

Internship Letter of Agreement

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 intern 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 in the fall and spring, 8-10 weeks in the summer). 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.

The first step in the internship process is for the student intern submit a letter of agreement (below) to the criminal justice internship coordinator. Please sign the second page of this agreement form and return it to the student or email to the internship coordinator:

Dr. Brent Paterline
Internship Coordinator
Brent.paterline@ung.edu

If you have any questions, please feel free to call me at 770-401-5146.

Students: Please email Dr. Paterline the signed form or take a photo of the second page of the signed form and email Dr. Paterline the photo.

If you need this document in an alternate format, please contact Dr. Brent Paterline at brent.paterline@ung.edu or call 770-401-5146

Internship Letter of Agreement Form
Department of Criminal Justice
University of North Georgia

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 Dr. Brent Paterline
Brent.paterline@ung.edu

Please complete ALL sections

Student Information: Student

Name _____

Student ID _____

Student Email _____

Student Cell Phone Number _____

Semester to Intern: Fall Spring Summer (circle one) Year: _____

Internship Site Information Agency

Name of Agency _____

Agency Address _____

Name of Site Supervisor _____

Site Supervisor Email _____

Site Supervisor Phone Number _____

Site Supervisor Signature _____ Date: _____

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.