UNDERGRADUATE CRIMINAL JUSTICE
STUDENT INTERNSHIP HANDBOOK

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Internship Resources

The Department of Criminal Justice and Criminology has created a BrightSpace (Desire2Learn) course entitled “Criminal Justice Internship Resources”. Every Criminal Justice major has access to this site which contains important internship information including a list of possible internship locations, deadlines, forms, a copy of this Undergraduate Criminal Justice Student Internship Handbook, as well as resume, cover letter, interviewing and career-related documents. Students are strongly encouraged to utilize the BrightSpace site in preparation for and during their Criminal Justice internship.

Purpose of Internship

The Criminal Justice Internship is an important part of the undergraduate program in criminal justice at Georgia State University. It is a requirement of the major and represents an integral part of each student’s education. All undergraduate criminal justice majors must complete the internship seminar and field placement in their last semester of residence. The primary purpose of the internship is to provide students an opportunity to integrate academic learning with hands-on experiences obtained in a criminal justice setting and to merge theory with practice.

The criminal justice faculty maintains high expectations regarding the future success of our students. It is important, therefore, that the internship provide experiences that will sustain and further develop the skills that our graduates require to assume leadership roles in the field of criminal justice. This is accomplished through the careful placement of students in agencies that represent the highest ideals of professionalism in the administration of justice.

Internship Eligibility Requirements

In order to be eligible to register for an internship, students MUST:
1. Meet with an academic advisor from the Andrew Young School of Policy Studies Office of Academic Assistance (OAA) to determine if they have completed sufficient courses and credit hours to intern.

2. Have completed a majority of the core general education requirements (i.e., areas A through F). (See the online undergraduate catalog for specific requirements).

3. Have completed a majority of the Criminal Justice Core (Area G). (See the online undergraduate catalog for specific requirements).

4. Have completed a majority of Foundations of Analyses (Area H). (See the online undergraduate catalog for specific requirements).

5. Have an overall GPA of at least 2.0. If, during the term prior to the internship, your GPA falls below a 2.0, you must notify the Internship Coordinator as you will no longer be eligible to intern. Students who attempt to remain in the internship courses without authorization will be administratively removed.

**Note:** It is strongly recommended that students have no more than 2 classes (not including CRJU 4930 and CRJU 4935/4940) remaining in the semester in which they plan to intern.

Students who meet the above requirements may apply online to intern. An internship checklist is included to assist you in the application process (See Appendix A).

**Internship Policies**

The faculty of the Department of Criminal Justice and Criminology believes that all students who apply for an internship must be personally and psychologically equipped, as well as academically prepared, for the experience. Interns are representatives of the Department of Criminal Justice and Criminology, the Andrew Young School of Policy Studies, and Georgia State University and therefore must have a strong personal character consisting of maturity,
integrity, and high ethical standards. **A student may be denied entry to an internship by the Department, or removed from an internship placement**, if, based on the professional judgment of the criminal justice faculty, the student has a questionable character or has exhibited behavior that indicates erratic, unpredictable, or unsuitable conduct, including but not limited to:

- Poor academic performance
- Known Honor Code or academic integrity violations
- Lack of professionalism including, but not limited to, frequent tardiness, rudeness, disclosing confidential agency information, violation of agency rules or policies, etc.
- Psychological instability and/or erratic behavior
- Deceitful behavior and/or lying
- Known alcohol and drug abuse problems
- Known criminal history that is not disclosed to the Internship Coordinator or the field placement agency prior to accepting the internship

This policy is based on the premise that criminal justice faculty should be a part of the evaluation of a student’s ability to function adequately and safely in a criminal justice setting and that the faculty has both a right and a responsibility to make such judgments prior to placing a student in an internship position.

**The Internship Coordinator and Department Chair have the authority to withdraw a student from a classroom and/or field experience (i.e., CRJU 4930, CRJU 4935/4940) if the student’s behavior or performance constitutes a detriment to other students in the class and/or to personnel or others at the field internship agency.** Information and documentation related to the reason for withdrawal may be based on the direct knowledge of the Internship Coordinator or Department Chair, or on information provided to the Internship Coordinator by the internship agency. If a student is removed from a placement for cause, the student will receive a grade of F in both courses.

The Internship Coordinator or Department Chair also may remove a student from an internship site if, after placement, circumstances arise at the site that pose an unforeseen danger
to the student’s welfare or an unforeseen risk of liability to the student, faculty, Department, or University. It is the student’s responsibility to inform the Internship Coordinator of any problems that s/he experiences. If, under these circumstances, a student is removed from an agency, the Internship Coordinator will make reasonable efforts to assist the student in finding a new placement.

The responsibility for finding an appropriate internship placement rests solely with the student; however, the Internship Coordinator will provide reasonable guidance and assistance during the process. Most students will elect to be placed with an agency that deals with sensitive information. As a result, a background investigation, including the completion of a polygraph examination, will most likely be required as a precondition for placement. Background investigations may include checks for prior arrests and convictions, credit history, abuse of illegal drugs, and DUI convictions. If students have a criminal record either before they declare their major, or acquire a criminal record after declaring their major, they may be prohibited from participating in an internship. Similarly, if a student is arrested or convicted of a crime during the term of the internship, the student may be terminated from the agency and removed from both courses. Since the internship is a program requirement, students may be prohibited from graduating due to their inability to complete degree requirements.

If a student entered the major prior to Fall Semester 2011, s/he is required to complete a 150 hour placement for 3 credit hours (CRJU 4940). Students who entered the major effective Fall Semester 2011 or later are required to complete 180 field placement hours for 6 credit hours (CRJU 4935). Students should be aware that some agencies might require interns to complete a greater number of hours than is required by the Department. If a student accepts a placement with an agency that requires additional hours, the student
must complete the number of hours required by the agency in order to receive a passing
grade in the field placement course (CRJU 4935/4940). Students should be clear about the
number of hours required by the agency prior to accepting placement. Although some
agencies pay their interns, usually minimum wage, most do not pay and are not required to do so.
If compensation is a major requirement of yours, be sure to ask about it during your initial
inquiries.

