NYACK COLLEGE
Department of Criminal Justice

CRJ-490
Criminal Justice Internship
Intern's Manual & Guidelines

Contact
Prof. Catherine Cha, Internship Coordinator
(Catherine.Cha@nyack.edu)

CREDIT HOURS/INTERNSHIP HOURS
3 semester credit hours = 120 hours on site (about 10 hours per week for 13 weeks)
PHILOSOPHY & GOALS OF THE CRIMINAL JUSTICE INTERNSHIP

This course provides a structured and extended off-campus experience in a supervised criminal justice setting related to your major and career interests. It is an opportunity for you to:

- apply the principles learned in the academic setting to a work situation;
- explore a career area before graduation
- obtain work experience and contacts for future employment and/or graduate school; and
- develop knowledge and work skills through the combination of practical experience and scholarly research in the topical area of the internship.

The course is designed to meet your goals and interests.

Career Services (845-675) can assist you with resumé writing and interviewing skills.

CRJ INTERNSHIP GUIDELINES

1. Read this handbook thoroughly. You will be held responsible for knowing and understanding all of the policies, procedures and requirements contained herein.
2. Submit the Affirmation of Receipt to the Internship Coordinator by the prescribed deadline.
3. Submit the Judicial Affairs Clearance Form to the Internship Coordinator.
4. Check with your Faculty Advisor to make sure you have taken the courses required before you start your Internship.
5. Receive approval to register for CRJ-490: Criminal Justice Internship.
6. Attend the CRJ Internship Presentation & Orientation Session held at the end of the semester before you begin your Internship.
7. Submit all forms, evaluation reports and final papers on time.
8. Provide a copy of this handbook to your Internship Supervisor. Keep your Supervisor apprised of the due dates for their evaluations / reports.
9. Prepare for and present at your Internship Presentation & Orientation Session at the end of your Internship semester.

IMPORTANT REMINDER

You, the Intern, are responsible for researching, finding and confirming your internship site.

Your Internship Coordinator and Faculty Members are available for consultation and advice, but all aspects of your internship (including locating an internship and keeping up with due-dates) are solely within your responsibility.
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*** INTERNSHIP POLICIES ***

I. INTERNSHIP CHECKLIST

BEFORE your internship semester:

- Be in regular contact with your Faculty Advisor and/or your Internship Coordinator. Make sure that you have taken all the classes necessary prior to taking the internship course (CRJ-490) (at least 90 credits of coursework AND the Pre-Internship Seminar).

- Email the Internship Coordinator, and notify her of your intent to begin your CRJ internship in the coming semester.

- Receive approval from your Faculty Advisor to register for CRJ-490: Criminal Justice Internship. Register for CRJ-490: Criminal Justice Internship.

- Be diligent in contacting criminal justice agencies in search of an appropriate internship opportunity. START EARLY! Some agencies require background checks and other security measures, and these can take quite a bit of time.

- Heed the due-dates for your preliminary paperwork:
  - Form A: Affirmation of Receipt
  - Form B: Judicial Affairs Clearance Form
  - Form C: Internship Application
  - Form D: Faculty Evaluation Form (from 2 non-Criminal Justice faculty members)
  - Form E: Contract With Internship Coordinator
  - Form F: Abstract of Internship
  - Form G: Agreement & Release

- Have the Internship Coordinator approve your Internship Site.

AT THE START OF your internship semester:

- Heed the due-dates for internship paperwork:
  - Form H: Internship Contract. Form H must be completed by your Internship Supervisor, and must be returned to your Internship Coordinator by the date specified. It is your responsibility to make sure that Form H is submitted on time.
DURING your internship semester:

- Keep a Daily Journal for each day that you work at your internship site (Form K: Daily Journal). This Journal may be handwritten or typed (typed is preferred). Include in your Journal:
  - critical reflections / analysis of your internship experiences
  - notes, insights, connections, critiques of & from your internship work experiences, readings, and other relevant courses / experiences
  - observations, perceptions, ideas which are synthesized with what you have learned in your coursework and internship experiences
  - activities, accomplishments, frustrations, feelings about your internship experiences

- Be the liaison between your site supervisor and the Internship Coordinator to set up a site visit to your internship site. You will act as host to the Internship Coordinator, and make sure that she becomes familiar with your supervisor, your work thus far, and the work you have remaining to do.

- Heed the due-dates for internship paperwork:
  - Form I: Mid-Way Evaluation Report. Form I must be completed by your site supervisor, and must be returned to your Internship Coordinator by the date specified. It is your responsibility to make sure that your supervisor sends Form I into the Coordinator on time. This Report must be sent directly to the Internship Coordinator:
    - in a sealed envelope, with the Supervisor's signature across the lip of the envelope, OR
    - via email to Catherine.Cha@Nyack.edu, directly from your supervisor
  - Form J: Final Evaluation Report. Form J must be completed by your Internship Supervisor, and must be returned to your Internship Coordinator by the date specified. It is your responsibility to make sure that your Supervisor sends Form J into the Coordinator on time. This Report must be sent directly to the Internship Coordinator:
    - in a sealed envelope, with the Supervisor's signature across the lip of the envelope, OR
    - via email to Catherine.Cha@Nyack.edu, directly from your supervisor
  - Form N: Student Evaluation of Internship Site.

- Work on and complete your Final Paper. See Syllabus for more details about the Final Paper.

II. EXPECTATIONS FOR THE FIELD SUPERVISOR

- Design an internship experience that allows the intern to grow, and provides him / her with a variety of experiences, providing at least an introduction to the full range of work accomplished by the organization.
• Complete *Form H: Internship Contract*, indicating the intern's work, hours, and job responsibilities.

• Provide an orientation for the intern.

• Train and supervise the intern in his / her work roles. (Agencies vary in specialization of workers and interns must expect to help when needed, along with everyone else. However, interns should not be used routinely as a means of catching up on backed-up paperwork or simple clerical tasks.)

