

# Criminal Justice Internship Handbook

Department of Criminal Justice

University of North Georgia

This handbook is designed for students who wish to enroll in the Criminal Justice Internship Course (CRJU 4850) at the University of North Georgia. Only Criminal Justice majors enrolled in the Bachelor of Science Degree on the Dahlonega Campus can participate in the Criminal Justice Internship course. All Criminal Justice majors are required to complete an internship. It is a requirement for graduation. This handbook is intended to provide an overview of the internship experience, describe the responsibilities of all parties participating in the program, and explain policies and procedures established in the program for successfully completing the internship/field experience requirement. If you plan to do an internship in the near future, please read this handbook thoroughly. You will be held responsible for knowing and understanding all the policies, procedures and requirements contained herein.

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



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## Table of Contents

The Criminal Justice Internship Webpage .....	2
Who's Who in the Criminal Justice Internship Program .....	3
The Benefits of a Criminal Justice Internship.....	4
Eligibility Requirements .....	<b>Error! Bookmark not defined.</b>
Credit for Previous Employment .....	5
Denial of a Student from the Internship Program .....	6
Termination of a Student Internship .....	<b>Error! Bookmark not defined.</b>
Dangerous Situations .....	7
The Participation in Training During Your Internship .....	<b>Error! Bookmark not defined.</b>
Changing Sites During Your Internship .....	<b>Error! Bookmark not defined.</b>
Internship Course Requirements .....	<b>Error! Bookmark not defined.</b>
Work Hours.....	<b>Error! Bookmark not defined.</b>
Writing Assignments .....	<b>Error! Bookmark not defined.</b>
The Supervisor Evaluation .....	<b>Error! Bookmark not defined.</b>
<b>STEPS IN SETTING-UP YOUR INTERNSHIP</b>	
1. Read the Criminal Justice Handbook.....	<b>Error! Bookmark not defined.</b>
2. Select an Internship Agency .....	<b>Error! Bookmark not defined.</b>
3. Contact Host Agency and Complete All Application Requirements...	<b>Error! Bookmark not defined.</b>
4. Turn in a Signed Letter of Agreement to the Internship Coordinator..	<b>Error! Bookmark not defined.</b>
5. Register for the Course .....	<b>Error! Bookmark not defined.</b>
6. Setup a Schedule with your Site Supervisor .....	<b>Error! Bookmark not defined.</b>
7. Start your Internship and Keep Track of Your Hours.....	<b>Error! Bookmark not defined.</b>
Intern Conduct .....	16
Attendance .....	<b>Error! Bookmark not defined.</b>
Professional Behavior .....	<b>Error! Bookmark not defined.</b>
Grooming and Dress .....	<b>Error! Bookmark not defined.</b>
Confidentiality .....	<b>Error! Bookmark not defined.</b>
Problems at the Internship Site .....	<b>Error! Bookmark not defined.</b>
Liability Issues .....	<b>Error! Bookmark not defined.</b>
Responsibilities of the Internship Agency.....	19
Appendix A: Internship Agency Websites.....	20

## **THE CRIMINAL JUSTICE INTERNSHIP WEBPAGE**

The Department of Criminal Justice and has created an Internship information website: <https://ung.edu/Criminal-Justice/Internship-information.php> On this website students can view information on the Criminal Justice Internship program, including a copy of this handbook, the syllabus for the Internship course, and all of the required forms related to the Internship. Students are strongly encouraged to utilize the information and forms are this website in preparation for and during their Criminal Justice Internship.

## **WHO'S WHO IN THE CRIMINAL JUSTICE INTERNSHIP PROGRAM**

### **The Criminal Justice Internship Coordinator**

This the faculty member who manages the Criminal Justice Internship Program. The major responsibilities of the coordinator include providing information on the Internship Program, assisting student in obtaining an internship that matches their career goals, acting as a liaison between the student and their internship agency, recruiting new internship agencies and maintaining ties with current site placements, ensuring the student completes all required paperwork necessary for them to begin their internship, grading all writing assignments for the internship course, distributing intern evaluations to site supervisors, and submitting final grades for the internship course.

Currently, the Criminal Justice Internship coordinator is Dr. Brent Paterline. Dr. Paterline has over 20 years of experience in supervising interns and running the internship program. He has numerous contacts with Criminal Justice agencies. He is dedicated to helping student have a successful internship experience. Please feel free to call or email him anytime. Dr. Paterline's contact information is below:

Dr. Brent A Paterline  
Criminal Justice Internship Coordinator  
Email: [brent.paterline@ung.edu](mailto:brent.paterline@ung.edu)  
Cell Phone: 770-401-5146.