Always remember that you are representing Georgia State University. You will not be
allowed to jeopardize future internships with the host agency. If your job performance or work
attitude is deemed to be unacceptable by the agency, you will be terminated from the placement
and receive failing grades for both courses.

You also should always remember that you are working at the convenience of the agency,
which will not tolerate the same inappropriate behavior from you that they might accept from a
regular employee. Tardiness and absenteeism are not acceptable work habits, even if others do
it. Prior to working your first shift, you should obtain the telephone numbers of those
supervisors you must contact if you are going to be late or absent. Remember you need them,
they don’t need you. They can and will terminate you if you are deemed to be more trouble than
you are worth. If you are terminated by the agency, you will receive a grade of “F” for both of
the courses.

While criminal justice work is sometimes risky, you must not allow yourself to be placed
in any dangerous situations (i.e., carrying a gun, making arrests, or participating in any other
activity or behavior that is dangerous to you or others). That is neither your job nor your
responsibility. While it might seem exciting at the time, more often than not it results in trouble.
If a supervisor orders you into a dangerous situation, respectfully and firmly decline and contact
the Internship Coordinator immediately. If you have any problems or concerns regarding your placement, you should contact the Internship Coordinator immediately.

Applying To Intern

You must take the following steps to ensure that you are accepted into the internship program.

1. Meet with an academic advisor in the Office of Academic Assistance in the Andrew Young School of Policy Studies (AYSPS) to determine if you are eligible to apply for internship based on the courses you have completed.

2. Complete the online internship application by the prescribed deadline. Any student who does not intern in the intended semester must reapply prior to the deadline for the next semester. Students who do not comply with the deadline requirements will not be permitted to intern.

3. If you apply to intern with an agency that requires a signature from the Department Chair, a copy of the completed application must be provided to staff in the Department of Criminal Justice and Criminology, Room 1201, Urban Life Building, to be placed in your internship file.

4. Create a professional resume to submit to potential placement agencies and to place in your departmental internship file. The resume must be approved by the Internship Coordinator or the Director of Career Services in the Andrew Young School of Policy Studies prior to being distributed to potential placement agencies.

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<tr>
<th>Internship Application Deadlines</th>
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<tbody>
<tr>
<td>September 15 for Summer Interns</td>
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<tr>
<td>February 15 for Fall Interns</td>
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<tr>
<td>May 15 for Spring Interns</td>
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</tbody>
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Note: If the 15th falls on a weekend, the application deadline will be extended to the first Monday of the following week.
5. After you have completed the online application you will receive a letter from the Internship Coordinator informing you of the date, time, and location of the mandatory general orientation meeting and telling you to contact the Criminal Justice Department to schedule an individual placement meeting with the Internship Coordinator. **Students who fail to attend these meetings may not be permitted to intern.**

6. Attend the mandatory General Orientation Meeting.

<table>
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<tr>
<th>General Orientation Meeting Dates</th>
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<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Friday in October for <strong>Summer</strong> Interns</td>
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<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Friday in March for <strong>Fall</strong> Interns</td>
</tr>
<tr>
<td>4&lt;sup&gt;th&lt;/sup&gt; Friday in June for <strong>Spring</strong> Interns</td>
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7. Schedule an appointment to meet with the Internship Coordinator.

8. Contact one or more criminal justice agencies, ascertain if they have an internship program, and request an interview.

9. Remember that while the Internship Coordinator is available to assist you, **the responsibility for obtaining a placement rests solely with the student.**

**Getting an Internship**

The first step students should take to obtain an internship is to consider their personal career aspirations. After making a general decision about their field of interest (i.e., corrections, courts, or law enforcement, or related areas such as private security, cyber security, mental health, etc.), students must make a more specific decision about the type of agency they would like to work in. This decision is often complex and students may not be fully aware of the available possibilities. If this occurs, students should seek career advice from their criminal justice faculty advisor or the Internship Coordinator.
The second step in getting an internship is for students to identify the geographic location where they would like to intern. Some students may choose to remain at school while interning, while other may decide to seek an internship near home or in some other location. **Students may be authorized to intern in any location in any state or country as long as they are available to attend the scheduled mandatory seminar classes. Students who choose to intern out of the metropolitan Atlanta area and do not return for scheduled classes will fail both courses.**

There will be no exceptions to this rule.

Thirdly, after students have decided on the type and location of the agency they are interested in, they should make an appointment to meet with the Internship Coordinator individually to discuss their intentions. The Internship Coordinator must approve potential agencies before any contact is made with them. The Internship Coordinator also must approve any cover letter or resume that the student plans to provide to the agency.

The fourth step in acquiring an internship is to make contact with the agency of interest. While the Internship Coordinator may provide the student with the agency’s contact information, it is **the student’s responsibility to make contact with the agency of interest and request an interview.**

The final steps in obtaining an internship position are to complete and submit all required applications and paperwork to the agency and attend the interview. These are the MOST critical aspects of the process. The student must research the agency prior to the interview and be prepared to ask relevant questions and to show genuine interest in the agency and its work. The internship interview is the equivalent of a job interview. Therefore students MUST dress in professional attire, be early for the interview, and respond in a thoughtful and professional manner to all questions. Today, almost all criminal justice agencies have an online website. It is in the student’s best interest to use this resource to prepare for the interview. Additionally,
students may seek assistance with writing resumes and cover letters, as well as professional interviewing skills, from the Andrew Young School of Policy Studies Career Center.

Internship Placement Agencies

Each year the Department of Criminal Justice and Criminology places more than 150 students at a diverse group of criminal justice and non-profit agencies that connect with the criminal justice system. Following is a small sampling of agencies where students have interned:

- Alpharetta Police Department
- Cobb County Juvenile Court
- Cobb County Superior Court
- DeKalb County Probation
- Drug Enforcement Administration
- Federal Bureau of Prisons
- Fulton County Drug Court
- Fulton County Medical Examiner’s Office
- Fulton County Sheriff’s Office
- Georgia Bureau of Investigation
- Georgia Department of Corrections
- Georgia Probation Management, Inc.

The department is always open to forming internship partnerships with other agencies. We receive internship announcements from new agencies on a regular basis, and students are free, after receiving the Internship Coordinator’s approval to explore agencies in the fields of criminal justice, mental health and immigration so long as the primary focus of their internship will be criminal justice-related.