• Provide a reading list for the intern, as appropriate for the work experience. Interns will be required to submit this reading list to the Internship Coordinator.

• Assign specific projects for the intern to undertake.

• Evaluate intern's performance on-site, at the mid-way point, and at the end of the internship, as per the evaluation report forms provided by the intern and/or downloaded from the Criminal Justice Internship website: _________________

• Monitor the intern's work and notify the Internship Coordinator if the intern fails to complete the promised hours or if there are any problems. The Internship Coordinator is Catherine Cha, and she may be reached at Catherine.Cha@Nyack.edu / 845.770.5747.

### III. HOW TO FAIL CRJ-490: INTERNSHIP

1. You fail to submit your required forms, reports and papers in on time (with all required signatures).

2. You fail to convey to your site-supervisor the proper due-dates for their required forms and reports. It is your responsibility to make sure that your site-supervisor submits all reports and forms by the due dates.

3. You fail to turn in a viable mid-semester working draft of your academic paper. This draft is not an option and your Internship Coordinator expects a nearly complete document.

4. You fail to attend required meetings and fully participate.

5. You fail to answer emails from professors. Professors will use official Nyack College email addresses. Checking Nyack.edu email accounts and/or responding in a timely manner is the your responsibility.

6. You fail to complete and submit your Final Site Evaluation (*Form N*).
7. You prepare and/or complete forms and reports poorly. Forms and reports are not completed, and blanks remain on the forms or reports.

8. You fail to advise the Internship Coordinator of issues or problems at the internship site. Issues cannot be resolved unless the Internship Coordinator knows about them.

9. You fail to properly prepare for and present your internship at the semester-end Presentation Evening.

IV. HOLIDAY / SICK DAY POLICIES

1. Holidays

As a student at Nyack College, you are entitled to observe all of the holidays designated on the Nyack College Academic Calendar, as well as any holidays observed by your internship agency. If regularly-scheduled internship hours occur on a holiday (e.g., Martin Luther King, Jr. day), you are expected to make up those hours on another day. You are encouraged to make make-up arrangements as soon as possible.

Holidays that are not observed by the internship agency (e.g., Nyack College's spring break or fall break) should be discussed prior to the start of your internship. It is the responsibility of the student-intern to communicate the college’s holiday schedule to their site supervisor and make plans accordingly.

Remember: if you live on campus, you may not be permitted to reside on campus at particular times.

2. Sick Days

If an intern is unable to complete internship hours due to illness or the illness of a dependent family member, s/he is responsible for contacting the site supervisor before the scheduled internship work time, via both email and telephone. Missed internship days must be made up within two weeks, on a time/day that has been agreed upon by the intern and the site supervisor.

If absences exceed two (2) internship days, the student must get a note from a medical professional and submit it to both the site supervisor and the Internship Coordinator. The Internship Coordinator must also be notified via email.

V. REMOVAL PROCEDURES

The opportunity to complete a formal, for-credit criminal justice internship is considered a privilege, not an entitlement. The internship represents a very important and public partnership between Nyack College and various criminal justice agencies. To guarantee your
success as an intern, the Department of Criminal Justice will make every effort to ensure that the site is a positive and supportive environment. Students are expected to adhere to the rules and regulations as established within the:

- Nyack College Community Lifestyle Expectations for all Campuses
- Nyack College Student Catalog, portions concerning plagiarism, cheating & academic misconduct
- Criminal Justice Internship Manual

Additionally, interns are expected to adhere to the internship site (host site) rules regarding professional demeanor, as prescribed in their written policies, procedures, rules and regulations. It is the primary responsibility of the intern to request a copy of these rules and to be cognizant of said rules. Failure to adhere to any of the set expectations, or poor performance over a substantial period of time, may result in the removal of a student from his/her internship site.

The Department recognizes that the host site (internship site) has the ultimate right to terminate a student’s internship for such reasons as:

- the continued participation of the intern could be harmful to agency clientele, the intern, the participating agency or the College
- repeated unexcused absences or tardiness
- repeated changes in scheduled hours without approval by internship supervisor
- behaviors deemed incompatible with accepted professional conduct
- allegations of sexual harassment, bullying, intimidation or verbal harassment towards agency clientele, visitors, employees or other agency interns

Nyack reserves the right to terminate a student’s internship for any of the reasons above as well as:

- the failure to communicate with the Internship Coordinator
- failure to establish site visits with the Internship Coordinator at the designated times
- failure to attend pre-scheduled on-campus meetings with the Internship Coordinator
- a change in the intern's criminal background status anytime during the internship process (criminal charges have been filed or are pending)
- a change in the intern’s judicial background status anytime during the internship process (probation, temporary suspension, expulsion or other forms of student termination)
- other on-site behaviors deemed inappropriate according to Nyack College standards

The procedure for the removal of an intern are as follows:

1. The internship site supervisor will inform the Internship Coordinator that an initial evaluation for the continuance of an intern is necessary, OR the Internship Coordinator informs the Chair of the Department of Criminal Justice that an initial
evaluation for the continuance of an intern is necessary. The initial evaluation will stem from the rationales described above.

2. Recognizing time-sensitivity of some circumstances, after a reasonable examination of the circumstances occurs, if the site supervisor and the Internship Coordinator (or Internship Coordinator and Chair) determine that immediate termination is warranted, the student will receive an immediate verbal decision of removal from the Chair of the Department. A formal letter will follow within 48 hours, describing the circumstances warranting removal and the appeal procedures for the student removed from the internship.

3. If circumstances permit, the student will be given the opportunity to be heard informally before a decision concerning termination occurs. In this case, a student will be informed of the impending removal proceedings and requested to no longer attend or complete site hours until a decision is rendered. The student will meet with the Internship Coordinator and the Department Chair within three (3) days of being informed of the possible termination. Once the student has been heard, the Internship Coordinator, site supervisor and Department Chair (or a combination of two) will determine whether the student will be allowed to continue with the internship (i.e., probationary period) or be terminated. The student will be informed (in writing) within 48 hours after this meeting.