### **Host Agency (Placement Site)**

The host agency or placement site is the agency where a student interns. Internship placements are arranged by the internship coordinator in consultation with the student and the prospective site, however, students may locate their own placements subject to approval of the Internship Coordinator. The most often placement sites include law enforcement agencies at the federal, state, county and local levels of government; courts and related judicial agencies; juvenile Justice and related service agencies; and correctional programs. New placements are continually being developed in accordance with students' interests.

### **The Site Contact Person**

This is the individual who serves as the point person for internship applications at that site. An agency may receive internship requests from many students, not only from UNG, but also from students at other area colleges. Thus, it is more efficient for each site to have one designated contact person. At the Sheriff's Office and Police Departments, the contact person is usually a training officer. The internship coordinator maintains a list of all site contact person where student have interned over the last 10 years. This list is not share with the public, only Criminal Justice majors at UNG. To get this list, please email the internship coordinator, who will email this list one to two days after you submit your request.

### **The Site Supervisor:**

This is the professional at the internship site who is responsible for the orientation, training, education, and close day-to-day supervision of the intern. This is the individual who will be responsible for completing the student's evaluation. Oftentimes, the site contact person and the site supervisor are the same person, but not always. In some cases, an intern will work with a number of different professionals at their internship site. If your supervisor changes during your internship, please email the internship coordinator. The internship coordinator must keep abreast of who should receive your final evaluation

## **BENEFITS OF A CRIMINAL JUSTICE INTERNSHIP**

The major in Criminal Justice is designed to prepare students for entrance into professional positions in the field of Criminal Justice. The Criminal Justice Internship is an important part of the undergraduate program in Criminal Justice at the University of North Georgia and represents an integral part of student's education by providing students with an opportunity to integrate academic learning with hands-on experiences obtained in a Criminal Justice setting. The internship is an academic learning experience in which students are expected to successfully complete multiple written assignments that analyze concepts and issues from previous course work and relate them to agency experiences. This provides students with the ability to apply knowledge acquired in the classroom with practical experience from their internship.

The internship allows the student to gain firsthand knowledge about what it is like to work in a specific Criminal Justice agency. Internships have the potential to increase a student's career preparedness and actual employability. A number of studies have found that students who complete internships feel more prepared for their careers and obtain a more accurate understanding of their career. Participant observation allows interns to learn about the duties, expectations and challenges associated with a particular career, improving their ability to assess whether the profession is right for them. It also gives the internship agency the ability to assess the student for potential job openings. Another advantage offered by internships includes providing students with networking opportunities. Internships often place students with positions

to interact and develop professional relationships with experienced professionals who can serve as mentors, role-models, teachers and references.

A successful internship is a great resume builder, especially for traditional students whose work experiences may be somewhat limited. An internship is a great way to begin networking, students will meet successful Criminal Justice professionals as they go about their everyday routines. Not only will you gain from personal interactions and interviews with these people, many times they will agree to become a reference for you, this is not an opportunity easily made in a typical university setting. Insiders may also have tips about upcoming jobs. While an internship is certainly not a guarantee of a later placement, many students “got their foot in the door” by completing successful internships.

### **ELIGIBILITY/PREREQUISITES**

There are five requirements you must meet before you are eligible to enroll in a Criminal Justice Internships.

1. Only Criminal Justice majors enrolled in the Bachelor of Science Degree on UNG’s Dahlonega Campus can participate in the Criminal Justice Internship course. Students enrolled in the Associates Degree on the Gainesville Campus cannot participate in the Criminal Justice Internship.
2. You must have completed all of area F in your Criminal Justice plan of study.
3. You must have taken and completed CRJU 3601 (Research Methods)
4. You must have completed a minimum of 18 hours of Criminal Justice classes
5. Students must have a GPA of at least 2.0 overall and in their major.

The internship course can be taken in the Fall, Spring, or Summer semesters. It is recommended that students complete their internship during their last semester. The reason for the recommendation is that many students are offered a job immediately following the completion of their internship. However, if the intern is, for example, a junior, the agency will not be able to hold the position for a year until the student graduates.

Students taking the internship during the fall or spring semester can register for two additional courses if they wish. It would be best for the student if these courses were online. Students registered for the internship course during the summer semester may not take any additional courses during the summer semester. Exceptions will depend on the students’ overall GPA, graduation plans, and the discretion of the Internship Coordinator.

### **CREDIT FOR PREVIOUS EMPLOYEMENT AND TRAINING EXPERIENCES**

The Department of Criminal Justice at the University of North Georgia does not give internship credit for previous occupational or training experience. The objective of the internship program is to allow students to utilize the knowledge from their course work and apply it to real life situations. As an intern, the student is a field researcher, in which he or she takes field notes about their observations and experiences, assesses his or her internship agency,

and writes research papers relating to the operation of the internship agency. Most of this research cannot be done retroactively.

