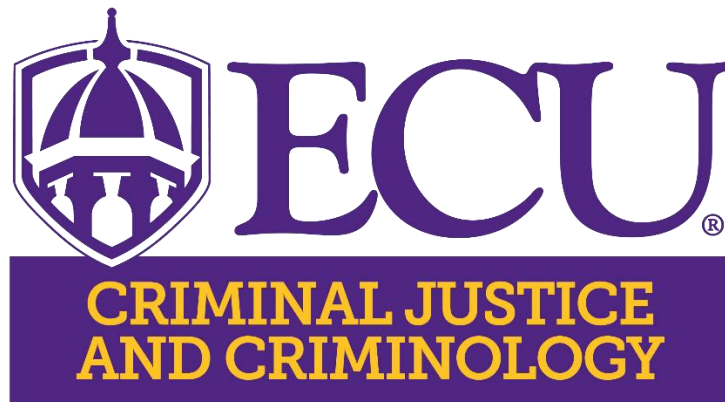


Internship Policy Manual

JUST 4990



Thomas Harriot College of Arts and Sciences
Department of Criminal Justice & Criminology

August 2023

Contents

I. Overview.....	3
i. What is Field Education?.....	3
ii. Benefits of Field Education	3
iii. When do Students take JUST 4990?.....	4
II. Internship Roles and Expectations	4
i. Student Role	4
ii. Field Education Director Role	5
iii. Site Field Supervisor Role.....	5
III. Steps in the Internship Process	6
IV. Agency Placement Options.....	7
i. Selection of Internship.....	7
ii. Time Requirements	8
iii. Admission	8
iv. Attendance	9
V. Coursework	9
i. Field Education and Seminar (JUST 4990).....	9
ii. Issues and Problems in Criminal Justice (JUST 4500)	9
iii. Evaluation	9
VI. Helpful Resources	10

I. Overview

The mission of the Department of Criminal Justice and Criminology at East Carolina University is to prepare students for careers in the criminal justice professions, advanced study, or if students are working professionals, career advancement opportunities. Field education is a component and strongly recommended course of the criminal justice and criminology 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.

i. 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. The Field Education and Seminar course (JUST 4990) is an optional course for students in the 2023-24 catalog, however; it is strongly recommended for a 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 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 or virtually if necessary.

ii. Benefits of Field Education

Field education is an important component of criminal justice and criminology 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.

iii. When do Students take JUST 4990?

The internship occurs in the final semester of the student's senior year. As of the Fall 2023 Course Catalog, the internship is optional and remains a strongly recommended course of the criminal justice and criminology curriculum. Students who elect not to enroll in JUST 4990 will be required to take three

JUST elective courses. All other program prerequisites and degree requirements must be met before a student can enroll in JUST 4990. Students admitted under earlier catalog years are still required to take JUST 4990.

Students are expected to direct questions about when they elect to complete the internship to their academic advisor prior to their final year in the criminal justice and criminology program.

II. Internship Roles and Expectations

i. Student Role

Students should be in communication with their academic advisor for information on when they elect to complete the internship (student's final semester in the criminal justice and criminology program).

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 immediately.

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 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 JUST 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 Director determines 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.

ii. Field Education Director Role

The Field Education Director is responsible for guiding students through 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 and Criminology, the Director reserves the right to deny a student from interning at that location.

The Field Education Director instructs the online Field Education and Seminar course (JUST 4990).

iii. 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, assigning tasks, monitoring student progress, completing internship evaluations required for JUST4990, and providing appropriate conference time with the student.

The field supervisor works closely with the student and should be available to the Field Education Director if needed. The field supervisor works cooperatively with the student to select and assign tasks that 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.

III. Steps in the Internship Process

- 1) To be eligible for the Field Education and Seminar course students must have completed all other degree requirements, per the ECU Undergraduate Course Catalog. This means that a student has no other courses they need to take to complete their BSCJ except Field Education and Seminar (JUST 4990) and Issues and Problems in Criminal Justice (JUST 4500).

Per the course catalog entry for JUST 4990: JUST major; minimum cumulative 2.0 GPA to be eligible for consideration; completion of all required JUST and supportive area courses. Application for admission to this course must be received one semester in advance of placement (prior agency approval must be obtained by the Field Experience Director). Students must attend one face-to-face meeting with the Field Experience Director prior to being given permission to register for the course. Selection based upon availability of appropriate placements. Supervised experiential learning experience integrating previous course work with daily work activity in a criminal justice agency.

- 2) 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 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.
- 3) Submit the completed internship application form prior to the due date announced by the Field Education Director in the non-graded Criminal Justice Field Education Orientation in Canvas.
- 4) Complete the consent for academic conduct records to be released to the Department of Criminal Justice & Criminology/Field Education Director for review.
- 5) Receive approval by the Field Education Director for your placement.
- 6) 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.
- 7) Complete required contact hours and course assignments for JUST 4990 and JUST 4500 until the close of the semester.

IV. Internship Placement Options

Internship placements must be approved by the Field Education Director. Placements should be directly related to the criminal justice or criminology 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 including security and consumer reporting, and prosecution/defense counsel offices.

i. Selection of Internship

Guidelines for approving internship sites for criminal justice and criminology 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.

ii. Time Requirements

JUST 4990 is a 9-semester hour course. 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.)

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.

iii. Admission

Students who choose to complete an internship 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 & Criminology.

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 JUST 4500; any exceptions must be approved by the Field Education Director
- 4) not have a major impediment to completing the required hours (eg, military service obligations or full-time employment)

iv. Attendance

Criminal Justice and Criminology students are required to work at 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. A student working at their placement on holidays, weekends, or during fall or spring breaks, is something arranged with their onsite 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.

V. Coursework

i. Field Education Seminar (JUST 4990)

Students must participate in the **online** Field Education and Seminar course that affords the opportunity for demonstration of academic knowledge as related to 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.

ii. Issues and Problems in Criminal Justice (JUST 4500)

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).

iii. 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 JUST 4990 Canvas 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.

Per the ECU Undergraduate Catalog:

JUST 4990: Field Education and Seminar- JUST major; minimum cumulative 2.0 GPA to be eligible for consideration; completion of all required JUST and supportive area courses. Application for admission to this course must be received one semester in advance of placement (prior agency approval must be obtained by the internship coordinator). Students must attend one face-to-face meeting with the internship coordinator prior to being given permission to register for the course. Selection based upon availability of appropriate placements. Supervised experiential learning experience integrating previous course work with daily work activity in a criminal justice agency. For CJ Majors ONLY.

JUST 4500: Issues and Problems in Criminal Justice- In-depth examination of policy issues and ethical dilemmas confronting the different sectors of the criminal justice system (police, courts, and corrections) For CJ Majors ONLY.

VII. Helpful Resources

ECU Career Services: Can offer help with resume, professional communication and demeanor, and interview practice. Appointments can be scheduled through the Handshake online portal: <https://career.ecu.edu/>

ECU Speech and Communication: Can offer workshops and individual consultations on professional communication, public speaking anxiety, and other communication related skills: <https://communication.ecu.edu/services/>

ECU Student Disability and Support Services:
<https://accessibility.ecu.edu/>
(252) 737-1016

Dean of Students Office:
(252) 328-9297
<https://deanofstudents.ecu.edu/>