



College of Public Service
University of Colorado, Colorado Springs

Internship Manual
For
Bachelor of Arts in Criminal Justice (BACJ) Students
And
Masters of Criminal Justice (MCJ) Students

TABLE OF CONTENTS

Introduction	2
Who is Eligible?	3
How to Get an Internship	4
Types of Agencies/Organizations	5
Agency Requirements	5
Personal/Professional Responsibilities of UCCS BACJ/MCJ Interns	5
Mutual Responsibilities	5
Academic Component	6
UCCS BACJ/MCJ Internship Process	6
Contact Information for the Internship Coordinators	8
UCCS BACJ/MCJ Program Network of Internship Agencies	9
Appendix	10

INTRODUCTION

Internship experiences in the field of criminal justice serve multiple purposes. The UCCS BACJ and MCJ intern will develop self-directed learning skills and gain a better understanding and appreciation of knowledge gained in the classroom and be exposed to and better understand the complexities of the criminal justice system.

Toward that end, the following is a list of goals and objectives of the criminal justice internship:

- I. To provide the UCCS BACJ/MCJ intern with insight into the day-to-day activities of criminal justice, victim advocacy, and national security agencies and organizations and to provide a realistic perspective of the complex nature of such agencies and organizations;
- II. To provide the intern a greater appreciation of knowledge gained in the classroom and a realization of the importance of that knowledge as it applies to the administration of criminal justice;
- III. To provide the intern with a sense of career orientation by creating a heightened sense of desire for their chosen field; and
- IV. To enable the student to assess his/her skills and abilities against tasks of real-work situations.

Interning in criminal justice, national security and social and victim service agencies and organizations may also serve to provide the student with connections for future employment opportunities, or simply help the intern decide on a specific area of interest. UCCS BACJ/MCJ

internships will not generally be paid positions.

During an internship, students are similar to employees of the agency or organization. They are assigned duties by their supervisor and are expected to relate to that supervisor as any employee would. While interns are not actual employees, supervisors do expect some return on their investment in students and do assign work that is beneficial to the agency/organization, and critical to the students learning in a “real world environment”.

WHO IS ELIGIBLE?

To be eligible for an undergraduate BACJ internship, a student will have completed a minimum of 60 University credits. Students will also have completed a minimum of 18 hours of BACJ coursework, including CJ 1001 and CJ 2041, prior to being allowed to participate in an internship. If you have any questions regarding these core classes, please feel free to contact the Internship Coordinator to clarify the exact requirements. MCJ students must have completed 12 MCJ credit hours of coursework. Internship Coordinator Mr. Rod Walker oversees all law enforcement and the District Attorney’s office internship requests. Internship Coordinator Mr. John Barnett oversees all other internship requests.

The Internship Coordinator may waive the BACJ/MCJ internship requirement on a case-by-case basis if the student has at least one year of full time paid criminal justice or national security work-related experience. The Internship Coordinator may also approve hours worked as a volunteer within an internship agency prior to registering for the internship. The hours may be counted only if they are completed within the previous semester (i.e., a student works as a volunteer with an internship agency during the spring term and registers for the internship during the summer term, the additional hours worked as a volunteer during spring term may count toward the summer internship. The hours will not count toward a fall internship.).

Students minoring in Criminal Justice may also complete an internship. Students must provide the full internship package including a copy of the unofficial transcript confirming completion of 9 hours of course work including CJ 1001 and CJ 2041 prior to requesting placement. CJ minors will be considered on a case-by-case basis, as determined by internship placement availability and approval of the Internship Coordinator.

Students must complete the Internship Application package and return it to the Internship Coordinator prior to the established deadline. *Note: Each semester, an updated BACJ/MCJ internship letter and an updated application form will be sent to all CJ students. The letter will include: the deadline to apply, requirements needed to be met before applying, list of application package documents (application form, resume, unofficial transcript, and proof of medical coverage), and the listing of current agencies that we can assist with placement.* The Internship Coordinator will submit the package to the appropriate internship agency for consideration and approval. **The application must be typed (no hand written applications will be accepted).** Once a student has been accepted for an internship, the Internship Coordinator will provide the student with a permission number to enroll in the on-line virtual course (CJ4960 for undergraduate students and CJ6910 for graduate students).

Many agencies, especially federal agencies and law enforcement organizations, do not allow students with criminal records or drug use within the past five to seven years to participate in internships. Further, for a number of federal and local law enforcement agencies, a complete background check, including credit check, will be required.

HOW TO GET AN INTERNSHIP

A student's first step in getting an internship is to consider personal career aspirations. Students should make a general decision about the field of interest (i.e. corrections, courts, law enforcement, law, victim services, crime prevention, national security, etc.).

The student should then review the most recent internship letter to ensure they meet the requirements to apply. If so, the student should complete their initial internship application package with the listed documents and email it to the Internship Coordinator to discuss internship options.

Students may consider agencies that the Criminal Justice Department works with and are listed in the letter, or, after discussing internship options with the Internship Coordinator complete an internship with a different agency. If choosing their own agency, the student must make contact with the agency to confirm they are willing to oversee an internship. That organization will confirm, via email, to the internship coordinator that they are willing to accept the student as an intern for the respective semester. The agency must be approved by the Internship Coordinator.