### **DENIAL OF A STUDENT FROM THE INTERNSHIP PROGRAM**

The Department of Criminal Justice 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 University of North Georgia, 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, if the student, based on the professional judgment of the Criminal Justice faculty, has a questionable character or has exhibited behavior that indicates erratic, unpredictable or unsuitable conduct, including but not limited to:

1. Known Honor Code or Academic Integrity Violations
2. Frequent Tardiness
3. Rudeness
4. Erratic Behavior
5. Known Alcohol and Drug Problems
6. Known Criminal History
7. Psychological Instability
8. Poor Academic Performance
9. Deceitful Behavior and/or Lying

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. 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 work setting and that faculty have a right and responsibility to make such judgments prior to placing a student in an internship.

A student who is denied an internship may be allowed to fulfill his or her graduation requirements by taking an equivalent number of academic courses. The student must take 12 hours of 4000 level courses (four 4000 level courses) to replace the Internship requirement.

### **TERMINATION OF A STUDENT INTERNSHIP**

The internship coordinator has the authority to withdraw a student from an internship if a student's performance constitutes a detriment to other personnel at the internship site or if the student behaves in an unprofessional manner during his or her internship. Information and documentation related to the withdrawal may be based on the direct knowledge of the internship coordinator or from information forwarded to the coordinator by the internship agency. If a student is fired or dismissed from their internship because of unprofessional behavior or poor performance, the student will be denied any future opportunities to take part in an internship.

The opportunity to complete a formal, for-credit Criminal Justice Internship is considered a privilege, not an entitlement. The internship represents a very important and public partnership

between the University of North Georgia and various Criminal Justice agencies. To guarantee your success as an intern, the Department of Criminal Justice will make every effort to ensure that the site is a positive and supportive environment. Students are expected to adhere to the rules and regulations of the internship site (agency). It is the primary responsibility of the intern to request a copy of these rules and to be cognizant of said rules. Failure to adhere to any of the set expectations, or poor performance over a substantial period of time, may result in the removal of a student from his/her internship site.

The Department recognizes that the internship site (host agency) has the ultimate right to terminate a student's internship for such reasons as:

- Not following the rules and regulations of the host agency.
- Releasing or discussing confidential information
- The continued participation of the intern could be harmful to agency clientele, the intern, and/or the participating agency.
- Repeated unexcused absences or tardiness
- Repeated changes in scheduled hours without approval by internship supervisor
- Allegations of sexual harassment, bullying, intimidation or verbal harassment towards agency clientele, visitors, employees or other agency interns.
- The failure to communicate with the internship coordinator
- A change in the intern's criminal background status anytime during the internship process (criminal charges have been filed or are pending)
- Any other on-site behaviors deemed inappropriate according to host agency standards

If a student is removed from their internship site, the student will automatically receive a grade of F for the course and will not be allowed to continue his or her internship with another agency. The student will also not be permitted to participate in any future internships. A student who is removed from their internship may be allowed to fulfill his or her graduation requirements by taking an equivalent number of academic courses. The student must take 12 hours of 4000 level courses (four 4000 level courses) to replace the internship requirement.

A student may appeal an internship denial or withdrawal by requesting that an appeals committee hear his or her case. The appeals committee will consist of two Criminal Justice faculty members who are not intern coordinators and one faculty from another academic department. The student may appeal his or her case a second time by presenting the case to the Chair of the Department of Criminal Justice. The student may appeal his or her case a third time by presenting the case to the Dean of the College.

## **DANGEROUS SITUATIONS**

While Criminal Justice work is sometimes risky, interns must not allow themselves to be placed in any dangerous situations; i.e. carrying a gun, making arrests, etc. Interns should also never be placed in a position where they work "undercover" buying drugs or alcohol. That is neither your job nor your responsibility. It might seem exciting at the time but more often than not, results in trouble. If a supervisor orders you into a dangerous situation, respectfully and firmly decline and contact the internship coordinator. This policy does not pertain to student who are full-time

employees at their host agency or students in the UNG Public Safety Academy who are participating in an FTO program.

## **THE PARTICIPATING IN TRAINING DURING YOU INTERNSHIP**

Students can elect to participate in any training at their agency under the direction of their supervisors. Students, for example, at a law enforcement agency may participate in SWAT training, firearms training, bicycle training, field sobriety training, or K9 training. Such training is considered elective and UNG is not liable for any injuries that may occur while an intern participates in such training activities. The host agency is responsible for the safety of the interns. If an intern feels that a training session may be “too risky” she or he has the right to refuse to participate in the training.

## **CHANGING INTERNSHIP SITES (AGENCIES) BECAUSE OF BAD EXPERIENCES**

There are times when a student experiences an internship in which they are not having a good experience. The intern, for example, may be working for a law enforcement agency that never allows them to participate in ride-a-longs or the intern may be interning at a district attorney’s office in which they are doing nothing but secretarial duties, such as answering the phone, but are never allowed to observe court case. If there is a problem with your internship the intern should contact the internship coordinator immediately. Please do not wait until six weeks into your internship to tell the internship coordinator that you are having a terrible internship. The internship coordinator will be able to place you with another host agency.

