

## **CJ 490: INTERNSHIP IN CRIMINAL JUSTICE**

### **(General Information)**

#### **What is an Internship?**

The internship experience in the School of Criminal Justice at GVSU is designed to provide students an opportunity to apply their academic experiences to a practical, professional setting in the field of criminal justice. This internship experience also provides students the opportunity to explore career opportunities in criminal justice and to network.

According to the National Association of Colleges and Employers (NACE),

*An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.*

Some advantages to internships include:

- Experience which you can show on your job resume
- Recommendations you can use on your job resume
- References you can use on your job resume
- Networking
- Opportunity to demonstrate what you know, both to a prospective employer, and to yourself
- The opportunity to test your compatibility with your chosen field
- An opportunity to grow personally, professionally, and academically
- The opportunity to work with professionals and community leaders

Interns have the opportunity to get ahead of the competition by showcasing their abilities while still completing their degrees. Interns from the school of criminal justice have received full time job offerings at the completion of their internships on several occasions, or, have been referred to another organization by the sponsoring organization.

#### **What are the Minimum GVSU Requirements for CJ 490?**

- Declared Criminal Justice Major or Minor
- Minimum 60 Credit Hours (Junior Standing)
- Minimum GPA: 2.5 Overall
- Students will earn 1 credit hour for every 50 hours worked. Generally, students usually enroll for three credit hours (150 hours)

Please Note: Internship sites may have other requirements that must be met by the student

## **The Classroom Component of CJ 490**

In addition to the mandatory internship hours, students are also required to complete all course requirements. They include:

- Two mandatory class sessions: one at the beginning and at the end of semester. These class times and locations can be found on Banner
- Complete all online course assignments. They include weekly logs and reflection papers, weekly discussion boards, and a final reflection paper and presentation
- Students will receive a grade of pass/fail for CJ 490

Please note: A Syllabus of Record can be obtained from the Internship Coordinator or the School of Criminal Justice

## **The Internship Process – it is Quite Simple**

1. Meet all minimum requirements for CJ 490
2. Find an Internship Location
  - The SCJ does not place interns. It is the responsibility of students to locate an internship site that meets their professional and personal needs. Students are encouraged to consider the internship process as a job search. The SCJ does maintain a list of some agencies that are interested in hosting student interns. Also, the Career Services Department located at 101B DeVos Center ( <https://www.gvsu.edu/careers>) has a wealth of information regarding employment and possible internships.
  - Once a location is found, the student is responsible for contacting the agency and scheduling an interview
3. Complete the On-Line Internship Learning Agreement Form. Please Note: You will need your Internship Site Supervisor's information to complete this form
  - Go to: <https://www.gvsu.edu/careers/ims-login.htm>. This form can also be accessed through the SCJ Homepage by clicking on the Current Student tab (<https://www.gvsu.edu/cj/>);
  - Then select/click: GVSU Internship Management System
  - Next, complete your part of this application and submit it
  - Your on-site supervisor will then receive the agreement form electronically immediately after you submit it. The site supervisor then completes part of the agreement and sign sends it back
4. Once approved by the Internship Site, enroll for CJ 490
  - This course requires a permit. Submit an override request on-line through Banner to enroll for the course. Once approved through Banner, register for the course

## **The Learning Agreement**

Students are also required to complete a learning agreement with their internship site supervisor. The purpose of this agreement is to establish mutually agreed upon goals and objectives for the internship agreement. This should be completed prior to the beginning of the internship hours. This is also one of the first assignments that you will be submitting on-line.

## **Frequently Asked Questions (CJ 490 Internship)**

### **Can I use my job as an Internship?**

No. An internship is not an extension of your current job. The SCJ does not grant academic credit for life/employment experience.

### **Can I enroll for CJ 490 credit in another semester besides the semester when I am actually Interning?**

No. Many organizations require that you are enrolled in CJ 490 for that specific semester you are interning with them. CJ 490 also contains a class component that cannot be completed in another semester.

### **Do I have to Intern in West Michigan?**

No. Many students intern at a location close to where they would like to live post-graduation. A student can basically intern at any CJ-related location – in or out of state.

### **Can I Intern in the Spring/Summer Semester?**

Yes. Many students seek internships during the summer when their schedules are more open. Students can intern during any semester.

### **Are Internships Paid?**

No. In most cases, criminal justice internships are not paid.

### **Will I be required to purchase any equipment?**

In most cases, No. However, some internship sites may require students to purchase some equipment.

### **Does GVSU assist in scheduling my internship hours?**

No. Scheduling Internship hours is between you and the internship coordinator/site.

### **Am I Guaranteed Employment with my Internship Site after Completion of CJ 490?**

No. In most cases, interns are not employees. The internship experience does not guarantee employment.

### **Can my Site Supervisor terminate my internship at any point?**

Yes. Interns can be removed at any time.

**Can I have more than one Internship?**

Yes. Students can enroll for CJ 490 for 1 to 9 credit hours. This number of credit hours will allow students to have multiple internships, if interested.

**Will GVSU place me in an internship?**

No. Students must seek out internships on their own. While some information will be provided regarding sites, students must personally contact the organization and complete all necessary paperwork on their own. Treat it as if it were a “real” job search and application process.

**Will my Internship Site Accommodate my Personal and Work-Related Needs for Time Off?**

Students are encouraged to treat the internship seriously. It is recommended that once a schedule is made, the intern follows that schedule and does not ask for any changes or modifications.

**If I have questions, who should I contact?**

All questions should be directed to the School of Criminal Justice Internship Coordinator.

**Is there a Dress Code Required for Interns?**

Yes. Students will be working (and networking) in a professional environment. As such, students will be required to dress and act professionally. It is very important that you ask your internship site supervisor about appropriate dress.

**Will the Academic Advising Center Assist me in finding an Internship?**

No. The role of the CCPS Academic Advising Center and staff is to assist you in scheduling your courses to ensure that you graduate in a timely manner. See the SCJ Internship Coordinator and Career Services if you have specific questions about internships.

**What Criminal Justice Courses are required for the Internship?**

There are no specific courses that need to be completed required prior to the internship. Some internship sites may require that you have certain courses completed in order to have some working knowledge of the field. The SCJ also encourages students to complete those process-related courses that are related to the internship.