Criminal Justice Internship
University of North Georgia

The policy of the Criminal Justice Program at the University of North Georgia is not to graduate a student without some supervised practical experience in the Criminal Justice system. For this reason, I am requesting your help in placing our students in practical learning situations by participating in our internship program.

The internship is primarily a learning experience for the student. There are no specific duty requirements of the student. Each student and his/her interning agency are free to negotiate a work plan best suited for both. There are some restrictions however. The students should not be placed in any hazardous situations or situations where they would be forced to make decisions for which they are not qualified. The internship carries with it 12 credit hours. To earn these hours, the student must work a minimum of 320 hours for the agency. These hours must be completed in one semester (15 week period). As part of the internship, the agency is asked to fill out an evaluation of the intern's performance upon completion of the required hours of service.

We feel that the internship is a vital element of a Criminal Justice Major's formal education. These students expect to go on to careers in criminal justice and it is in the interests of both the University and local agencies to create the conditions which will enable a student to gain both theoretical and practical learning experiences. I hope you will be willing to aid our Criminal Justice program by accepting our interns.

Enclosed you will find an Internship Learning Agreement Form. Please fill out the form and return to me or the student as soon as possible. Students will not be allowed to begin work until I have received a signed form. Evaluation forms will be forwarded to you later.

If you have any suggestions which you would like to make regarding our internship program, please feel free to communicate with me at your convenience.

Sincerely,

Brent Paterline

Professor of Criminal Justice
Internship Coordinator
Email: bpaterline@northgeorgia.edu
Phone: 770-401-5146
Please read all sections of this page before completing the form

Student Responsibilities While On Assignment:

• Student is expected to participate in an Organization orientation, including the processes and techniques for maintaining the safety of the workplace.
• Student is expected to abide by all rules and regulations established by the worksite supervisor, as well as the Organization’s policies and procedures.
• Student is expected to be in attendance at the worksite whenever scheduled to work. If the student must be absent due to illness or family emergency, the student is required to report the needed absence to the site supervisor as soon as possible. Further, the student must report the absence to the Faculty Internship Advisor, if required by that department. Students are also expected to be "on-time" for work and prompt in completing assigned tasks.
• Student will not borrow or "burn" copies of company/agency software, CD’s, or any resource materials without documented permission of the site supervisor. Further any student involved with the taking or using of any hardware/software/resource without express permission from the company/agency will be removed from the program.
• Student is responsible for reporting to the Faculty Internship Advisor or UNG Career Services Internship Coordinator the reassignment of tasks which differ significantly from the agreed-upon duties and responsibilities, outlined on the signed Internship Work Agreement form.
• Student agrees to have sufficient health, accident, disability, and hospitalization insurance to cover him/her during the internship.
• Student understands that if s/he is using personal vehicle when traveling to/from internship or for the benefit of the Organization, UNG has no liability for personal injury or property damage which may result from its use. Student agrees to rely solely on personal vehicle insurance or insurance provided by internship coverage, if applicable.
• Student understands that UNG assumes no responsibility for personal injury which may be suffered during the course of the internship.
• Student agrees to contact the Career Services Internship Coordinator should issues of sexual harassment or other grievance-related issues arise.
• Student will not file for Unemployment Compensation benefits upon the completion of the work term.

Organization Responsibilities:
• The Organization will designate a site supervisor to oversee the duties and responsibilities of the intern/cooperative education student. The site supervisor will be responsible for conveying the Organization’s expectations to the student.
• The Organization is expected to provide the student with an orientation to the Organization’s policies and procedures, including safety rules and regulations.
• No student may be asked / allowed to use any computer program or software in which the Organization does not hold a license for use.
• The site supervisor or Organization representative will report any incident of inappropriate behavior, continued safety violation, excessive absences, violations of software/hardware, or other grievance-related issues to the Faculty Internship Advisor or the UNG Career Services Internship Coordinator so that appropriate action may be taken.
• The site supervisor agrees to complete a Student Evaluation of Performance form sent to the Organization each work term, and return the completed evaluation in a timely manner.
• The site supervisor and the Organization will obey all local, state, and federal laws and will waive all claims against the student(s), the University of North Georgia, and its faculty, staff and administrators.
• Employees and agents of the Organization will not harass or discriminate against a student. Should a complaint of harassment be made against an Organization, UNG will investigate the complaint immediately and reserves the right to disallow any future participation in any activities sponsored by UNG.

Please fill out the Internship Learning Agreement Form Below. Students should fill out as much as the form as possible before requesting signatures from their host agency. Please return the form to

Brent Paterline
Internship Coordinator
Department of Criminal Justice
346 Hansford Hall
Dahlonega, GA 30597

Email: bpaterline@northgeorgia.edu
FAX: 706-864-2670

The form can be emailed, faxed, or mailed.

Internship Learning Agreement Form
UNIVERSITY OF NORTH GEORGIA
Please complete ALL sections

**Student Information:**

Student Name______________________________________________

Student ID___________________________________________________

Student Email_______________________________________________

Major: Criminal Justice

Student Cell Phone Number______________________________________

Semester to Intern:  □ Fall  □ Spring  □ Summer  Year:__________

Internship Course Number: CRJU 4850

Number of Credit Hours: 12

Is this an International Internship?  Yes___  No X__

**Internship Site Information**

Agency Name________________________________________________

Internship Work Address_______________________________________

_____________________________________________________________

Name of Site Supervisor_______________________________________

Site Supervisor Email________________________________________

Site Supervisor Phone Number__________________________________
**Faculty Internship Instructor of Record Information:**

<table>
<thead>
<tr>
<th>Faculty Internship Advisor Name: Dr. Brent Paterline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email: <a href="mailto:brent.paterline@ung.edu">brent.paterline@ung.edu</a></td>
</tr>
<tr>
<td>Office Phone Number:</td>
</tr>
<tr>
<td>770-401-5146</td>
</tr>
</tbody>
</table>

**NOTE:** Affixing your signature below indicates you have reviewed the Student and Organization Statement of responsibilities, the information is above is correct and you agree to adhere to these terms.

Student:

___________________________________________ Date: ____________

Site Supervisor:

___________________________________________ Date: ____________

Faculty Internship Instructor of Record:

___________________________________________ Date: ____________