4. In general, a student who has been removed from an internship site will not be permitted to enter into another site unless extenuating circumstances permit.

5. This policy also applies to students who choose to withdraw from an internship in lieu of removal proceedings, or withdraw from the 3-credit course (CRJ 490) due to academic difficulties.

Students who wish to appeal a termination or removal decision must complete the following procedures:

1. Within one week (5 business days) of being informed of the termination, a student must submit to the Chair of Criminal Justice and the Dean of Arts & Sciences a letter stipulating why he/she should not have been terminated from the program.

2. The letter should include the full mailing address of the sender (student); the date the letter was written; a subject line; salutations to the addressed (Dean); body (see below); closing expressing the desired outcome; and signature line (signed and typed). If supporting documentation exists which substantiates the student's claims (addressed in the main body), it should be listed at the bottom of the letter.

3. The body or main arguments should include factual details that substantially impact or explain circumstances of which the Internship Coordinator, site coordinator or Department Chair may not be aware. The decision behind the appeal will focus on
facts, not dramatics. If supporting documentation exists which substantiates the student's claims, state its existence (and inclusion) in the letter.

4. A copy of the appeal letter should be sent to the Department Chair for official record-keeping. Receipt of an appeal letter will allow for the department to submit to the Dean the original termination letter and any supporting documentation.

5. The Dean of Arts & Sciences will review the student's appeal letter and any attachments. The Dean will receive the original termination letter sent to the student from the department, as well as any supporting documentation. The Dean will determine whether the student's termination will be affirmed, reversed, or reversed with special requirements.

6. Students who are successful in their appeal will not be allowed to complete their current internship but will be permitted to locate a new internship site for an upcoming semester. Be aware, this may delay a student’s graduation date.
FORMS

FORM A: Affirmation of Receipt
FORM B: Judicial Affairs Clearance Form
FORM C: Internship Application Form
FORM D: Faculty Evaluation Form
FORM E: Contract with Internship Coordinator
FORM F: Abstract of Internship
FORM G: Agreement & Release
FORM H: Internship Contract
FORM I: Mid-Way Evaluation Report
FORM J: Final Evaluation Report
FORM K: Intern's Daily Journal
FORM L: Internship Time Sheet
FORM M: Internship Site Visit Report
FORM N: Student Evaluation of Internship Site

NOTE TO INTERN: Electronic copies of forms are not acceptable. You must turn in original signed documents to the Internship Coordinator. Failure to submit forms by the established dates will affect your grade. The final site evaluation must be provided in a sealed envelope and must be taped with the signature of the evaluator across the tape and the envelope. Final site evaluations will not be accepted unless received in this manner.
FORM A: Affirmation of Receipt

After reading this entire Manual, please return this signed sheet to the Internship Coordinator.
DUE BY: FRIDAY, Feb. 15th.

I, _______________________________, affirm that I:

- am a student in Nyack College's Criminal Justice Program
- am preparing to begin my Criminal Justice Internship in the coming semester
- have received a copy of this CRJ Internship Manual
- have read this Manual in its entirety
- understand the requirements of the CRJ Internship and my responsibilities as they are set forth in this Manual
- am solely responsible for heeding the due dates for CRJ Internship and fulfilling my Internship responsibilities as they are set forth in this Manual

Intern's Name, Printed: ____________________________________________

Intern's Name, Signed: ____________________________________________

Date: _____________________________
FORM B: Judicial Affairs Clearance Form

Complete this Form, and return to the Internship Coordinator by FRIDAY, Feb. 1st.

For the INTERN:

This form must be submitted to the Criminal Justice Internship Coordinator before you begin to seek an internship site. The information from your judicial record will help to determine whether you are eligible to participate in the internship program.

Your signature below provides consent for the release of your judicial record and any sanctions or disciplinary history that might be recorded within this office. Please note: a prior disciplinary history does not preclude you from participating in the internship program; however, the information will be taken into consideration.

The Internship Coordinator will directly contact Student Development with this signed document. Do not begin your internship search until the Internship Coordinator has verified your judicial status and confirms that you are eligible to participate in the program.

Student’s Name, Printed: ________________________________  Student ID #: _____________

Student’s Name Signed: _________________________________  Date: ___________________

For STUDENT DEVELOPMENT OFFICE:

The student named above has applied to participate in the Criminal Justice Internship Program.

All Criminal Justice students are required to complete the Internship Program as part of their degree requirements. However, the student must be in good academic and judicial standing.

We would appreciate a confidential statement evaluating this student’s judicial (behavioral) record at Nyack College. Please note: a prior disciplinary history does not preclude a student’s participation in the internship program; however, the information will be taken into consideration during the application review and must be submitted in order for the student to be evaluated for the program. Should a student’s status change from the time of completion of this form and the start of the internship, we would greatly appreciate notification of any significant changes to this record.

Internship Coordinator’s Signature: _____________________________________________

Date: _____________________
FORM C: Criminal Justice Internship Application Form

Complete this Form, and return to the Internship Coordinator by the due-date specified. This Form MUST BE TYPED.

Intern Name:       Student ID #:

Campus Address:      Campus / Home Phone:

Permanent Address:      Cell Phone:

Nyack Email Address:

# of Credits Earned So Far:       Current GPA:
(Require at least 90cr to be eligible for CRJ-490. Must have taken Ethics & Criminal Law.)

Current GPA in Criminal Justice:

Criminal Justice Courses Completed:

Period of Internship:     Fall 20____     Spring 20____

Desired Type of Placement:

1st Choice:

2nd Choice:

3rd Choice:
Do you have any health problems that may affect placement? If yes, please specify:

Do you have any physical conditions that may affect placement? If yes, please specify:

Do you have a car?
Are you willing to carpool?