Students may proceed with the internship after all appropriate paperwork with the agency and the Internship Coordinator is approved and completed.

If choosing their own agency, the initial contact with the potential agency should answer the following questions:

1. Does the agency/organization provide internship opportunities?
2. If not, would the agency/organization consider an internship program?
3. Are there any special conditions associated with the agency's/organization's internship program?
4. Is the agency willing to accept the student as a formal intern in their organization?

The internship position interview is crucially important, and the student should be prepared to ask questions and to show genuine interest in the agency/organization. The student should wear appropriate professional attire for the interview. After receiving a response from these preliminary contacts, the student should discuss what has happened with the Internship Coordinator who will, in turn, contact the agency/organization to make final arrangements and commitments.

TYPES OF AGENCIES/ORGANIZATIONS

The types of agencies/organizations with which the student can do a UCCS BACJ/MCJ internship are extensive and are decided, to a large extent, by the student, upon approval by the Internship Coordinator. Typically, UCCS BACJ/MCJ internships are completed in the areas of courts, law enforcement agencies, probation, corrections, law offices (public and private), victim advocacy services, CJ policy and analysis, and national security organizations.

AGENCY REQUIREMENTS

Requirements vary from agency to agency. Be prepared to face interviews, psychological exams, physicals, polygraphs, background investigations, including financial and drug screenings. Each agency will determine whether you pass or fail their required tests.

PERSONAL/PROFESSIONAL RESPONSIBILITIES OF UCCS BACJ/MCJ INTERNS

Agencies that host criminal justice internships place great emphasis on the need for privacy, confidentiality, and personal integrity. Therefore, for a student to successfully complete an internship with a criminal justice agency or organization, the student must be able to demonstrate high levels of maturity and integrity. Additionally, UCCS BACJ/MCJ interns must possess the emotional stability necessary to deal with the kind of unpleasant situations that are occasionally encountered in the criminal justice system. To facilitate good rapport with the agency/organization, interns must also have good listening and interpersonal skills. All UCCS BACJ/MCJ interns must abide by the following rules:

1. Always dress appropriately;
2. Do not use profanity, regardless of what others are doing;
3. Always be on time and do not leave early;
4. Do not allow yourself to be put into dangerous situations;
5. Do not become involved in office gossip;
6. Ask questions and show enthusiasm;
7. Do not discuss sensitive information with people outside your office;
8. Do not become argumentative or disrespectful; and
9. Be honest and forthright about any unusual situations.

MUTUAL RESPONSIBILITIES

The primary responsibility of the internship agency or organization is to permit the student to observe the central functions of the agency or organization. Other responsibilities of the internship agency or organization are to schedule student's work; to mentor and direct the student's work; to evaluate the student's work; and to ensure that the intern's experience is productive.

It is the responsibility of the student to immediately contact the Internship Coordinator if the student believes that the agency is not fulfilling major programmatic responsibilities or if other

issues arise that are deemed to be serious by the student. While no simple solutions exist for these types of problems, the Internship Coordinator will work with the student to remedy the situation.

Conversely, should the student fail to fulfill his/her responsibilities, the internship may be terminated. Examples of infractions which may require action are: the student not showing up for assignments; the student engaging in behavior deemed inappropriate by the agency or organization; engaging in illegal or immoral behavior, as determined by the agency or organization; or not performing duties as requested by the agency or organization.

ACADEMIC COMPONENT

The internship program offers BACJ/MCJ students and students minoring in CJ an opportunity to gain marketable experience while earning credit hours toward their major requirement.

In addition to the work performed at the agency, students are required to complete the academic assignments in the respective course (which is virtual).

UCCS BACJ/MCJ INTERNSHIP PROCESS

Preparing for the internship:

1. Students will assess their interests within Criminal Justice and their career goals.
2. Students will thoroughly read the published internship letter with the most current information, deadlines, requirements, agencies, etc that is released the semester ahead of the desired semester to intern.
3. Students will complete the internship application package and return to the indicated Internship Coordinator by the deadline provided in the letter.
4. If the student is pursuing an internship with an agency not listed in the published letter, they will need to set up the internship and ensure that organization emails the coordinator to verify the student is accepted to intern during the respective semester.

***BACJ Internship Credit: 4 credit hour minimum / 8 credit hour maximum**

Students majoring in criminal justice must enroll in an initial minimum 4 credit hour internship. Students enrolled in the initial required 4 credit hour internship must complete 160 clock hours of internship work. A student may register for more than 4 credit hours during the initial internship. For each additional 1 hour credit, students must complete an additional 40 clock hours per credit hour. Therefore, if a student wishes to complete 6 credit hours during the initial internship, the student must complete 240 clock hours of internship work. If you have any questions regarding credit hours or the clock hours associated with the internship, please contact the Internship Coordinator. The maximum credit hours a student may complete as part of the internship is 8.

