that would be beneficial to the learning experience.)

- Fall and spring semesters have a requirement of 415 contact hours
• Summer semester has the requirement of **375 contact hours**

Students are required to be concurrently enrolled in JUST 4500, a separate online course, while taking JUST 4990. Students are not permitted to be enrolled in any other ECU courses during the internship. Students may only receive credit for the time served in the placement location if it occurs during the semester they are enrolled in the Field Education and Seminar course and approved by the Field Education Director.

**Admission**

All students must apply for their internship according to the timeline and deadlines devised by the Field Education Director. Applications may be obtained electronically from the Field Education Director. Applications may also be posted on the Departmental website and may be distributed electronically to prospective interns. An affiliation agreement, part of the application, must be completed by representatives of the agency and the Department of Criminal Justice.

To be admitted into the internship, the undergraduate student must:

1) be a criminal justice major;
2) have a minimum 2.0 overall grade point average. Any student whose GPA is below a 2.0 at the time of their application is ineligible for placement. Also, a student whose GPA is below 2.0 between the time of application and the time of placement will become ineligible for placement. A student with less than 2.0 at the time of the application deadline who raises his/her GPA by the time of the projected placement will be eligible;
3) successfully complete all coursework, except Justice 4500; any exceptions must be approved by the Field Education Director
4) not have a major impediment to completing the required hours (e.g., military service obligations or full-time employment)

**Attendance**

Criminal Justice students are required to work in their internship site for the total required contact hours. In case of absence due to illness or an emergency, students are responsible for contacting their site field supervisor. Whether a student works at their placement on holidays, weekends, or during fall or spring breaks, is worked out with the supervisor. Students may not work between semesters or prior to the semester in which they are enrolled in JUST 4990. If a student works at an internship site before the semester in which they are enrolled, they will not receive credit for those contact hours.
Coursework

JUST 4990 Field Education Seminar (online course)

Students must participate in the Field Education and Seminar course that affords the opportunity for demonstration of academic knowledge as related with experiences during the internship. Course assignments are organized and focused on topic areas at the discretion of the Field Education Director. Additional student responsibilities are outlined in the syllabus.

JUST 4500 Issues and Problems in Criminal Justice (online course)

Students will also be enrolled in the online course Issues and Problems in Criminal Justice, in addition to the Field Education and Seminar course. In JUST 4500 students will complete an in-depth examination of policy issues and ethical dilemmas confronting the different sectors of the criminal justice system (police, courts, and corrections).

Evaluation

Written evaluations (completed by the site field supervisor) are required at the mid-point and at the end of the semester. The evaluation forms are provided in the online course so students are aware of expectations.

The Field Education Director will contact site field supervisors and coordinate completion of the evaluation forms at the mid-point and end of the semester.

Grades and Credit

Students receive nine semester hours of credit for field placement. Grading criteria are explained in the course syllabus.