---

*I am aware that providing false information will subject me to disciplinary action, including possible dismissal from the Internship Program. As some agencies may require background checks and character references prior to accepting an Intern, this Application gives consent to such a check as may be necessary.*

Intern's Name, Printed: ______________________________________________________

Intern's Name, Signed: _____________________________________________________

Date: _________________________
Make a copy of this Form. Give the Form to TWO (2) NON-CRIMINAL JUSTICE Faculty Members (or 1 Faculty + 1 Administrator) with whom you have completed coursework. ONE Faculty must be a PAST instructor; ONE Faculty must be a CURRENT instructor. This Form should be sent directly to the Internship Coordinator, in a sealed envelope with the Faculty Member's signature across the lip of the envelope.

Intern Name:

Faculty Name:

Faculty Email: Faculty Phone:

Dear Faculty Member / Administrator,

Please use the following key to rate the above student on each of the following characteristics:

1       2        3        4                5
Outstanding    Above Average  Average  Below Average  Unknown / Not Applicable

Inter-Personal Skills

_____ Interacts well with all ethnic groups regardless of their culture, intellectual, socio-economic, or academic background.

_____ Works cooperatively with classmates in achieving common goals.

_____ Is able to communicate effectively and tactfully with classmates and faculty.

Internship Competence

_____ By virtue of knowledge displayed in the course work, has the ability to perform the job(s) for which applying.

_____ Has the ability to learn quickly and thoroughly new information which may be required by the job.
Personal Characteristics Related to Job Performance

_____ Is punctual

_____ Is self-confident

_____ Has the ability to make decisions and carry out responsibilities

_____ Is open-minded toward change

_____ Has initiative

_____ Is interested in self-improvement

In what capacity have you known the above student?

How long have you known the student?

Further comments about the student's ability to successfully complete a criminal justice internship:

Faculty / Administrator Name, Printed: ________________________________________________

Faculty / Administrator Name, Signed: ________________________________________________

Date: _________________________________
CRJ 490 Internship

Your Criminal Justice Internship is a structured off-campus experience in a supervised setting that is related to your major and career interests. Practical experience is combined with scholarly research in the topical area of the internship, under the guidance of an interdisciplinary faculty committee. Sites must be selected in advance of the semester of the internship. A departmental Internship Presentation & Orientation Session is scheduled once a semester, for the purpose of presenting past internships and orienting future interns.

Your Responsibilities

1. Your work performance at your internship site includes the quality of your internship experience, as well as the extent to which you received the most out of your internship and the fulfillment of your responsibilities as stated in this manual.

2. You are responsible to make sure that your required paperwork is completed and submitted to the Internship Coordinator by the due-dates specified.

3. You are responsible to make sure that the 2 Supervisor’s Evaluation Forms (Form I: Mid-Way Evaluation Report, and Form J: Final Evaluation Report) are completed and submitted to the Internship Coordinator by the due-dates specified.

The Final Paper

Your final paper is a formal paper, reviewing, critiquing and analyzing your internship experiences. In particular, reflect upon your "Personal Objectives of the Internship" as set forth in Form F: Abstract of Internship, and how they have or have not been achieved via your Internship. See Syllabus for more details about the Final Paper.

The final paper must be submitted to the Internship Coordinator by the due-date specified. Failure to submit the final paper on time will result in a reduction of your overall grade for CRJ-490.

The Final Presentation

At the end of each internship semester, the department will hold a Presentation & Orientation Session. At this session, you will present a review / critique / analysis of your internship experience. Arrive with a prepared presentation; oral presentations are acceptable, PowerPoint presentations are also welcomed. Your presentation should last at least 10 minutes.
Nyack College Statement on Academic Integrity

Every Nyack College Intern is responsible for upholding Nyack College’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to College’s materials, misrepresentation/falsification of College records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of Intern identification cards. Incidents of alleged academic misconduct will be handled through the established procedures.

Plagiarism presented in your final paper will result in your failing the internship course.

By signing this contract, I declare that I understand the requirements for the internship and I have read the internship manual.

Intern's Name, Printed: ____________________________________________________

Intern's Name, Signed: ____________________________________________________

Date: ___________________________
FORM F: Abstract of Internship

This Form must be TYPED.

Intern Name:       Student ID #: 

Campus Address:    Campus Phone: 

Email Address: 

Internship Site: 

Site Address:      Site Phone: 

Supervisor Name: 

Supervisor Email: 

Supervisor Phone: 

Agency / Organization Overview (e.g., structure, functions, purpose, staffing, clientele)

Intern's Roles / Duties / Responsibilities
PERSONAL OBJECTIVES OF INTERNSHIP

(Please set forth objectives that are S.M.A.R.T.: Specific, Measurable, Achievable, Relevant and Time-bound.)

Personal Objectives

Knowledge Objectives

Skill Objectives

Spiritual Objectives

What activities / studies / disciplines will you begin and/or maintain in order to achieve your objectives? (e.g., readings, seminars, interviews, ride-alongs, Bible studies, etc.)

Intern's Name, Printed: ______________________________
Intern's Name, Signed: ______________________________
Date: ______________________________

Internship Coordinator Approval, Signed: ______________________________
Date: ______________________________
FORM G: Agreement & Release

I, the undersigned applicant for the Nyack College-sponsored Criminal Justice Internship Program, do hereby, in consideration of the educational benefit to be derived by me through my participation in the Program, release from liability Nyack College and its agents and representatives for any and all claims for loss of property, personal injury, or death sustained by me as a result of my voluntary participation in this Program.

I will comply with Nyack College rules, standards, and instructions for student behavior. I agree that Nyack College has the right to enforce appropriate standards of conduct and that it may at any time terminate my participation in the Internship Program for failure to maintain these standards, or for any actions or conduct considered to be incompatible with the interest, harmony, comfort, and welfare of other students.

Intern's Name, Printed: _________________________________________________________

Intern's Name, Signed: _________________________________________________________

Date: ______________________________
FORM H: Internship Contract

This Form MUST BE TYPED.