Please note that federal, state, and local agencies require that students initiate the internship application process at different times. Depending upon the agency the acceptance process can take anywhere from 1 day to 12 months. For instance, at the federal level many agencies require that students initiate the placement process at least 6 to 12 months in advance of the internship semester. Additionally, because of the costs involved to process an intern, many federal agencies prefer that students begin the application process in their junior year of college. Although most state and local agencies only require 2 to 3 months to complete the application process, agencies such as the Georgia Bureau of Investigation (GBI) and the Fulton County Medical Examiner require approximately 6 months to interview applicants and complete the
background investigation. Therefore, because of the diversity of application deadlines, it is imperative that students research each agency and start the process in a timely manner.

Placing a student with an agency takes a good deal of time, effort, coordination, and money. Several deadlines are imposed on students by the Department. These are announced in advance, both on the BrightSpace site and at the general orientation meeting, and are intended to assure that all aspects of each placement are handled in a timely and efficient manner. If a student fails to abide by the deadlines that are imposed within this process, s/he will not be permitted to enroll in CRJU 4930 and CRJU 4935/4940 during the intended semester.

Internship Professional Etiquette

While interning with an agency, the student is considered a representative of the Department of Criminal Justice and Criminology, the Andrew Young School of Policy Studies, and Georgia State University. Therefore, all students must adhere to the following guidelines:

Attendance

There are NO excused absences in the internship. If you become ill and miss work, the hours must be made up prior to the end of the semester. If you become ill and cannot attend your work you must contact your internship supervisor by 8 a.m. of that day and inform him/her that you will be absent. When you are absent, you must consult your agency supervisor and obtain permission to make up the work.

At the beginning of the internship, you will meet with the agency internship supervisor and develop a schedule of the days and times that you will be at the internship site. You are not authorized to be on the premises at any other time unless you have received agency approval, nor may work for academic credit be performed from home.

Lateness and leaving early are not appropriate professional behaviors. Students who engage in these behaviors will be terminated from the internship placement. Students who are
terminated by the agency, or removed by the Department, for inappropriate behavior will receive failing grades in CRJU 4930 and CRJU 4935/4940.

**Dress**

Students should dress in professional attire (business clothing and a minimum of jewelry) at all times unless otherwise informed by their internship agency supervisor. If you have any questions about the appropriateness of your clothing, you should discuss them with your supervisor before wearing the item(s) in question.

Both male and female students should be aware of not wearing clothing, makeup, or any items that could be viewed as provocative, or that draw attention to the student in a way that distracts from the professionalism of the agency. Visible tattoos should be covered and visible body piercing jewelry should be removed.

**Confidentiality & Professionalism**

Confidentiality means not disclosing privileged information relating to any case or other matter handled by the agency, or about any client, staff person, or agency, to any unauthorized person, either verbally or in writing. Failure to comply with agency confidentiality requirements will result in a student being terminated from the agency and receiving a failing grade in both courses.

When you begin your internship, family and friends will want to hear about the agency and to know what your internship experience is like. While you may freely discuss your own reactions to what you are learning and how you see yourself in that environment, you can not discuss specific case information, client identification data, or anything else that would compromise the agency’s professional reputation or credibility in any way. This confidentiality rule applies to all students and all agencies.
Information from charts, files, team meetings, and shift reports are to be discussed only with appropriate persons like your agency supervisor, other designated staff, and with your Internship Coordinator. This information is never provided to anyone else—the client, the client’s family, persons inquiring telephonically about the client, staff members from other parts of the agency or anyone else unless you have cleared this with your own agency supervisor BEFORE the information is released. When in doubt, you should say that you are an intern and that you are not authorized to release any information. Follow up immediately by checking with your supervisor about the appropriate course of action, if any, that you should take.

When you are preparing written assignments, or any written confidential material, be aware of the necessity to protect confidential information about the client. Develop good professional behavior by keeping your written work secure and managing it professionally in the bounds of confidentiality.

Many of you will be interning in a criminal justice agency setting that provides services to people who may be experiencing a variety of life difficulties and who often may be sensitive to how they are treated. Remember to be respectful and to be aware of what you say, how you say it, and where you say it. This means being especially sensitive in public areas where clients, families or others may overhear you.

If you have any questions about how to deal with situations involving confidentiality or anything else, ask your agency supervisor about how to respond appropriately. Also, remember that you will see some behaviors from others that are not necessarily what you will want to model in your own professional growth. It will become evident to you fairly quickly what effective professional behavior looks like and how you can begin to include it in your own development as an intern.
Do not bring friends, family members or anyone else to the internship site to show them what you are doing. Should you encounter anyone that you know personally and who is also a client of the agency, make this known immediately to your own supervisor and discuss how you should deal with this. You should do this **before** you have any interaction with the client. If the client sees you first and approaches you, acknowledge him/her very briefly and excuse yourself, then find your supervisor and discuss the matter before having further contact with the client. This is not an uncommon experience and can be dealt with effectively in this manner.

Boundaries in client relationships are necessary because some clients can be highly manipulative and will use any means to circumvent their situation, even to the extent of drawing a staff member into an inappropriate relationship. Often clients will ask you questions about yourself that could place you in a compromised position. You must learn not to respond socially as you might do normally in a non-professional environment. If a client asks for your home phone number, address, or other personal information or any information not relevant to the professional relationship, you should not disclose this information. Interns who allow themselves to be drawn into inappropriate relationships with clients may be terminated by the agency.

**Internship Completion Requirements**
1. Students must maintain a minimum cumulative grade point average of 2.0 in both CRJU 4930 and CRJU 4935/4940 to remain in good standing and for graduation.
2. Students must complete the specified number of field placement hours depending on their catalog year. Students entering the University prior to Fall Semester of 2011 must complete a minimum of 150 field placement hours (CRJU 4940). Students entering the university after Fall Semester of 2011 must complete a minimum of 180 field placement hours (CRJU 4935). In any case, if a student accepts a field placement that requires him/her to work a greater number of hours than is required by the Department and the
registered course, the student must perform the number of hours required by the agency in order to successfully complete the field placement. Failure to complete the requisite hours will result in the student failing both courses.

