

UNIVERSITY OF WYOMING

Criminal Justice

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Dear Criminal Justice Student,

There are many exciting and rewarding career choices in the criminal justice system in Wyoming and throughout the country. One of the best ways of determining which career opportunity is best suited for you is to experience the job first-hand – before you decide to take the plunge. One of the best ways to accomplish that is to enroll in either of the University of Wyoming’s Criminal Justice Internship or Practicum programs.

The University of Wyoming is committed in its efforts to better prepare our students for their chosen career field, and we have increased our efforts to strengthen the content and structure of these two essential programs. More importantly, we can offer this experience throughout the state of Wyoming.

If you are serious about seeking employment in one of the career fields in criminal justice, I encourage you to drop by the Criminal Justice office, call us, or send us an e-mail so we can discuss the possibilities. Also, please take the time to look over the information contained in this booklet. It will answer a lot of questions you may have about what will be required of you.

We look forward to talking with you, and with your involvement and sincere commitment; we can promise you an educational experience that will be well worth your time and money.

Sincerely,



K. Gary Sherman
Internship/Practicum Coordinator

CRIMINAL JUSTICE INTERNSHIP PROGRAM CRMJ 4750 SYLLABUS

COURSE DESCRIPTION

Integrates practical criminal justice experience with academic knowledge. Students are expected to participate in specifically assigned duties and observe broader activities of the sponsoring organization; then, reflect upon this participation and observation in the form of written assignments. Internship credit can be earned for work in police, courts, or corrections.

PREREQUISITES

All Criminal Justice Foundation courses (CRMJ 1001, CRMJ 2210, & CRMJ/SOC 2400), minimum GPA of 2.0, junior standing and consent of internship coordinator

COURSE PARTICIPATION REQUIREMENTS

Students may enroll for one to six hours of University of Wyoming credit. The University of Wyoming requires 40 hours of work per 1 hour of university credit (**for example: 120 contact hours** with a host internship agency **for three (3) hours (240 contact hours for six (6) hours)** of University of Wyoming college credit. The host agency may require additional hours beyond the minimum requirements of the University of Wyoming, but these additional requirements do not increase the course credit hours. The host agency may also require additional prerequisite requirements before commencement of the internship.

Enrollment in the internship course **requires** permission of the Internship Coordinator/Instructor. Students must also be approved for placement by the agency in which they wish to be placed. Participation in the internship program requires an application and approval process as well as requiring advance counseling and preparation. Students who enroll in the course without **prior** approval of the Internship Coordinator/Instructor and sponsoring agency **will be dropped**.

Students will have to complete the following in order to be approved and accepted into the internship program:

- (1) Schedule and participate in a personal interview with the Internship Coordinator/Instructor prior to consideration of placement with an agency.
- (2) Submit the following to the Internship Coordinator/Instructor: a completed application for Internship in Criminal Justice form, an unofficial copy of all college transcripts, and a cover letter to the agency in which they wish to be placed.
- (3) Satisfy all requirements of the sponsoring agency. These may include specific GPA requirements, polygraphs, background investigations, etc.

COURSE REQUIREMENTS

In addition to fulfilling the requisite number of contact hours and satisfactorily performing all assigned tasks and duties with the host agency, students will be required to:

- (1) keep a course journal
- (2) submit weekly progress reports (at the discretion of the Internship Coordinator)
- (3) be evaluated by the sponsoring agency
- (4) write a final paper of not less than ten (10) pages (due the 1st day of finals week)
- (5) participate in a final, debriefing interview with agency supervisor and Internship Coordinator

Please refer to attached sheet for a more complete explanation and description of each listed course requirement.

GRADING SUMMARY

Final paper	50%
Internship work	50%

COURSE REQUIREMENTS

Course Journal: a daily/weekly journal of all activity with the host agency. It is intended to be an aid for the student in preparing the final paper, a means to enable the Coordinator to monitor the student's progress and respond to any noted concern, and a means for evaluating the program's effectiveness and for making necessary changes and improvements. In order to be meaningful and useful, the journal should include the following:

- (1) The number of hours and dates the intern spent working with the host agency
- (2) A short description of completed academic course work which the student felt was helpful to the internship experience
- (3) The student's evaluation of the day/week's experience – good, bad, or indifferent... and lessons learned
- (4) Any noted concern

Progress Reports: weekly reports to the Internship Coordinator (at the discretion of the Internship Coordinator). These reports are intended as a means of monitoring the student's progress, and to enable the Coordinator to respond to any noted concern in a more timely fashion. These reports are to be forwarded to the Internship Coordinator at the conclusion of each week's activities through e-mail.

Performance Evaluations: two assessments of the student's performance conducted by host agency supervisor. These written, objective evaluations are designed as a means of enhancing student work performance. The first evaluation, written or verbal, using a University evaluation form, will be completed at the mid-point in the course. A final evaluation, using the host agency evaluation form, will be conducted at the conclusion of all activities with host agency.