Intern Name:       Student ID #:  
Campus Address:     Campus Phone:  
Email Address:      

Internship Site:       
Site Address:        Site Phone:  
Supervisor Name:      Supervisor Phone:  
Supervisor Email:     

To be completed by the SITE SUPERVISOR:

I consent to have ___________________________________________ from Nyack College (Intern's Name) participate in an internship during the ________________ 20_____ semester. (Spring, Summer, Fall)

The intern will be involved in the following projects / activities / assignments:
The intern will spend the following total number of hours in internship: __________________

- I have discussed this internship with the intern and we have agreed upon the assigned projects and activities.
- I will provide the intern with an orientation to the organization and its relevant policies and procedures.
- I also agree to provide written mid-way and final evaluations of the intern.
- The intern has provided me with a copy of the Nyack College Criminal Justice Internship Manual.

Supervisor's Name & Title, Printed: ________________________________________________

________________________________________________

Supervisor's Name, Signed: ______________________________________________________

To be completed by the INTERN:

- I concur with and accept the academic and work assignments indicated in the Abstract of Internship and the Internship Contract.
- I will abide by the rules & regulations provided to me by my site supervisor, and will conduct myself with the utmost professionalism, honor and integrity throughout the course of my internship.
- I accept the obligations of confidentiality in my work and in my relationship with my site supervisor(s).
- I understand that the Criminal Justice Department at Nyack College has no control over any hazards to which I may be exposed during the internship and do not hold the Department or Nyack College liable for any accidents that may occur.
- I have reviewed this Internship Contract with my site supervisor.

Intern's Name, Printed: ______________________________________________________

Intern's Name, Signed: ______________________________________________________

Date: ________________________________
FORM I: Mid-Way Evaluation Report

SUPERVISOR: Please complete and return this Report directly to the Internship Coordinator in a sealed envelope:
Catherine Cha, Nyack College Dept. of Criminal Justice, 1 South Blvd, Nyack, NY 10960
Please sign the envelope across the lip before mailing. Please submit by the due-date provided to you by the Intern.

Intern Name:

Internship Site:

Supervisor Name: Evaluation Date:

Please evaluate your Intern and circle his / her level of performance in each area below.

The Intern's Relationship to the Internship

1. Understands the structure and function of the site.
   
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<tr>
<th>Extremely Well</th>
<th>Very Well</th>
<th>Somewhat Well</th>
<th>Not Very Well</th>
<th>Poorly</th>
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2. Understands the goals of the site.
   
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<th>Somewhat Well</th>
<th>Not Very Well</th>
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3. Understands and adheres to site policies and procedures.
   
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<th>Not Very Well</th>
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4. Functions cooperatively with professionals, clients and others.
   
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<th>Not Very Well</th>
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5. Understands the population that the agency serves.
   
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<th>Not Very Well</th>
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</table>

Please comment on the Intern's overall understanding of, and interaction at, the Internship Site:
## Self-Development of the Intern at the Internship Site

1. Asks questions and seeks answers.

<table>
<thead>
<tr>
<th>Extremely Well</th>
<th>Very Well</th>
<th>Somewhat Well</th>
<th>Not Very Well</th>
<th>Poorly</th>
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</table>

2. Functions as a team player.

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<thead>
<tr>
<th>Extremely Well</th>
<th>Very Well</th>
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3. Relates theoretical knowledge to practice.

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<th>Extremely Well</th>
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</table>

4. Appropriately applies knowledge of the criminal justice system.

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<tr>
<th>Extremely Well</th>
<th>Very Well</th>
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5. Assesses his / her strengths and weaknesses.

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<th>Extremely Well</th>
<th>Very Well</th>
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6. Is motivated to learn and develop skills.

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<tr>
<th>Extremely Well</th>
<th>Very Well</th>
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</table>

Please comment on the Intern's overall performance in the area of self-development:
Professional Development of the Intern

1. Effectively uses time.

<table>
<thead>
<tr>
<th>Extremely Well</th>
<th>Very Well</th>
<th>Somewhat Well</th>
<th>Not Very Well</th>
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<td>1</td>
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2. Observes lines of accountability.

<table>
<thead>
<tr>
<th>Extremely Well</th>
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<th>Somewhat Well</th>
<th>Not Very Well</th>
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</table>

3. Shows regard for ethical concerns of the profession.

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<tr>
<th>Extremely Well</th>
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<th>Somewhat Well</th>
<th>Not Very Well</th>
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5. Accepts responsibility.

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<th>Extremely Well</th>
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<th>Somewhat Well</th>
<th>Not Very Well</th>
<th>Poorly</th>
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</tbody>
</table>

Please comment on the Intern's overall professional development:
If you had a job opening at your agency / organization, would this Intern qualify and be a competitive applicant?

_____ Yes   _____ No

Please comment:

Please note any other pertinent information or insights regarding the intern's contributions and performance at your internship site:

Supervisor's Name, Signed: __________________________________________________

Date:  __________________________________
**FORM J: Final Evaluation Report**

**SUPERVISOR:** Please complete and return this Report directly to the Internship Coordinator in a sealed envelope: Catherine Cha, Nyack College Dept. of Criminal Justice, 1 South Blvd, Nyack, NY 10960

Please sign the envelope across the lip before mailing. Please submit by the due-date provided to you by the Intern.

Intern Name:

Internship Site:

Supervisor Name:  
Evaluation Date:  

In discussion with your intern, please review the following categories and indicate your assessments below. (Disregard any categories that are not applicable.)

