

FREQUENTLY ASKED QUESTIONS

Can I use my job as an Internship?

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

Can I enroll for CJ 490/CJ 491 credit in another semester besides the semester when I am actually Interning?

No. Organizations require that you are enrolled for the specific semester you are interning with them. CJ 490 has a co-occurring course requirement (CJ 491) 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 intern at any CJ-related location—in or out of state or through study abroad.

Can I Intern in the Spring/Summer Semester?

Yes. Students can intern during any semester. Many students seek internships during the summer when their schedules are more open, and often where they want to live post-graduation.

Are Internships paid?

In most cases, criminal justice internships are not paid.

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. The internship coordinator is available for consultation as needed.

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?

No. In most cases, interns are not hired after completing an internship. 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. All concerns should be discussed with the internship coordinator.

Can I have more than one Internship?

Yes. Students can enroll in CJ 490 for 1 to 9 credit hours. The number of credit hours will allow students to have multiple internships. CJ 491 is 1 credit and is c-occurring with each internship.

Will my Internship site accommodate my personal and work-related needs for time off?

Students are encouraged to treat their 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. Any specific GVSU “holiday” time off must be discussed with the site.

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.*

If I have questions, who should I contact?

All questions should be directed to the SCCJLS Internship Coordinator.

CRIMINAL JUSTICE INTERNSHIP (CJ 490 & CJ 491)

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

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.



Advantages to participating in an Internship:

- Provide experience you can apply to a job resume or discuss at an interview.
- Develop recommendations and references you can use on a job resume.
- Provide practical academic, personal, and professional growth.
- Build your professional network.
- Opportunity to demonstrate what you know and apply course work, both to a prospective employer, and to yourself.
- Opportunity to test your compatibility with your chosen field and discover your career passion.
- Gain valuable experience and develop relationships with professionals and community leaders.

Interns have the opportunity to get ahead of the competition by showcasing their abilities while still completing their degree. Criminal Justice interns have received full time job offerings at the completion of their internships on several occasions.

What are the minimum GVSU requirements for CJ 490 and 491?

- Declared Criminal Justice Major or Minor (Exceptions considered).
- Minimum 55 credit hours (Junior Standing).
- Minimum GPA: 2.5 Overall
- CJ 490: Students will earn 1 credit hour for every 50 hours worked.
- CJ 491: Required co-occurring course/seminar (1 credit).

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

In addition to the mandatory internship hours, students are also required to complete all course requirements in the CJ 491 co-occurring course. 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 Credit/No Credit for CJ 490 and 491.

The Internship Process – it's quite simple – here are the steps:

1. Meet all minimum requirements for CJ 490 and CJ 491.
2. Find an Internship location.
 - *The SCCJLS Internship Coordinator may assist you.* However, The SCCJLS does not place interns. It is the responsibility of students to locate an internship site that meets their professional and personal needs, much like a job search. The Internship Coordinator may provide current information about agencies that are interested in hosting student interns. The Career Services Department (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 link can also be accessed through the SCJ Homepage by clicking on the Student Tab: <http://www.gvsu.edu/cj/criminal-justice-internship-cj-490-155.htm> Next, complete your part of this application and submit it.
 - Both the Internship Coordinator and your on-site supervisor will then receive the electronic agreement form for approval after you submit it.
 4. Once approved, register in Banner for CJ 490 and CJ 491.
 - Both CJ 490 and CJ 491 courses requires a permit. Submit an override request on-line through Banner to enroll for the course. Once approved through Banner, register for the course.

For further information contact:
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