## **INTERNSHIP COURSE DESCRIPTION (CRJU 4850)**

This course provides students with the opportunity to observe the Criminal Justice system in operation by providing a structured and extended off-campus internship experience at a Criminal Justice setting related to a student’s career interest. During the internship, students are expected to integrate classroom knowledge with real-life work experience, develop practical career-related skills and training, explore a career before graduation, and obtain work experience and professional contacts for future job seeking. To complete this course, students must work a total of 320 hours at a Criminal Justice related agency and complete three learning modules on D2L. Internship placements are subject to the approval of the internship coordinator.

## **INTERNSHIP COURSE OBJECTIVES**

1. Gain an understanding of qualitative research by conducting field research as a participant-observer with an agency in the Criminal Justice system.
2. Integrate classroom knowledge with real-life work experience through a combination of practical experience and scholarly research.
3. Evaluate an agency within the Criminal Justice system and understand how the agency functions within the Criminal Justice system.



4. Learn career-related skills and training by effectively working as an intern at a Criminal Justice agency.

## **INTERNSHIP COURSE REQUIREMENTS**

### **Work Hours**

Students enrolled in the internship course (CRJU 4850) are required to work a total of 320 hours at their internship site during the semester in which they are enrolled in the course. Students can work full time (40 hours a week for eight weeks) or part-time for 15 weeks (20-22 hours a week). Keep in mind that the summer semester is only eight weeks long. The spring and fall semester are 15 weeks long. Students doing their internship during the summer may start their internship early (after May 14) with the approval of the internship coordinator.

Students working full-time or part-time at a Criminal Justice agency may use their work hours as an internship. However, students cannot count past work hours (hours worked before enrolled in the course) toward their internship course. Students who are undergoing field training, such as FTO with police agency, can count their field training toward their internship course as long as they are enrolled in the course. Students cannot count any hours at a police academy or military training as internship hours. Some internship agencies require training that is to be completed before a student begins his or her internship. In this case, training hours will count toward the 320 hours required for the course. Please remember: Any internship hours completed while not enrolled in an internship course are completed as a community member and not in the capacity of a Criminal Justice Intern, so they will not count towards students' required hours.

Students can count lunch hours or breaks toward the 320 hours. Student cannot count drive times to and from their agency. However, if "on call" or "on the clock," an intern can count hours driving to a training facility, a crime scene, or other work-related site.

As a student at UNG, you are entitled to observe all the holidays designated on the College Academic Calendar, as well as any holidays observed by your internship agency. If regularly scheduled internship hours occur on a holiday (e.g., Martin Luther King, Jr. Day), you are expected to make up those hours on another day. You are encouraged to arrange make-up arrangements as soon as possible. Holidays that are not observed by the internship agency (e.g., UNG's spring break or fall break) should be discussed prior to the start of your internship. It is the responsibility of the student-intern to communicate the college's holiday schedule to their site supervisor and make plans accordingly.

If an intern is unable to complete internship hours due to illness or the illness of a dependent family member, s/he is responsible for contacting the site supervisor before the scheduled internship work time, via both email and telephone. Missed internships days must be made up within two weeks, on a time/day that has been agreed upon by the intern and the site supervisor. If absences exceed two (2) internship days, the student must get a note from a medical

professional and submit it to both the site supervisor and the internship coordinator. The internship coordinator must also be notified via email.

Interns will keep track of their hours worked by filling three “**Internship hours worked forms.**” These forms can be found on D2L or on the Criminal Justice homepage under internship forms. As an intern, you should submit three of these forms for each of the three modules of your Internship (1) 0-100 hours worked, (2) 100-200 hours worked, and (3) 200-320 hours worked. At the end of each phase (module) of your internship you should turn in an “hours worked form.” **These forms must be signed by your supervisor.** Do not wait until the end of the semester to fill out and sent out these forms, your grade will be deducted for reports that are late. You will be deducted 50 points off your final grade for each form that is turned in past the due date. Due dates will be posted on the course schedule in D2L.

### **Writing Assignments**

Every 100 hours, students will turn in two writing assignments: (1) a research paper and (2) a journal entry. All papers will be turned in on D2L. Research papers will pertain to each student’s internship experience. The first research paper, for example, will describe the structure of a student’s host agency, the history of student’s host agency, and a description of the jurisdiction in which the agency is located. The second paper is a research paper in which student will examine at least four studies on a topic related to their internship (e.g. drug courts, use of body cameras, DUI enforcement). The third paper will assess the host agency and how it functions in the Criminal Justice system.