<table>
<thead>
<tr>
<th>Category</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrives to work on time</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional appearance</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Dependable</td>
<td></td>
<td></td>
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<tr>
<td>Ability to follow instructions</td>
<td></td>
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<tr>
<td>Attitude towards supervision</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attitude towards assignments / projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Quality of work</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Writing skills</td>
<td></td>
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<tr>
<td>Computer skills</td>
<td></td>
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<tr>
<td>Produces quality work</td>
<td></td>
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<tr>
<td>Completes assignments / projects on time</td>
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<tr>
<td>Guards clients’ confidentiality</td>
<td></td>
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<tr>
<td>Communication with clients</td>
<td></td>
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<tr>
<td>Working relationships</td>
<td></td>
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<tr>
<td>Ability to work with others</td>
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<tr>
<td>Shows initiative / Works beyond the minimum</td>
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<tr>
<td>Demonstrates good decision-making</td>
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<tr>
<td>Solves problems without assistance</td>
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<tr>
<td>Requests help when needed</td>
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<tr>
<td>Accepts criticisms &amp; feedback</td>
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</tbody>
</table>
COMMENTS:

1. What are the intern's major strengths?

2. What traits, skills or subject areas are most in need of improvement?

3. If you were in a position to fill a vacancy in your organization, would you hire the intern based on his / her performance during the internship?
   
   ______ Yes    ______ No

4. The Nyack College Internship program meets the needs of my organization and I would like to consider welcoming interns in the future.

   ______ Yes    ______ No

5. Additional Comments:

Supervisor's Name, Signed: ______________________________________________________

Date: ___________________________________
Copy this Journal Template and complete ONE (1) Journal Form for each day that you work at your internship site.

Date: _____________________________

Activities: ____________________________

Accomplishments/Frustrations: ____________________________

Learning: ____________________________

Reflections & Analysis (relate theory and practice): ____________________________
FORM L: Internship Time Sheet

Intern Name:

Internship Site:

Supervisor Name:

Dates of Internship Work Reflected:

# of Hours Worked This Week:

Overview of Internship Activities Done This Week:

Intern's Name, Signed: _________________________________________________________

Supervisor's Name, Signed: _____________________________________________________

Date: _____________________________________
FORM M: Internship Site Visit Report

To be completed by CRJ Internship Coordinator

Visit Date:          Miles Traveled:

Intern Name:

Internship Site & Address:

Internship Supervisor:

_____________________________________________

Narrative:
FORM N: Student Evaluation of Internship Site

Intern Name:                     Date of Evaluation:

Internship Site:                

Supervisor Name:                

Dates of Internship:            

Please review the following categories and indicate your assessments below.  
(Disregard any categories that are not applicable.)

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate supervision provided</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Assigned meaningful tasks</td>
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<tr>
<td>Clear explanation of needs/goals</td>
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<tr>
<td>Clear explanation of role/responsibilities</td>
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<tr>
<td>Level of responsibilities assigned</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Office policies explained</td>
<td></td>
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<tr>
<td>Helpful and applicable training provided</td>
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<tr>
<td>Staff accepted you as a welcome addition</td>
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<tr>
<td>Sufficient feedback provided</td>
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<tr>
<td>Supervisor was punctual</td>
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<tr>
<td>Supervisor listened</td>
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<tr>
<td>Someone was available for questions</td>
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<tr>
<td>Gained greater self-confidence</td>
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<tr>
<td>Improved understanding of strengths &amp; weaknesses</td>
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<tr>
<td>Requests help when needed</td>
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<tr>
<td>Met people who contributed to professional growth</td>
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<tr>
<td>Internship was meaningful &amp; enjoyable</td>
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</tbody>
</table>
COMMENTS:

1. What do you consider to be the most valuable aspect(s) of this internship site?

2. What do you consider to be the least valuable aspect(s) of this internship site?

3. Have you been offered a permanent position by this internship site?
   
   If so, did you accept?

4. What suggestion(s) would you make for improving the CRJ Internship program?

5. Any additional comments?
NYACK COLLEGE
College of Arts & Sciences, Dept. of Criminal Justice

Course: CRIMINAL JUSTICE INTERNSHIP (CRJ-490)
Semester: Spring 2013 - 3credits
Instructor: Catherine Cha, J.D. (catherine.cha@nyack.edu)

COURSE DESCRIPTION

The internship is designed to broaden the academic experience of students through appropriate observation and work assignments with criminal justice agencies. Correlation of theoretical knowledge with practice is emphasized. Students will be placed in an internship setting related to criminal justice within city, county, state, and federal criminal justice agencies. There are internship opportunities in the areas of local law enforcement, federal law enforcement, juvenile justice, probation and courts/law. Internships are competitive in nature and require substantial lead-time in terms of the application process. This course is open to 2nd-semester juniors and seniors.

STUDENT RESPONSIBILITY

It is the responsibility of all interns to be dependable and cooperative, while at all times following agency rules and policies. Failure at any time to adhere to the policies or rules of a host agency will have a serious effect on the intern's final grade, and may result in the termination of the intern's placement. (See Internship Manual for further rules and responsibilities).

TIME SHEETS

A 3-credit internship requires 120 contact hours at your internship site. All internship hours must be completed by the last day of class.

Time sheets reflecting your internship hours at should be completed at the end of each day that you work at your internship site (using Form L: Internship Time Sheet). Log the number of hours worked, and provide a basic description of the internship activities in which you participated. Each time sheet must be signed by your site supervisor and by you. These time sheets must be included in your final Internship Portfolio.
STUDENT LEARNING GOALS

Upon completion of the course, students should be able to:

- Appreciate the relationship between academic & experiential knowledge
- Integrate the theoretical concepts and knowledge learned in the classroom with real-world practice in the criminal justice field
- Achieve first-hand knowledge and better perception of criminal justice agencies, their management operations, and the neighborhood forces that influence their structure and procedures
- Develop a self-awareness of their values and attitudes towards citizens, the criminal justice system and the community at-large
- Comprehend communications, decision-making, and problem-solving mechanisms used by agencies in providing services for the public
- Gain exposure to a greater understanding of the applied aspects of the criminal justice system