3. Typically, the internship courses are taught on an abbreviated schedule with fewer class meetings than is required in a regular 14 week semester during the Spring and Fall, or an 11 week semester during the Summer; however, the number of times that the class actually meets is discretionary with the professor. In any case, attendance at all class meetings is mandatory.

4. Students must successfully complete all academic assignments listed on the syllabus.

Evaluations

Student Evaluation of Internship Agency
Immediately prior to the end of the internship semester students will be expected to complete an evaluation of their internship agency (“Student Evaluation of Internship Experience” form found in Appendix A). The purpose of the evaluation is to allow students an opportunity to provide important information to be used in assessing the quality of the student’s experience, the suitability of the agency for internship placements, and whether the Department should continue to maintain an internship partnership with a particular agency. Evaluations also assist in improving the Department’s approach to the internship experience and the coursework assigned.

Agency Evaluation of Intern
Immediately prior to the end of the internship semester agency supervisors will be asked to complete an evaluation of the student intern (“Agency Evaluation of Intern” form found in Appendix A). The purpose of this evaluation is to assess the student’s academic and professional
preparedness and growth in a criminal justice setting. Information provided by the agency will be used to determine whether students pass CRJU 4935/4940, the field placement.

**Internship Application Packet**

The internship application packet will consist of the following documents that are included in Appendix A of this document:

1) Internship Handbook Agreement
2) Undergraduate Internship Seminar & Field Placement Program Requirements
3) Agency Selection Sheet
4) Criminal Justice Internship Disclaimer
5) Waiver of Liability, Release and Covenant Not to Sue

as well as a professional Resume reviewed and approved by either the Internship Coordinator or the Director of Career Services in the Andrew Young School of Policy Studies.

**Students should make a copy of each document, complete the action requested, and submit the Internship Application Packet to Criminal Justice Department at least ONE WEEK prior to the individual meeting with the Internship Coordinator.**

**Completion of the Internship Application Process**

Before being permitted to register for CRJU 4930 and CRJU 4935/4940, the Department of Criminal Justice and Criminology **must** receive confirmation of the internship placement. This can take the form of either a letter on official agency letterhead or an email from an official agency email address. In either form, the confirmation **must** contain: (1) the name of the student, (2) the semester of internship, (3) the starting date of the internship which cannot be earlier than the Monday before the semester begins nor later than the Monday that the semester begins, and (4) the ending date of the internship which can be no later than the eleventh week after the commencement of the semester in Spring and Fall, or the ninth week after the commencement of the semester in Summer.
Before a student may perform an internship, the Department’s file must contain five items: (1) a signed Internship Handbook Agreement form, (2) a signed Undergraduate Internship Seminar & Field Placement Program Requirements form, (3) a signed Criminal Justice Internship Disclaimer form, (4) a signed Waiver of Liability, Release and Covenant Not to Sue form, and the letter or email from the agency confirming internship placement which notes the student’s name, the semester of internship, a specific starting date (no earlier than the Monday before the semester begins) and a specific ending date (no later than the eleventh week of the term for Spring and Fall Semesters, or the ninth week of the term for Summer Semester).

<table>
<thead>
<tr>
<th>Deadlines for Completion of the Intern’s File</th>
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<tr>
<td>February 28th for Summer Interns</td>
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<tr>
<td>June 30th for Fall Interns</td>
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<tr>
<td>September 30th for Spring Interns</td>
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There are no extensions for these dates. Failure to complete all forms and ensure that the Department has received the agency’s letter or email confirming the internship placement by these dates will prevent a student from interning during the desired term.

10 Acts That Will Prevent Students From Graduating

1. Failure to complete and submit the internship application by the deadline.

2. Failure to keep the Department apprised of your current address so that you can receive a letter inviting you to the general meeting and/or failure to attend the general meeting.

3. Failure to schedule an appointment with the Internship Coordinator and/or failure to attend the individual placement meeting with the Internship Coordinator.

4. Failure to comply with internship placement deadlines, including but not limited to completion of the required forms and ensuring receipt of the agency’s letter or email confirming placement and containing all necessary information.
5. Failure to be truthful in agency interviews and/or criminal history background checks, getting fired from the agency or arrested during the internship.

6. Failure to dress and act in a professional and responsible manner when attending the agency interview or while interning at the agency.

7. Failure to complete all required assignments in CRJU 4930 and CRJU 4935/4940.

8. Failure to complete the requisite number of field placement hours required by the department and/or the placement agency.

9. Failure to have sufficient funds to pay tuition, purchase gas for your vehicle, obtain transportation to the work site, etc.

10. Failure to take no more than two (2) courses in addition to the internship during the internship semester.
APPENDIX A: DOCUMENTS
Criminal Justice Internship Checklist

Eligibility Checklist: If you do not meet all of the following requirements you are not eligible to intern.

____ Met with an Academic Advisor in the Office of Academic Assistance in the Andrew Young School of Policy Studies to determine eligibility based on courses/hours completed
____ Completed all of the core general education requirements as stated in the internship handbook
____ Have an institutional GPA of at least 2.0
____ Have no more than 2 classes remaining in addition to CRJU 4930 and CRJU 4935/4940 in the semester that you plan to intern

Internship Checklist

____ Read Internship Handbook and sign Internship Handbook Agreement
____ Read and sign Undergraduate Internship Seminar & Field Placement Program Requirements
____ Complete online Internship Application Form
____ Receive letter from the department informing you of the mandatory meeting location, date, and time
____ Make an appointment with the Internship Coordinator for individual placement assistance
____ Attend mandatory Internship General Orientation Meeting
____ Fill out Agency Selection Sheet
____ Create a professional resume to provide to prospective agencies
____ Turn in Internship Packet with all required forms (i.e., Handbook Agreement, Program Requirements, Agency Selection Sheet, and Resume) to Criminal Justice Department at least ONE WEEK prior to your individual meeting with the Internship Coordinator
____ Attend individual placement meeting with Internship Coordinator
____ Sign waiver of liability during individual meeting with Internship Coordinator
____ Contact prospective placement agencies
____ Complete agency interview and background investigation
____ Provide official proof of acceptance from the agency
____ Receive authorization from the department and register for CRJU 4930 and CRJU 4935/4940
Undergraduate Internship Handbook Agreement

I, (print name) ______________________________, have read and understand that the Georgia State University, Department of Criminal Justice and Criminology Program Guidelines. I also understand that both the Guidelines and the Internship Agency’s rules of conduct govern my behavior when I accept and am assigned a placement in CRJU 4935/4940 – Criminal Justice Field Instruction.