Student journals should describe the duties an intern performed over the last 100 hours and analyze an intern’s experiences and observations. For each journal assignment students will be required to answer several discussion questions about their internship experience. In addition to answering the discussion questions, students should write about anything they observed or any duties they performed during their internship. A student’s journal should not be a list of what they did each day, rather, it should be reflective in nature. For example, an intern might write about an interesting case they worked on and their thoughts and feelings about the case. Your journal entries should be as detailed as possible so as to illustrate you are thinking about your ongoing experience.

Your journal is confidential, and the internship coordinator will not share any of your journals with anyone unless ordered by a court. In over 40 years, an internship coordinator at UNG has never had to turn over a student’s confidential journal to a court or an internship agency. Some internship agencies may have rules about confidentiality and students discussing open criminal cases. However, you can still write in your journal without disclosing personal names and identifiers of clients you serve.

### **The Supervisor’s Evaluation**

Approximately two weeks from the end of the semester, the internship coordinator will email your supervisor an evaluation form. 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 help determine the student’s grade for the course. It is

important to remember that 40 percent of your grade is based upon your supervisor's evaluation. These evaluations will be sent out by me via email towards the end of your internship. It is therefore important to make your supervisor happy and maintain a good relationship with your supervisor. I must base your grade on the evaluation I receive from your supervisor. If you and your supervisor do not get along, this may affect your grade.

The internship coordinator will make every effort to contact a supervisor in order to obtain an internship evaluation form. The internship coordinator may ask the student intern in help with obtaining a form from their supervisors. If the internship coordinator and intern were both unable to obtain an internship evaluation form from the supervisor, the intern will automatically receive 350 points out of 400 points for their supervisor evaluation.

## **COURSE GRADE**

A letter grade will be earned by the student in accordance with his/her performance in the course. The final grade will be determined by the Criminal Justice Internship Professor.

To complete this course, students must work a total of 320 hours at a Criminal Justice related agency and complete three learning modules on D2L. Each learning module consists of two assignments (1) a research paper and (2) a field journal entry. For each module, students are also required to turn in "hours worked" forms that require their supervisor's signature.

Each learning module for this course is comprised of a possible 200 points

Field Journal	50 Points
Hours Form	50 Points
Module Paper	<u>100 Points</u>
	200 Points per Module

There are 3 online modules for a possible of 600 points.

Written Assignments	600 Points
Supervisor Evaluation	<u>400 Points</u>
	1000 Points

## **STEPS IN SETTING-UP YOUR INTERNSHIP**

Below are the steps involved in setting up an internship.

### **Step 1: Read the Criminal Justice Internship Handbook**

Read this handbook carefully. Keep it for reference. This hand should answer a majority of your questions about the Criminal Justice Internship Program.

### **Step 2: Select an Internship Agency (site)**

The internship is an important part of your Criminal Justice education. It allows you the opportunity to view the realities of the system in operation and how it melds with the models discussed in your class work. It also gives you and the employing agency a chance to review each other for post-graduation employment. A large number of our students are offered jobs by their internship agency. For these reasons it is important to choose your internship agency very carefully.

You should begin to plan your internship at least four months in advance. Some agencies, such as the GBI, require earlier preparation. Please go to the agency website for more information

Prior to the semester a student wishes to do his or her internship, the student should contact the internship coordinator via email and ask the coordinator for a list of acceptable internship agencies. The internship coordinator maintains an up-to-date list of all host agencies that have participated in the UNG Internship program over the last 10 years. **If a student wishes to do an internship that is not on the list, he or she must ask permission from the internship coordinator.** In general, students are not allowed to do internships at private law firms, small private security firms, or judges. A list of websites for student interest in Criminal Justice Internships can be found in Appendix A of this handbook. This list is not the same list that is distributed by the internship coordinator.

You may set-up a meeting with the Criminal Justice Internship Coordinator to discuss possible internships or questions you may have about the internship. This meeting may be in person at his office or via phone. Please feel free to call the internship coordinator any time at 770-401-5146. If you reach his voice mail, leave a message, and he should get back with you within two days.

One of the first factors in deciding where to do an internship for a student is to consider their person career aspirations. In general, students should attempt to intern at the agency where they wish to be hired, or at least in the career they wish to be hired. It makes no sense, for example, for a student to intern at a district attorney's office if they wish to work in the area of law enforcement. At the same time, if a student has no idea what career they wish to pursue, district attorney offices are often a good option because student are able to get a wide array of experiences (e.g. working with lawyers in course, working with county investigators, and/or working with victim services).

After making a decision about their field of interest (i.e., corrections, courts, or law enforcement, or victim assistance, etc.), students must make a more specific decision about the geographic location in which they would like to intern. Again, this decision may be based upon a student's desired career aspirations. For example, a student who wishes to obtain a job with the Peachtree City Police Department (his or her hometown) should not elect to do an internship with Lumpkin County Sheriff's Office. They should move home for at least one semester and do their internship at the agency where they wish to be hired. Students should also keep in mind that most federal agencies are only located in the Atlanta metro area. The FBI, for example, does not have field offices in Gainesville, Georgia or Gwinnett, Georgia. Only in Atlanta.