TEXTBOOK


COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Preliminary Paperwork &amp; Approvals:</th>
<th>200pts</th>
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</thead>
<tbody>
<tr>
<td>Internship Coordinator's Approval to Begin Internship</td>
<td>60pts</td>
</tr>
<tr>
<td><em>Form A: Affirmation of Receipt</em></td>
<td>20pts</td>
</tr>
<tr>
<td><em>Form B: Judicial Affairs Clearance Form</em></td>
<td>20pts</td>
</tr>
<tr>
<td><em>Form C: Internship Application</em></td>
<td>20pts</td>
</tr>
<tr>
<td><em>Form D: 2 Faculty Evaluation Forms</em></td>
<td>20pts</td>
</tr>
<tr>
<td><em>Form E: Contract With Internship Coordinator</em></td>
<td>20pts</td>
</tr>
<tr>
<td><em>Form F: Abstract of Internship</em></td>
<td>20pts</td>
</tr>
<tr>
<td><em>Form G: Agreement &amp; Release</em></td>
<td>20pts</td>
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<table>
<thead>
<tr>
<th>Internship Portfolio:</th>
<th>200pts</th>
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</thead>
<tbody>
<tr>
<td><em>Form H: Internship Contract</em></td>
<td>50pts</td>
</tr>
<tr>
<td><em>Form K: Intern's Daily Journal</em></td>
<td>50pts</td>
</tr>
<tr>
<td><em>Form L: Internship Time Sheets</em></td>
<td>50pts</td>
</tr>
<tr>
<td><em>Form N: Student Evaluation</em></td>
<td>50pts</td>
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<thead>
<tr>
<th>Supervisor's Evaluations:</th>
<th>200pts</th>
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</thead>
<tbody>
<tr>
<td><em>Form I: Mid-Way Evaluation Report</em></td>
<td>100pts</td>
</tr>
<tr>
<td><em>Form J: Final Evaluation Report</em></td>
<td>100pts</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Internship Seminar Meetings</th>
<th>200pts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Paper</td>
<td>200pts</td>
</tr>
<tr>
<td>Internship Presentation Dinner</td>
<td>200pts</td>
</tr>
</tbody>
</table>
1. PRELIMINARY PAPERWORK & APPROVALS (200pts total)

You are responsible for making sure that you obtain clearance and approval to begin your Internship. You must also submit all required preliminary paperwork in a timely and complete manner.

- **Internship Coordinator's Approval to Begin Internship** = You must speak with the Internship Coordinator prior to registering for CRJ-490, so that you can obtain departmental approval to begin your Internship.
- **Form A: Affirmation of Receipt** = Sign and return this form to the Internship Coordinator. This confirms that you have (1) received the Manual & Guidelines packet, (2) read through it completely, and (3) understood what is contained inside it.
- **Form B: Judicial Affairs Clearance Form** = The Internship Coordinator will contact Judicial Affairs to ascertain that you are cleared to begin an off-campus internship program.
- **Form C: Internship Application** = complete Form A and return it to the Internship Coordinator by the due-date specified.
- **Form D: 2 Faculty Evaluation Forms** = Give 1 form each to two non-Criminal Justice professors with whom you have completed coursework. 1 Faculty must be for a past course; 1 Faculty must be for a current course. In the place of one Faculty Member, you may also receive an Evaluation from a Nyack College Administrator (i.e., Dean of Students, etc.) with whom you have a close, working relationship. These Forms should be returned to the Internship Coordinator by the due-date specified in a sealed envelope with the Faculty Member's signature across the lip.
- **Form E: Contract With Internship Coordinator** = Read, sign and return this Form to the Internship Coordinator by the due-date specified.
- **Form F: Abstract of Internship** = This Form must be typed. Complete and return this Form to the Internship Coordinator by the due-date specified.
- **Form G: Agreement & Release** = Sign and return this Form to the Internship Coordinator by the due-date specified.

2. INTERNSHIP PORTFOLIO (200pts total)

The format of your Internship Portfolio should be as follows:

- Cover page, including your name, the Internship Site's name, and term of your Internship
- Table of Contents
- Your résumé (reviewed by Career Services)
- **Form H: Internship Contract**
- **Form K: Intern's Daily Journal Entries**
- **Form L: Internship Time Sheets**
- **Form N: Student Evaluation**
- Final Paper

**Form H: Internship Contract** = Go over this Form with your internship site supervisor. Both of you must complete your respective portions of this Form. Sign and make a copy of it. The original must be returned to the Internship Coordinator by the due-date specified. The copy must be included in your Internship Portfolio.

**Form K: Intern’s Daily Journal** = Copy the daily journal template and complete one (1) sheet for each day that you work at your internship site. All original journal entries should be included in your Internship Portfolio (no copies need to be forwarded to the Internship Coordinator). In your daily journal, be sure to critically reflect upon and analyze your internship experience. Make a conscious effort to think carefully about what you are learning. Make a serious effort to synthesize what you have learned in the classroom and what you are practicing in "real life." The journal may be typed or handwritten.

**Form L: Internship Time Sheets** = Copy the Weekly Internship Time Sheet Template and complete one sheet for each week that you work at your internship site. Your total Time Sheets must reflect at least 120 hours of internship work. Each Time Sheet must be signed by your site-supervisor. All original Time Sheets should be included in your Internship Portfolio (no copies need to be forwarded to the Internship Coordinator).

**Form N: Student Evaluation** = Complete this Form and make a copy of it. The original must be returned to the Internship Coordinator by the due-date specified. The copy must be included in your Internship Portfolio.

3. **SUPERVISOR’S EVALUATIONS (200pts total)**

You must provide your Internship Supervisor with the following two (2) Forms, and a stamped envelope addressed to Catherine Cha, Criminal Justice Internship Coordinator, 1 South Blvd, Nyack, NY 10960:

- **Form I: Mid-Way Evaluation Report** = Your site-supervisor should complete this Form at the halfway mark of your internship. It is your responsibility to make sure that your supervisor obtains Form I, either from you, or from the CRJ Internship website: ___________ The supervisor should submit this Form to the Internship Coordinator by the due-date specified:
  - EITHER by mailing it to the Internship Coordinator in a sealed envelope with the supervisor's signature across the lip
  - OR by emailing it to the Internship Coordinator directly

- **Form J: Final Evaluation Report** = Your site-supervisor should complete this Form at the end of your internship. It is your responsibility to make sure that your supervisor obtains Form J, either from you, or from the CRJ Internship website: ___________ The supervisor should mail this Form to the Internship Coordinator by the due-date specified:
4. INTERNSHIP SEMINAR MEETINGS (200pts)

In Spring 2013, all CRJ interns must be cross-enrolled in the Pre-Internship Seminar (CRJ-490), as **Current Interns**. The Seminar may also contain **Future Interns** who will be starting their internships in the Fall 2013 semester.