I have reviewed the Undergraduate Internship Handbook and understand that failure to comply with any of the requirements stated in the Handbook, or any of the Internship Agency’s workplace rules, can lead to my removal from the internship site. If removed from the placement agency for cause I will receive a failing grade in both CRJU 4930 and CRJU 4935/4940.

Student Signature: _______________________________ Date: _______________
Undergraduate Internship Seminar & Field Placement Program Requirements

The following information pertains to the Undergraduate Internship Seminar & Field Placement Program (CRJU 4930 and CRJU4935/4940) and applies to all students who are criminal justice majors at Georgia State University.

1. All undergraduate criminal justice majors must complete the internship seminar and field placement in their last semester in residence at Georgia State University. All students must complete the internship application prior to the deadline for the semester in which they plan to intern. The deadline dates are: February 15 for Fall Semester; May 15 for Spring Semester; and September 15 for Summer Semester. These dates are posted online at the Department’s internship website.

2. Only undergraduate students who are declared degree seeking criminal justice majors are eligible to enroll in CRJU 4930 and CRJU 4935/4940.

3. All students should plan to attend the general orientation meeting and a small group placement meeting with the Internship Coordinator. Failure to attend these meetings may negatively affect a student’s ability to secure an internship placement in a timely manner and achieve the greatest benefit from the internship experience.

4. Prior to the general orientation meeting, all students must meet with an academic adviser at the Office of Academic Assistance (OAA) in the Andrew Young School of Policy Studies to determine if they meet the necessary requirements. The internship program is labor intensive and requires 180 hours of field work, therefore students are strongly encouraged not to have more than 2 classes remaining in addition to the internship in the semester in which they will intern. Any and all questions about the student’s academic record, such as specific courses needed and credit hours accepted for graduation, must be resolved by OAA prior to the general orientation meeting.

5. It is the student’s responsibility to make sure that the information on the internship application (home address, email address, and telephone number) is always current. After students have completed the internship application form, they will receive a notice from the Internship Coordinator informing them of when and where the general orientation meeting and the small group placement meetings will be held. Students are strongly encouraged to read this notice carefully. If a student does not receive notice prior to the date of the general meeting (which is listed on the department’s website) it is his/her responsibility to call the Department’s main office (404-413-1020). Failure to do so may prevent the student from interning.

6. All students must ensure that confirmation of internship, via either a letter on agency letterhead or an email from an official agency email address, is received by the Department of Criminal Justice and Criminology no later than the date stated in the “Important Dates for Prospective Interns” file for the appropriate semester. The letter must include four items: (1) the student by name, (2) the semester of internship, (3) specific beginning date, and (4) specific ending date. Dates “TBD” (to be determined) are not acceptable.

7. Students who are employed with a criminal justice agency, security agency, or a law firm that engages in the practice of criminal law, may use their place of employment to satisfy their internship requirements as long as they obtain written permission from the employing agency, and so long as the internship duties extend beyond their normal and current work responsibilities. Proof of employment and the enhanced responsibilities must be provided
on agency letterhead. The letter must state that the student has permission to discuss non-confidential information regarding the nature of his employment in the context of the internship seminar. The letter must be signed by an agency official with sufficient rank to make a binding decision for the agency. The letter must be received by the Department on or before the date the student has his/her small group placement meeting with the Internship Coordinator. The Internship Coordinator is authorized to resolve any questions regarding whether the student’s place of employment is a legitimate criminal justice agency and whether the enhanced responsibilities are sufficient to meet the internship requirements.

8. Placing a student with an agency takes a good deal of time, effort, coordination, and money. Several important deadlines are imposed on students. These deadlines are communicated to students at the General Orientation Meeting and are intended to assure that all aspects of each placement are handled in a timely and professional manner. Students who fail to comply with these deadlines will not be permitted to enroll in CRJU 4930 or CRJU 4935/4940 in the semester they had originally planned.

9. Students will be provided access to a list of agencies that they might like to intern with. Students are expected to pursue obtaining an internship in a professional manner by contacting agencies, requesting an interview, and providing a professional resume. Students are reminded that they represent Georgia State University, the Andrew Young School of Policy Studies and the Department of Criminal Justice and Criminology. As such, they are expected to dress and act professionally during the interview. Standard business attire includes a suit and tie, or sport coat, tie, dress slacks, and dress shoes for males, and a suit (pantsuit or matching skirt and jacket) or conservative dress with sleeves or a jacket, and closed toe shoes with medium heel for women. Under no circumstance should students wear jeans, T-shirts, flip-flops, revealing attire, or other inappropriate clothing. **Students are reminded that while the Internship Coordinator will provide reasonable assistance, it is solely the student’s responsibility to actually obtain an appropriate internship placement.**

10. Following the agency interview if a student decides not to accept the placement with the agency it is the student’s responsibility to promptly notify, in writing, both the agency and the department. In most cases, students are placed with the agency of their first choice; however, if the student rejects the agency or the agency rejects the student, it is the student’s responsibility to immediately seek a new placement. Students are strongly encouraged to have a backup plan for placement. Only if the student has exercised due diligence and failed to find a placement will the Internship Coordinator, as a last resort, directly assist in securing a placement.

11. Most students will elect to be placed at criminal justice agencies that deal with sensitive information. As a result, criminal history background checks, including polygraph examinations and drug screenings, may be conducted by the agency as a condition of placement. When meeting with the Internship Coordinator (prior to the agency interview) students are expected to be truthful about any prior criminal record to ensure that they are placed with an appropriate agency. **Students who have issues of this nature should contact the Internship Coordinator prior to applying to potential agencies to discuss appropriate internship sites.**

12. CRJU 4930 and CRJU 4935/4940 are two separate courses. Upon receiving authorization from the department students must register for both classes. When more than one section of each course is offered by the Department, students will be randomly assigned to a specific section by the Internship Coordinator.