Final Paper: a formal paper, submitted for grade by the 1st day of finals week, which addresses the following areas: knowledge acquisition, knowledge application, skill development, personal development and professional development. This final paper must be typed, double-spaced, and not less than ten (10) pages. Specifically, the student's paper should provide a written response to the following questions:

- (1) Has the internship increased your knowledge and understanding of the working of the criminal justice system in theory and practice?
- (2) What have you discovered about your personality, particularly your strengths and weaknesses?
- (3) Knowing what you know now, how would you change your learning objectives?
- (4) Have your initial impressions of the agency and the interactions you had with the staff, clients, and public changed? And if so, why?
- (5) How do you think your new knowledge increased your understanding of the criminal justice system, the new skill you acquired, and the personal growth you have experienced will impact your future (academic work, career goals)?

STUDENT CHECKLIST

PRE-REGISTRATION

In order to facilitate an orderly and well structured internship program, the following items should be accomplished as early in the semester **PRIOR** to the requested placement as possible. **All items must be accomplished a minimum of two weeks prior to the start of the semester.**

- Schedule a meeting with Internship Coordinator in which you will provide the following:
 1. a complete application form
 2. an unofficial copy of college transcript
 3. a written letter of request to host agency
- Complete interview with Internship Coordinator
- Complete interview with host agency supervisor
- Coordinate internship work schedule with agency supervisor
- Submit completed application to CJ office for registration in the course

INTERNSHIP REQUIREMENTS DUE DATES

The following items are to be accomplished throughout the internship program. Write in the due dates for each item in the blanks provided.

- Daily Journal entries

- Weekly progress reports
(At the discretion of the Internship Coordinator)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Performance Evaluations

_____	_____
(UW Coord)	(Agency)

- Final Paper

- Exit Interview

Learning Objectives

Overview

Many people have the misconception that learning occurs only in a formal classroom setting. However, learning must be viewed as a continuous process, occurring through formal and informal means. An internship program demonstrates how an individual can learn by many methods. An internship will allow the development of knowledge acquisition, knowledge application, skills development, personal development, and professional development.

Knowledge Acquisition

At this time, a good portion of your academic learning involves sitting in a classroom taking notes from a lecture or discussing issues in a seminar. What you learn is often controlled by the nature of the course, the instructor, specific assignments and readings, and at times, other students in the class. Your knowledge of criminal justice and its subsystems is dictated by these factors, although you can exercise the option of honing in on certain points and disregarding others.

In an internship program, your mode of learning becomes one of self-direction. The learning process in any field experience program is directed by circumstances of reality. Also, there are no immediate examinations or quizzes for feedback and evaluation purposes.

Because of the nature of educational institutions, many students are apprehensive about this approach to learning, because it is not the “*usual way*.” For many, the knowledge acquired through an internship is most satisfying. Most students who intern find that they gain a great deal of firsthand knowledge about the criminal justice system; there is much information that is absorbed in day-to-day interactions with staff, clients, and the community at large.

Knowledge Application

Although closely related to acquiring knowledge, we find that many programs state that the student will be able to apply theories learned in the classroom in actual practice. Your formal course work in criminology, political science, policing, law, corrections, and other areas of criminal justice is based upon a theoretical framework, a conception, or model of how the so-called system operates. Thus, from previous studies, you have learned and discussed such concepts as authoritarian personality, discretion, socialization, and social control. During an internship, you will see certain theories in practice, while others will never become apparent. What is happening is that, for the first time, you are being afforded the opportunity to test various theories in a field setting.

Skills Development

While a college education assists in the developing of job-related skills, an internship affords you endless possibilities for acquiring, and using, such skills. It is hoped that students will improve their academic skills during internships, especially in the areas of oral and written communication. Since written reports are required in many agencies, good writing skills become a necessity.

Personal Development

At your field site you will often be in situations that force you to clarify your values and develop the confidence and self-reliance to solve problems. Working in a criminal justice agency may bring you into contact with people who think, believe, and act differently than you do. Their conception of what is right and just may differ dramatically from yours. In this context, you may feel the need to defend and justify your values and to reject those of others.

Most students express some concern about how they will cope in their internships. Many simply lack self-confidence in meeting new people and entering into new situations. Worries or self-doubts of this nature are natural. In fact, as academic supervisors, we become concerned if a student feels that he/she can handle everything and anything that could happen in the field. Concerns about being able to handle situations involving domestic violence, homicide, or death by other means, sexual assaults, child abuse, and court appearances are a few examples that students might have contact with during the internship. We are aware that situations of this nature can be very stressful, but they will contribute to the development of your confidence and self-reliance.

Professional Development

By the end of your internship, you should be able to decide whether you are interested in criminal justice. This is preceded by a difficult question, “*Why are you studying Criminal Justice?*” Many students enroll in criminal justice because they

have some notion about career goals related to the field, such as law school, investigation, police work, youth work, victim advocacy, etc. Most students realize that they will have to spend time in a line position before moving upward in the organization. This is because the majority of students are pre-service, that is, not having substantial experience in the field. Therefore, many view the internship as an opportunity to see if they really wish to enter the field and to gain experience. Most students complete their experience satisfied with their career goals; others find that the area they chose does not suit them.