**Current Interns**
Current interns will meet with the Internship Coordinator three (3) times throughout the internship semester. These meetings will be an additional reflective experience to enhance your Daily Journal entries. At each meeting, you will discuss and process your ongoing internship experience. Attendance at these meetings is mandatory, and active participation and evidence of thoughtful reflection and classroom / field integration will be required.

**Future Interns**
Future interns will meet with the Internship Coordinator five (5) times throughout the semester prior to your internship semester. These meetings will provide opportunities to receive advisement from the Internship Coordinator regarding your future internship, prepare to be a professional intern, and receive some career-services guidance. Attendance at these meetings is mandatory, and active participation and complete assignments will be required.

5. FINAL PAPER (200pts)

Your 12-15pp final paper is the summary of your internship. This is a serious, college-level paper, and you are required to follow all of the rules & requirements with respect to plagiarism and formal paper-writing. Pay close attention to the correct use of grammar, spelling, citations. You will be graded on the clarity, interpretation, insight and accuracy reflected in your paper. If you need assistance, please visit the Writing Center on campus.

**Your paper should adhere to the following format.** Use a 12-pt font with 1" margins. Please include section headings, page numbers and references at the end, if necessary.

- Section 1 = summarize the activities and major events you experienced during your Internship.
- Section 2 = critique and assess the internship. Was it a good, mediocre or poor experience? How much did your internship site meet or exceed your expectations? How well did the internship give you insight into the field of criminal justice, and the work performed by this organization? How well did the internship equip you for future pursuit of a career in criminal justice?
- Section 3 = compare & contrast your educational experience and your field / internship experience. How well did the internship correspond with what you are learning in the classroom? What were some major differences? How well did your
classroom experiences prepare you for the internship work? What was most surprising about your internship experience?

**Suggested outline for your final paper:**

- **Introduction**
  - Brief overview of internship organization (type, history, organizational structure, mission, objectives, etc.)
  - Organization in context (issues, problems, practices, budget constraints, legal challenges, etc.)

- **Internship Site**
  - What actually happens in the organization? (services provided, important issues, problems and practices, etc.)
  - Observed differences between informal and formal structures
  - Observed differences between stated goals and actual situations (upon review of selected organizational literature / documents)

- **Summary & Discussion**
  - Synthesize internship experience and themes, and classroom experience and knowledge
  - Recommendations for the organization (for enhanced service, how it is effective, how it is less than effective, etc.)

- **References**
  - Scholarly research to place internship experience in the broader perspective
  - At least 10 scholarly sources (Wikipedia and encyclopedias are not suitable sources)
  - Bibliography
  - APA format

**6. INTERNSHIP PRESENTATION DINNER (200pts)**

At the end of each semester, all current and future interns must attend an Internship Presentation / Orientation Dinner. At this Dinner, current interns who have concluded their internships will present a thoughtfully prepared oral presentation, summarizing, describing and critiquing their internship experiences. You are encouraged to include topics such as:

- What was it like to be an intern at your organization
- What did you learn about the internship organization and its services
- How does the organization fit into the field of criminal justice
- How did your internship experience affect or influence your view of your criminal justice education at Nyack College
Future interns will have the opportunity to ask questions of the outgoing interns, as well as receive further / final advisement from the Internship Coordinator and other Criminal Justice faculty members.

**INTERNSHIP COURSE POLICIES**

1. **Remember:** while you are enrolled in the Criminal Justice Internship and working at your agency / organization, you are a representative of Nyack College and the Department of Criminal Justice. Please act accordingly. Internship sites have provided for our students to have a full internship experience. Your tardiness, poor performance, etc., during your internship will not only reflect poorly upon you, the Criminal Justice Department, and Nyack College, but could also jeopardize our ability to place future interns at your agency. Violations of expected behavior will be handled on a case-by-case basis. Sanctions may include termination from the internship and a failing grade in the course.

2. Your Internship Coordinator and the Criminal Justice Faculty are available at all times to support you and advocate for you during your internship. If you feel that your organization or site-supervisor is placing you in a dangerous situation, or a situation which makes you feel uncomfortable, please notify the Internship Coordinator immediately.

3. Your written work is expected to be professional, typed and submitted in a timely manner. Late work will be penalized. Repeated late work will result in your termination from the internship and a failing grade in the course.

4. Individuals who have any disability – permanent or temporary – which might affect their ability to perform in an internship are encouraged to inform the Internship Coordinator at the start of the internship semester. Adaptations of methods, materials or placement may be made as required for equitable participation.
SCHEDULE OF MEETINGS & TOPICS / READINGS
(yet to be determined based on the book chosen)

CURRENT INTERNS

1. Meeting #1
2. Meeting #2
3. Meeting #2
4. Presentation Dinner

FUTURE INTERNS

1. Meeting #1
2. Meeting #2
3. Meeting #3
4. Meeting #4
5. Meeting #5
6. Orientation Dinner
SELECTED BIBLIOGRAPHY


SELECTED WEBSITES

http://www.acjs.org Academy of Criminal Justice Sciences
http://www.clasp.org Center for Law and Social Policy
http://www.copseek.com CopSeek.com
http://www.lawenforcementjobs.com Law Enforcement Jobs
http://www.asc41.com American Society of Criminology
http://www.corrections.com Corrections Connection
http://nyc.gov/html/nypd New York City Police Department
http://pavnet.org Partnerships Against Violence
READING LIST


Sebba, L. (1996) Third Parties: Victims and the Criminal Justice System. Ohio State University: Columbus, OH.