13. Students are responsible for the satisfactory completion of all academic requirements in CRJU 4930 and CRJU 4935/4940. Failure to complete assignments or to otherwise comply with course requirements will adversely affect students’ grades and their ability to graduate.

I, (print name) __________________________, have received and read the **Undergraduate Internship Seminar & Field Placement Program Requirements.** I understand my responsibilities as a student and acknowledge that my failure to comply with the **Program Requirements** may adversely affect my ability to intern and to graduate.

Signature ______________________________________ Date __________________________
Agency Selection Sheet

______________ Semester, 20__

Name (Please Print): Last, First, MI: ____________________________________________________________

Phone: __________________________________________________________________________________

Email: ____________________________________________________________________________________

List in order of priority three agencies or types of agencies you would like to intern with.

1.

2.

3.

List your county of residence or the county you would like to intern in: _________________

Are there any special circumstances affecting your ability to intern that the Internship Coordinator needs to be made aware of? _____Yes _____No

If yes, please explain: ____________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________
Criminal Justice Internship Disclaimer

Please note that all Criminal Justice majors must complete an internship during their final semester in the program. The internship seminar, CRJU 4930, must be taken in conjunction with the field placement, CRJU 4935/4940. In regard to student placement with an agency, some students will select placement with an agency that deals with sensitive information. The agency might tell the student that a complete background check is required, or the agency may perform the background check without prior notification. (Note that a polygraph examination and/or drug screening may also be required.) Background checks often focus on such issues as prior arrests and convictions for felonies and misdemeanors, abuse of illegal drugs, and certain kinds of motor vehicle offenses (such as driving under the influence of alcohol or illegal substances). Although convictions are a particular concern, several arrests without conviction might preclude placement with an agency. If a student has acquired such a record, either before they declare their major in criminal justice or after declaring their major, the student might be prohibited from participating in an internship, which could hinder the completion of their degree program in criminal justice. This document serves to notify students of this policy.

I, (print name) __________________________________, a student at Georgia State University and a declared major in criminal justice, acknowledge that I am responsible for my personal behavior. I further acknowledge that any past, present, or future illegal behavior on my part (as described above) might prohibit me from completing my degree requirements in criminal justice.

___________________________________  ____________________________
Signature                          Date
Waiver of Liability, Release and Covenant Not to Sue
(Read carefully before signing)

For and in consideration of Georgia State University, and the Board of Regents of the University of Georgia, employees, officers, members, and agents of each, arranging for me to perform an internship in the Department of Criminal Justice at Georgia State University, from __________________, 20___ to __________________, 20___, I hereby release and covenant not to sue Georgia State University, the Board of Regents of the University System of Georgia, the employees, officers, members, and agents of each from all claims, demands, rights, and causes of action of whatever kind or nature, including, but not limited to, negligence, arising from and by reason of any and all, known and unknown, foreseen and unforeseen, bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from my participation in or in any way connected with the aforementioned internship.

It is my express intent that this Waiver of Liability, Release and Covenant Not to Sue shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased.

I hereby certify that I am 18 years of age or older and suffering under no legal disabilities, and that I have read carefully and I understand and accept the terms and conditions above before signing.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____ day of __________________, 20__.

______________________________________________
Intern’s Signature

______________________________________________
Intern’s Name (please print)

______________________________________________
Address

Witness
Student Evaluation of Internship Experience

The questions below are intended to help us determine if you gained practical experience, knowledge, and/or skills from your recent internship experience and if you would recommend this internship experience to other students.

Name:__________________________________________________________

Semester of Internship:  ____ Fall  ____ Spring  ____ Summer  Year: ______________________

Agency where you interned: ________________________________________

Specific department: _____________________________________________

City: ________________________________  State:_________________________

Supervisor: _____________________________________________________

Supervisor’s Contact Information: __________________________________

Phone: ________________________________  Email: ________________________

What resources did you use to find your internship? (Check all that apply)

___ Career Services Office/Internship Coordinator  ___ Faculty  ___ General Internet Sites

___ Family/Friend  ___ Previous Employer  ___ Other: _________________________

Please answer these questions about your internship using the following rating scale:

5 = Strongly Agree  4 = Agree  3 = Neutral  2 = Disagree  1 = Strongly Disagree

NA=Not applicable

This experience gave me a realistic preview of my field of interest.  5  4  3  2  1  N/A

As a result of my internship, I have a better understanding of concepts, theories, and skills in my course of study.  5  4  3  2  1  N/A

I was given adequate training.  5  4  3  2  1  N/A

I was provided levels of responsibility consistent with my ability and was given additional responsibility as my experience increased.  5  4  3  2  1  N/A

My supervisor was available and accessible when I had questions/concerns.  5  4  3  2  1  N/A

The work I performed was challenging and stimulating.  5  4  3  2  1  N/A
I was treated on the same level as other employees.  

I had a good working relationship with my coworkers.  

There were ample opportunities for learning.  

I feel that I am better prepared to enter the world of work after this experience.  

I was never requested to perform any task that I felt uncomfortable about.  

The agency was flexible in my work hours.  

The majority of the work at my internship agency **did not** involve performing mundane tasks, such as photocopying and filing papers.