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. Also keep in mind that internships with the GBI are very competitive. The GBI is one of the best internships in Georgia, however, there may be 20 applicants applying for only two internship spots at each GBI office.

### **Forensic Internships**

In short, there are very few forensic internships in the state of Georgia. Currently, there are only three opportunities: (1) the Gwinnett Police Department offers two CSI Internships per semester, (2) the Fulton County Medical Examiner's Office, and (3) the GBI crime lab. It is also recommended that students who are interested in forensics apply to the GBI Internship Program to intern at a local field office. Every GBI field office has a CSI team.

### **IMPORTANT: YOU CAN ONLY CONTACT ONE AGENCY AT A TIME**

Choose one agency to contact to determine if they will accept you as an intern for the upcoming semester. Use the information on the agency list (provided by the internship coordinator) to contact the agency. You can still do an internship with an agency that is not on the list, however, you must first clear it with Dr. Paterline via email. There are several agencies that have been deemed inappropriate and are not eligible for internships. Internship agency requests that seem to have little or no relationship to the Criminal Justice system or that appear to offer a weak internship field experience will not be approved. The Criminal Justice Internship Professor will make the decision of whether to approve a requested internship location.

Students can do internship that are not in the State of Georgia. Before selecting an out-of-state internship please email the internship coordinator for approval.

### **!!! IMPORTANT REMINDER!!!**

You, the Intern, are responsible for researching, finding and confirming your internship site. Your Internship Coordinator and Faculty Members are available for consultation and advice, but all aspects of your internship (including locating an internship and keeping up with due dates) are solely within your responsibility.

### **Step 3: Contact the Host Agency and Complete All Application Requirements**

Email or phone the contact person of your chosen agency. If he or she does not respond to your email in a week, try again. Be respectful. Many of these supervisors are extremely busy and are

often in training. Sometimes it can be difficult for them to get back with you. The contact person may set-up an interview with you. Dress professional for the interview and bring a resume.

Many agencies now have online websites dedicated to internships. Many of these websites are listed in Appendix A of this handbook. Students need to complete and submit all required applications and papers to the agency in a timely manner. As a general guideline, applications for state and local agencies should be submitted by the following dates:

Fall Internships: Application materials should be submitted by May 15

Spring Internships: Application materials should be submitted by September 15

Summer Internships: Application materials should be submitted by February 15.

Keep in mind that filling out an application doesn't guarantee placement, some internships are highly competitive, and spaces are limited. Currently, most federal placements will require students to live and work in the Atlanta or some other metropolitan area. One of the most prestigious internships in our area is at the Federal Law Enforcement Training Center (FLETC) in Glynn County, Ga. This is a highly competitive placement with applicants from all over the U.S., not only must the student have an outstanding GPA they must apply several months in advance. Check the FLETC website for specific dates.

### **Intern Agency Requires a Letter of Recommendation**

Some agencies require a letter of recommendation from the internship coordinator. Should a student be required to obtain such a recommendation in order to complete their application for an internship, they should simply email the internship coordinator and request a letter of recommendation for an internship. The internship coordinator should email a letter of recommendation within three days. If a student does not receive a letter of recommendation after three days, he or she should email to the internship coordinator a second request as a reminder.

### **Background Checks, Health Screenings at Internship Sites**

Most Criminal Justice agencies deal 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. This requirement is not flexible. As such, students who do not pass their background check will need to pursue another internship site. Students with concerns about submitting for a background check should consult with the internship coordinator. Almost all Criminal Justice agencies perform background checks. Most state and federal internships require that interns pass a polygraph before being offered an internship. Some sites may also have other requirements before being accepted as an intern, such as a health screening or physical fitness test. Students are expected to adhere to these requirements. Students who cannot meet these requirements must pursue another internship site.

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.

#### **Step 4: Turn in a Signed Letter of Agreement Form to the Internship Coordinator**

After you have been given a “green light,” by an internship agency, there are two forms that you need to fill out: (1) **Letter or Agreement Form** and (2) a **Student Agreement Form**. Both forms can be found on the Criminal Justice Internship Webpage.

Fill out the Letter of Agreement form and have it signed by your supervisor. Please email both forms to the internship coordinator. Do not fax them. Please do not use letter of agreements from career service at UNG.

Dr. Brent Paterline  
Internship Coordinator  
Email: [brent.paterline@ung.edu](mailto:brent.paterline@ung.edu)

**IMPORTANT: REMEMBER THAT YOU ARE IN COMPETITION WITH OTHER INTERNS FOR A LIMITED NUMBER OF SPOTS AT EACH AGENCY. THEREFORE, YOU SHOULD GET YOUR LETTERS OF AGREEMENT IN ASAP TO ENSURE THAT YOU OBTAIN THE INTERNSHIP THAT YOU WANT**

Once an internship position has been secured and finalized, it should be considered a contract. Cancellation of an internship assignment can be made only with the approval of the Criminal Justice Internship Professor. Unapproved cancellations will result in assigning the student a failing grade for the CRJU 4850 course.