Many students see the internship as a vehicle for job placement. In these cases, there was an opening, the student enjoyed the work, and the agency wanted to hire the student. In some cases, the students were granted probationary status for civil service purposes. In most situations, however, the internship experience does not lead to immediate employment with the agency. It does provide you with valuable experience, as well as insight into how one goes about procuring employment in a specific field of criminal justice. Additionally, you can develop important references and contacts.

Unfortunately, an internship may have negative results, which must be presented. Many agencies would like to hire successful interns, but are unable to because of affirmative action and civil service requirements. This becomes very frustration for interns. Students who are not successful in their internship may be haunted by it when it comes to recommendations or pre-employment background checks. Academic and field supervisor's may have the response, "I do not recommend," for interns who display unethical behavior or exhibit serious personal and/or professional problems during the internship. Therefore, you must bear in mind that the internship can have a direct effect on your future employment opportunities. However, in most cases the effect is positive.

Internship Final Paper

At the culmination of your internship you are required to draft and write a paper. You should analyze your knowledge acquisition as a student at the University of Wyoming and then applying this acquisition by means of knowledge application as an intern with the field agency. The paper should contain examples of skill development, personal development, and professional development. Lastly, you should include constructive evaluations addressing the University of Wyoming's role in preparing you academically in the field of Criminal Justice. You may find that theory (classroom materials) and reality (actual fieldwork) are not very closely related or you may find that each enhances the other. Do not limit yourself in preparing this paper. The experiences noted in your journal should aid in the preparation.

Application for Internship in Criminal Justice

Semester: _____ Year: _____

University of Wyoming/Criminal Justice Department
Internship Coordinator
Dept. 3197, 1000 E. University Ave.
Laramie, Wyoming 82071-3197
(307)766-2988
crnj@uwyo.edu

University of Wyoming/Casper College Center
Shane Stone
125 College Drive
Casper, WY 82601
(307) 268-2930
sstone7@uwyo.edu

Last Name: _____ First Name: _____ Middle Initial: _____

Permanent Address: _____

City: _____ State: _____ Phone: _____

Local Address: _____

City: _____ State: _____ Phone: _____

W#: _____ Sex: Male Female Maiden Name: _____

DOB: ___/___/___ Age: _____ Place of Birth: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Driver's License No. _____ State: _____ Expiration: ___/___/___

Do you have any medical restrictions that may limit participation in the internship?

No Yes Please specify: _____

Do you have any physical restrictions that may limit participation in the internship?

No Yes Please specify: _____

Present School Attending: _____ City: _____

Major: _____ Minor: _____ CUM GPA: _____

Dates Attended: _____ Degree: _____

Advisor: _____ Phone: _____

Previous School Attended: _____

Dates: _____ City: _____ State: _____

Major: _____ Degree: _____ CUM GPA: _____

Military Service:

No Yes

Branch: _____ Dates: _____

Personal References (Must provide three)

Name: _____ Phone: _____

Address: _____

City: _____ State: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____

Name: _____ Phone: _____

Address: _____

City: _____ State: _____

Internship Position Desired: _____ Credit hours _____

Address: _____

City: _____ State: _____ Zip: _____

Agency Contact Person: _____ Phone: _____

Have you contacted this person? Yes No

UW Intern Supervisor: _____ Phone: _____

Note: It is the student's responsibility to find the intern agency, although the internship coordinator does have a list of some agencies, which are available as possible internship sites.

Write your expectations concerning your role as an intern in this agency's mission.

Courses applicable to internship/practicum position:

_____	Date taken: _____
_____	Date taken: _____
_____	Date taken: _____
_____	Date taken: _____
_____	Date taken: _____
_____	Date taken: _____
_____	Date taken: _____
_____	Date taken: _____
_____	Date taken: _____
_____	Date taken: _____

**UNIVERSITY OF WYOMING
CRIMINAL JUSTICE DEPARTMENT**

Internship Supervisor Evaluation Form

INTERN: _____ DATE: _____

INTERNSHIP AGENCY: _____

Rating Scale: 1 – Unsatisfactory 2 – Fair 3 – Good 4 – Very Good 5 – Excellent

EVALUATION FACTORS	RATING	COMMENTS
Ability/willingness to learn	1 2 3 4 5	_____
Attitude toward work	1 2 3 4 5	_____
Ability to handle criticism	1 2 3 4 5	_____
Quality of work	1 2 3 4 5	_____
Initiative (Self-Starter)	1 2 3 4 5	_____
Written/Oral Skills	1 2 3 4 5	_____
Professionalism	1 2 3 4 5	_____
Work Habits	1 2 3 4 5	_____
Attendance/appearance	1 2 3 4 5	_____
Educational Proficiency	1 2 3 4 5	_____

Additional Comments:

Would you say the benefits of having this intern in your office outweigh any costs involved?

Yes No _____

Would your agency participate in the future by hosting another internship student?

Yes No _____

Supervisor/Evaluator

Date