*Through this internship I had the opportunity to use and develop my:*  

<table>
<thead>
<tr>
<th>Skill</th>
<th>Rating</th>
<th>Description</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal/human relations skills</td>
<td></td>
<td></td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Oral Communication/presentation skills</td>
<td></td>
<td></td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Creativity</td>
<td></td>
<td></td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Problem Solving abilities</td>
<td></td>
<td></td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Critical thinking skills</td>
<td></td>
<td></td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Writing skills</td>
<td></td>
<td></td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Overall Evaluation of Internship**

1. Overall how would you rate this internship?  
   ___ Excellent learning experience  
   ___ Good learning experience  
   ___ Average learning experience  
   ___ Below Average learning experience  
   ___ Poor learning experience  

Additional Comments: ____________________________________________________________

2. Would you recommend this internship to other students?  
   ___ Highly recommend  
   ___ Recommend  
   ___ Recommend with reservations  
   ___ Would not recommend  

Additional comments: ____________________________________________________________

3. Please provide suggestions you may have for future interns who select this site.  

___________________________________________________________

4. Were you offered a full-time, part-time or permanent position with the organization providing the internship?  
   ___ Yes ___ No  

5. If you were offered a position with the organization providing the internship, did you accept?  
   ___ Yes ___ No  

If not, please explain why not: ____________________________________________________

___________________________________________________________
Agency Evaluation of Intern

Please mail, fax, or email to:
Michael B. Shapiro, J.D., Internship Coordinator
Department of Criminal Justice
Georgia State University
P.O. Box 4018
Atlanta, GA 30302-4018
Fax: 404-413-1030
mshapiro5@gsu.edu

Intern’s Name: ____________________________ Position: ____________________________
Supervisor’s Name: ____________________________ Agency: ____________________________
Address: ___________________________________________________________________
Phone: _______________ Fax: _______________ Email: ____________________

Rate the student’s current overall work performance at this time. Please pick a point on the continuum that best reflects your judgment.

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Low</th>
<th>Adequate</th>
<th>Proficient</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Please rate the intern’s performance in the following areas using the numerical scale below.

4 = Exceptional Consistently exceeded expectations
3 = Good Sometimes exceeded expectations
2 = Fair Met expectations
1 = Unsatisfactory Did not meet expectations

1. Exhibits a positive and professional attitude 4 3 2 1
2. Effectively manages her/his time 4 3 2 1
3. Seeks out and utilizes appropriate resources  4  3  2  1
4. Comprehends and follows instructions  4  3  2  1
5. Communicates ideas and concepts clearly  4  3  2  1
6. Demonstrates effective oral and written communication skills  4  3  2  1
7. Exhibits a self-motivated approach to work  4  3  2  1
8. Respects the diversity of co-workers and clients  4  3  2  1
9. Establishes effective working relationships with co-workers  4  3  2  1
10. Identifies with the purpose and ethics of the agency and profession  4  3  2  1
11. Understands and applies the agency’s policies and procedures  4  3  2  1
12. Uses knowledge of the agency and community resources  4  3  2  1
13. Functions cooperatively with professional staff  4  3  2  1
14. Functions cooperatively with nonprofessional staff  4  3  2  1
15. Has a positive attitude in response to supervisor’s directions  4  3  2  1
16. Demonstrated dependability in completing assignments  4  3  2  1
on schedule
17. Demonstrated the ability to adapt to new situations or assignments  4  3  2  1

**Briefly describe the intern’s duties and responsibilities.**

**Additional comments regarding intern’s performance:**

Would you hire this intern if you had the available resources to do so? If no, please explain.

☐  We made a job offer to the intern    ☐  The intern has accepted our offer

Would you like to host another intern?  ____Yes  ____No

Evaluator’s Signature: ______________________  Date: ________________
APPENDIX B:
FREQUENTLY ASKED QUESTIONS
Extended Internship Work at Remote Location

SITUATION: A student is doing their internship with an agency that assigns them to a different physical location every week. That location is at a significant distance from the location of the overall internship supervisor, and the student is not directly engaged with that overall internship supervisor during these assignments. Who’s signature should the student get for the weekly Activity Log, the individual at the remote location who is actually supervising their internship that week, or the overall internship supervisor who is at a different location and who isn't really directly involved in that week’s work?

ANSWER: The overall internship supervisor for the agency must counter-sign each weekly Activity Log.

Early Internships and Academic Credit

SITUATION 1: A student is working as a volunteer with a criminal justice related agency, but is not currently enrolled in the CRJU 4930 (Internship) and CRJU 4935/4940 (Field Placement) courses. Can the hours with the agency be counted towards the internship?

ANSWER: No. A student must be enrolled in both the CRJU 4930 (Internship) and CRJU 4935/4940 (Field Placement) courses in order to count hours for academic credit.

SITUATION 2: How early can a student begin counting my hours their criminal justice related agency for academic credit?

ANSWER: Academic credit for field placement hours can begin no earlier than the Monday of the week before the semester in which the student is enrolled in both the CRJU 4930 (Internship) and CRJU 4935/4940 (Field Placement) courses begins. Additionally, the student should begin work with the agency no later than the Monday on which the semester begins in order to have sufficient time to complete the 180 required hours.

Internship Journal and Activity Log

QUESTION: What’s the difference between the “Weekly Internship Journal” and the weekly “Activity Log”?

RESPONSE: The Weekly Journal is something that students write to recap the week’s activities and is submitted to a Dropbox EVERY Monday. No hard copy is required. The Activity Log is a record of the student’s field placement hours each week and must be counter-signed by the agency’s internship supervisor. The original of these forms (“hard” copies) must be submitted near the middle of the semester (the first day of classroom presentations) in order for the course instructor to calculate the accumulated hours and ensure that the student is on track to complete the required 180 hours during the first 11 weeks of the term (9 weeks in summer). The original forms will be returned to the student the week after they are collected (the second day of classroom presentations). ALL weekly Activity Logs (again, original “hard” copies) must be
submitted at the end of the semester, the same day of the Internship Fair/Poster Presentation and when the Reflective Essay and both of the evaluation forms found at the back of the Handbook (Student Evaluation to the course instructor, Agency Evaluation directly to the Internship Coordinator) should be submitted.

**Interning at Place of Employment**

**SITUATION:** A student has been accepted to complete their internship at the criminal justice related agency where they’re already employed. Can this be done?

**ANSWER:** This issue is dealt with in detail in the Handbook (see Undergraduate Internship Seminar & Field Placement Program Requirements, section 7). In short, written permission from the employing agency is required, and “enhanced responsibilities” must be the focus of the internship. Since the purpose of the internship is to increase the student’s knowledge and expand their skill-set, it is not sufficient that a student simply continue to perform their “usual” work at their place of employment, they must expand their knowledge and skills during the internship. This typically requires assignment to a different unit or division for the hours to be credited towards their internship, and usually entails a longer than normal work week to achieve those requisite hours.