Internship Credit Hours:

- 4 hours of internship credit requires completion of 160 clock hours.
- 5 hours of internship credit requires completion of 200 clock hours.
- 6 hours of internship credit requires completion of 240 clock hours.
- 7 hours of internship credit requires completion of 280 clock hours.
- 8 hours of internship credit requires completion of 320 clock hours.

Note: MCJ Students must complete 240 clock hours for 3 graduate credits.

Student Internships Under Colorado Workers Compensation Act:

CRS 8-40-302. (7) (a) Any employer, as defined in section 8-40-302, who enters into a bona fide cooperative education or student internship program sponsored by an educational institution for the purpose of providing on-the-job training for students shall be deemed an employer of such students for the purposes of workers' compensation and liability insurance pursuant to articles 40 to 47 of this title.

(b) If the student placed in an on-the-job training program does not receive any pay or remuneration from the employer, the educational institution sponsoring the student in the cooperative education or student internship program shall insure the student through the institution's workers' compensation and liability insurance or enter into negotiations with the employer for the purpose of arriving at a reasonable level of compensation to the employer for the employer's expense of providing workers' compensation and liability insurance while such student is participating in on-the-job training with said employer. This paragraph (b) shall not apply to a student teacher participating in a program authorized pursuant to article 62 of title 22, C.R.S.

(c) As used in this subsection (7), "cooperative education or student internship program" means a program sponsored by an educational institution in which a student is taught through a coordinated combination of specialized in-the-school instruction provided through an educational institution by qualified teachers and on-the-job training provided through a local business, agency, or organization or any governmental agency in cooperation with the educational institution.

During the internship:

1. As noted above, BACJ students will complete a minimum of 160 clock hours of work to earn 4 University credits. MCJ students will complete 240 clock hours of work to earn 3 graduate credits.
2. Students will keep track of their daily hours worked via their journal entries (this will help the supervisor complete the "Verification of Hours Form" at the conclusion of the internship).
3. Students will complete all required assignments, journal entries, and documents by the suspense provided by the course instructor.

At the conclusion of the internship:

1. Interns are required to keep a weekly journal which includes the date, times, and a description of the activities the intern engaged in each day of the internship. These journals will be inputted via Canvas and evaluated as part of the intern's grade.
2. At the conclusion of the internship the supervisor at the sponsoring agency will complete an "Intern Evaluation Form" and "Verification of Hours Form."

Grading criteria:

Grading is based on the agency evaluation of student performance, journal entries, assignments and other requirements listed in the syllabus, and the verification of hours completed.

CONCLUSION

Internships provide students the opportunity to work on enhancing their career goals by getting first-hand experience in their chosen field. It gives them the opportunity to determine if this is the type of work they wish to do. It also gives students an opportunity to build up contacts and start networking in their field. One of the goals of the internship is to help students transition to professional work life, they will be able to learn and implement those behaviors expected of professionals, including adherence to deadlines, conducting themselves in a professional manner with respect to dress and communication, and honoring commitments. *All required forms (journal example, verification of hours form, evaluation form) will be provided on the course Canvas page for student use.*

CONTACT INFORMATION (Internship Coordinators)

Mr. Rod Walker
Principal Instructor
ACAD 318
University of Colorado Colorado Springs
College of Public Service
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733
rwalker4@uccs.edu
719-255-8145

Mr. John Barnett
Instructor
ACAD 312
University of Colorado Colorado Springs
College of Public Service
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918-3733
jbarnet4@uccs.edu
719-255-6542

UCCS BACJ/MCJ PROGRAM NETWORK OF INTERNSHIP AGENCIES

The Criminal Justice Department has developed and maintained relationships with various criminal justice organizations in the local Colorado Springs area who offer internship opportunities to students. The internship coordinators can help facilitate applications directly with the below agencies (*subject to change/refer to the most recent internship letter published at the beginning of each semester*). As noted, students are also able to identify their own internship opportunity with another criminal justice or national security related agency.

Colorado Springs Police Department
El Paso County Sheriff's Office
The 4th JD District Attorney's Office (Investigations, Courts, Victim Services)
UCCS Emergency Management Services Division
The 4th JD Probation Office
Colorado State Parole Office
The Colorado Public Defender's Office (Investigations)
Forge Evolution (Teen Court)
Embrave
Safe Passage
TESSA
CASA
MADD

**APPENDIX
(FORMS)**

UCCS BACJ Internship Application (sample)

STUDENT INFORMATION

Student's Name: _____

Student Number: _____

E-Mail Address: _____

Local Address: _____

Local Telephone Number: _____

Date / semester available to start: _____

Days available to work: _____

I authorize the University of Colorado Colorado Springs, School of Public Affairs, BACJ program, pursuant to The Family Educational Rights and Privacy Act of 1974 (FERPA), to disclose Academic Information to the Internship Agency for evaluation of my request to complete an internship.

1. What type of experience / agency you would prefer?
2. Briefly list your skills / experience that you would offer the agency.
3. What do you hope to gain from your internship experience?
4. Please state how this internship will contribute to your education and your future career aspirations.
5. List three goals and objectives of the internship.

Student Signature

Date

**note: The application form will be provided with the internship notification letter at the beginning of each semester.*