Deadlines for Letters of Agreements are as follows

- Fall Internships: August 15
- Spring Internships: December 15
- Summer Internships: May 15

If a student does not have a letter of agreement to the internship coordinator by the deadline, the student will be dropped from the course.

#### **Step 5: Register for the Course**

Students should not forget to register for the course at least two months before they begin their internship. Students will not receive credit for their internship, or any hours worked unless they are formally enrolled in the internship course. If you are having difficulty registering for the internship course, please contact the Criminal Justice office administrator at 706-864-1904.

### **Step 6: Set-up a Preliminary Schedule with the Site Supervisor**

Approximately one to two weeks before students wish to start their internship, they should contact their site supervisor and let them know when and where they should start. The site supervisor may tell them, for example, to meet patrolman Smith at the East Precinct at 9:00 AM, on January 6. The site supervisor may also give you a weekly or monthly schedule. Please do not just show up at your internship site without contacting your site supervisor first.

### **Step 7: Start Your Internship and Begin Filling Out the Hours Worked Forms**

Print three “**internship hours worked forms**” found on D2L or on the Criminal Justice homepage under internship forms. Begin your internship. As an intern, you should submit three of these forms for each of the three modules of your Internship (1) 0-100 hours worked, (2) 100-200 hours worked, and (3) 200-320 hours worked. At the end of each phase (module) of your internship you should turn in an “hours worked form.” **These forms must be signed by your supervisor.** Do not wait until the end of the semester to fill out and sent out these forms, you grade will deducted for reports that are late. You will be deducted 50 points off your final grade for each form that is turned in past the due date. Due dates can be found on the course calendar.

## **INTERN CONDUCT**

An important component of satisfactory performance in the field is the adherence of the student to a professional standard of internship conduct. During the course of the internship, students are expected to conduct themselves in a professional manner that reflects strong ethical character, personal responsibility, integrity, and maturity. The determination professional internship conduct is based on the following criteria:

### 1. Attendance:

Students are expected to strictly observe the work schedule as set by the placement site. Excessive absences, tardiness, extended lunch breaks, and leaving early violate the professional conduct expected of an intern. If illness or a personal emergency necessitates either absence or a variation in the predetermined work schedule, students are required to notify their supervisor in a timely and appropriate manner. It is the intern’s responsibility to consult with the supervisor to determine if and how missed hours will be made up. 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 4850.

### 2. Professional Behavior

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.

Be sure to keep clear professional boundaries between you and clients. 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.

Students should not engage in the use of profanity while working as an intern. Many persons at your internship site may use profanity, however, that does not make it okay for you. There may be others at the site who may be offended by the use of profanity. You need to keep on everyone's "good side."

While Criminal Justice work is sometimes risky, interns must not allow yourself to be placed in any dangerous situations; i.e. carrying a gun, making arrests, etc. Interns should also never be placed in a position where they work "undercover" buying drugs or alcohol. That is neither your job nor your responsibility. It might seem exciting at the time but more often than not results in trouble. If a supervisor orders you into a dangerous situation, respectfully and firmly decline and contact the Internship coordinator. This policy does not pertain to student who are full-time employees at their host agency or student in the UNG Public Safety Academy who are participating in an FTO program.

### 3. Grooming and Dress

Students are expected to report to the internship well-groomed and dressed in appropriate business-casual attire that is neat and well-pressed. Visible tattoos should be covered if possible and body piercing jewelry removed. Student appearance and attire first impressions are important and can be lasting. As students enter their internship sites as a professional, they are encouraged to present themselves as a professional. Individual sites may have their own guidelines about appearance and dress. Before beginning your Internship, consult with your site supervisor regarding dress code.

### 4. Confidentiality

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. Students may not disclose any written, verbal, or other form of privileged information obtained during and/or after this internship about clients (and/or their families), the agency and employees and other associate

organizations known to be confidential. Maintaining confidentiality also refers to any unauthorized release or discussion of specific case or identifying information, carelessness in handling confidential information, or any release of information that would compromise the agency's professional reputation or credibility that is acquired as a consequence of this internship. Failure to maintain confidentiality can provide the grounds for dismissal from the internship, a failing academic grade for the internship, and/or possible liability in any legal action resulting from such a breach.

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 cannot 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 about open cases or clients should only be discussed within others in the agency or your internship coordinator. Never discuss an open case, an event, or a client with another intern.