**What Types of Agencies Qualify for Internships?**

**ANSWER:** Internships must be performed with criminal justice, juvenile justice or immigration related agencies. There must be some “intersection” between the work performed and criminal justice. In addition to traditional law enforcement, judicial, prosecutorial or defense offices, and corrections, qualifying internships might include: rape crisis centers, family visitation to offenders in prison, DFACS child protective services (other DFACS work is more closely aligned with social work and will not qualify), cyber or corporate security. If in doubt, the student should obtain specific information about the proposed agency and their internship plan, and ask the Internship Coordinator if they are acceptable.

**Location of Intern When Work Performed**

**QUESTION:** Does the intern need to be “on site” when logging hours for the internship?

**ANSWER:** Interns are required to be present on site in the environment in which they are working. For instance, if a student is working for an agency s/he must report to the agency even if the work s/he is doing is of a nature that can be done at home. In general, students that assist professors are expected to be in the classroom if they are Teaching Assistants and in the field if they are Research Assistants, or a combination of the two, if they are to transcribe notes or conduct computer-based research they should be on campus. The rationale is that students should be immersed in the environment in which they are interning. In addition to completing their actual assignments, students learn vicariously from observing what their field supervisor and people at the internship site do and listening to conversations about professional matters. They cannot have this experience at home.
**Work Performed Throughout Semester**

**QUESTION:** Are students supposed to spread out hours in equal increments rather than complete a job (example a research assignment with a faculty member) quickly? Some assignments, such as the speed of research and teaching are variable; some weeks there’s a lot, some not.

**ANSWER:** While the ultimate goal is for students to complete 180 hours, the requirement is that this must be done in relatively equal time increments of 16-18 hours over an 11-week period in spring and fall semesters, and 18-20 hours over a 9-week period in summer semester. The expectation is that the agency or faculty member will expose the student to varying and increasing levels of responsibility throughout the duration of the placement. The Department makes no distinction between students interning in a 9 to 5 job or in an academic department. Historically, students that have interned with professors have conducted research in the field, assisted in the classroom, conducted online research, and edited and co-authored papers. Thus, even though the speed of the research and teaching vary, the student is exposed to a diversity of experiences and responsibilities that exist and can be completed in an academic setting. As clearly stated during orientation, in the Handbook and the course syllabus, students may not “front-end” or “back-end” load their hours. They must be performed in roughly equal increments throughout the first 11 weeks (spring and fall) or 9 weeks (summer) of the semester.

**Students with Limited Hours Due to Employment**

Students who work five days per week during traditional business hours situation should concentrate on law enforcement agencies, which operate 24/7. Even if a student is accepted at a different type agency it is unlikely that they will be able to complete the required number of hours in a timely fashion since most will close at 5 p.m. Law enforcement agencies are more likely to work with challenging schedules. Local agencies that may work with students include: the Atlanta Police Department, Fulton County Police, Fulton County Sheriff’s Office, DeKalb County Police, Gwinnett County Police, Gwinnett County Sheriff’s Office, Decatur Police, MARTA Police, and GSU Police.

**Intern Agency Requires a Letter of Recommendation**

Some federal agencies and the Georgia Bureau of Investigation (GBI) require a recommendation form that is included in their application packet. This recommendation is over and above the “Internship Letter of Recommendation (for Agencies)” available on the BrightSpace (Desire2Learn) “Criminal Justice Internship Resources” site. Should a student be required to obtain such a recommendation in order to complete their application for an internship, they should bring the required documentation to the Internship Coordinator at the earliest possible opportunity.
How Do I Indicate My Intent to Intern?

Complete the online internship application form at https://aysps.wufoo.com/forms/criminal-justice-internship-application/

Registration for the Internship and Field Placement Courses

It is the student’s responsibility to register for both the Internship (CRJU 4930) and Field Placement (either CRJU 4935 if Criminal Justice was declared as the student’s major during or after the Fall Semester of 2011 or CRJU 4940 if Criminal Justice was declared as the student’s major before the Fall Semester of 2011). The Department does not register the student for these classes, but simply opens registration up for the student to complete.

Fired From Internship or Internship Terminated

Students who are fired from their internship site for any reason or have their internship terminated by the Department for inappropriate behavior will fail both the Internship (CRJU 4930) and Field Placement (CRJU 4935/4940) courses. The Handbook indicates this in numerous places including under “Internship Policies”:

Always remember that you are representing Georgia State University. You will not be allowed to jeopardize future internships with the host agency. If your job performance or work attitude is deemed to be unacceptable by the agency, you will be terminated from the placement and receive failing grades for both courses.

You also should always remember that you are working at the convenience of the agency, which will not tolerate the same inappropriate behavior from you that they might accept from a regular employee. Tardiness and absenteeism are not acceptable work habits, even if others do it. Prior to working your first shift, you should obtain the telephone numbers of those supervisors you must contact if you are going to be late or absent. Remember you need them, they don’t need you. They can and will terminate you if you are deemed to be more trouble than you are worth. If you are terminated by the agency, you will receive a grade of “F” for both of the courses.

Note that the same section of the Handbook warns that students who are arrested will also fail both the Internship (CRJU 4930) and Field Placement (CRJU 4935/4940) courses:

Similarly, if a student is arrested or convicted of a crime during the term of the internship, the student may be terminated from the agency and removed from both courses.
Proper Attire

Section 9 of the Undergraduate Internship Seminar & Field Placement Program Requirements form signed by all internship candidates clearly advises students that “they represent Georgia State University, the Andrew Young School of Policy Studies and the Department of Criminal Justice and Criminology. As such, they are expected to dress and act professionally during the interview. Standard business attire includes a suit and tie, or sport coat, tie, dress slacks, and dress shoes for males, and a suit (pantsuit or matching skirt and jacket) or conservative dress with sleeves or a jacket, and closed toe shoes with medium heel for women. Under no circumstance should students wear jeans, T-shirts, flip-flops, revealing attire, or other inappropriate clothing.”

Even if the site supervisor suggests, implies or states that casual clothing is permissible, the student should ALWAYS dress up and NEVER wear blue jeans, shorts, t-shirts, clothing with inappropriate language, etc. It is better to be overdressed than underdressed.

If in doubt, read the FAQ immediately above this one. Students can and have been fired from their internships for wearing inappropriate clothing!