When you are preparing written assignments, or any written confidential material, be aware of the necessity to protect confidential information about a case, event, or client. Develop good professional behavior by keeping your written work secure and managing it professionally in the bounds of confidentiality. Do not let others have access to your computer or laptop if it contains information about your internship.

Student should 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.

#### 5. Problems or Difficulties at the Internship Site

Students are required to immediately report any problems or difficulties they are having at the internship. Examples of such problems include: sexual harassment, discrimination, dangerous work, or simply the internship agency is not providing a fulfilling internship experience. Student should not wait to see if "things will work out." They should call the internship supervisor immediately to discuss the situation.

#### 6. Liability Issues

- 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 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.

### **RESPONSIBILITIES OF THE INTERNSHIP AGENCY (SITE)**

- 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.
- 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 so that appropriate action can be taken.
- 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.
- It is expected that site supervisors provide meaningful work to student interns that will equip them with knowledge, skills, and experience to move forward in the Criminal Justice profession.
- The agency should allow the student to become sufficiently involved in the agency so as to enhance his/her learning experience.
- The agency should allow the student to participate in meetings and to assume to the extent possible, responsibilities of the type carried out by regular employees.
- Contact the Criminal Justice Internship Professor when it is felt that problems are disrupting the student's work performance.
- Site supervisors are expected to provide ongoing feedback to students as they complete tasks and work at the internship site.
- The site supervisor agrees to complete a final evaluation of the student intern's performance and return the completed evaluation in a timely manner.

**APPENDIX A**  
**CRIMINAL JUSTICE INTERNSHIP WEBSITES**

Georgia Bureau of Investigation

<https://gbi.georgia.gov/employment-opportunities/Internship-program>

Georgia State Patrol

Application: <https://cbss.georgiasouthern.edu/Justice/wp-content/uploads/sites/41/DPS-Application-for-Internship.pdf>

Email Application to: employment@gsp.net

Federal Law Enforcement Training Center

<https://www.fletc.gov/fletc-college-intern-program>

Georgia Department of Community Supervision

<https://dcs.georgia.gov/about-us/join-dcs/Internships>

Georgia Department of Juvenile Justice

<https://djj.georgia.gov/djj-careers-Internship-program>

FBI Internship

<https://www.fbijobs.gov/students/undergrad>

Department of Homeland Security

<https://www.dhs.gov/homeland-security-careers/students>

U.S. Secret Service

<https://careers.secretservice.gov/student-employment/opportunities>

Department of Justice Internships

<https://www.Justice.gov/interpol-washington/Internships>

ATF Internships

<https://www.atf.gov/careers/Internships>

Atlanta Police Department

<https://www.atlantapd.org/i-want-to/Internship>

Marietta Police Department

<https://www.mariettaga.gov/290/Internships>

Sandy Springs Police Department

<https://www.sandyspringsgapolice.gov/citizen-participation/volunteer-programs/Internship-program>

Roswell Police Department

<https://www.roswellgov.com/government/departments/police/community-outreach/college-Internship-program>

Alpharetta Police Department

<https://www.alpharetta.ga.us/government/departments/public-safety/police>

Forsyth County Sherriff's Office

<https://www.forsythsheriffcareers.com/>

Lumpkin County Sherriff's Office

<https://www.lumpkincounty.gov/Directory.aspx?DID=30>

Dawson County Sherriff's Office

<https://dawsoncountysheriff.org/careers/>

Dawson County Sheriff's Office Intern Handbook

<https://dawsoncountysheriff.org/wp-content/uploads/2020/02/Intern-Operations-Manual-PDF.pdf>

Hall County Sherriff's Office

<https://www.hallcountysheriffsoffice.org/careers>

Gainesville Police Department

<https://www.gainesville.org/293/Career-Information>

Johns Creek Police Department

<https://www.johnscreekga.gov/residents/human-resources/police-recruiting>

City of Milton Police Department

<https://www.cityofmiltonga.us/government/police>

Suwanee Police Department

<https://www.suwanee.com/services/police>

Georgia Department of Natural Resources

[https://gadnr.org/sites/default/files/dnrnet.02162021/pdf/Internship\\_Opportunities\\_listing\\_for\\_Website\\_1\\_2020.pdf](https://gadnr.org/sites/default/files/dnrnet.02162021/pdf/Internship_Opportunities_listing_for_Website_1_2020.pdf)

Lumpkin County District Attorney's Office

<https://www.lumpkincounty.gov/directory.aspx?did=13>

Hall County District Attorney's Office

<https://www.hallcounty.org/553/District-Attorneys-Office>

Forsyth County District Attorney's Office

<https://www.forsythco.com/Departments-Offices/District-Attorney/Victim-Witness/Location-Hours>

Dawson County District Attorney's Office

<https://www.dawsoncounty.org/courts/page/dawson-county-district-attorney>

White County Sherriff's Office

<http://www.whitecountysheriffsoffice.com/>