Internship in Justice Systems

Guidelines

- **Applications are encouraged at least a semester prior to the internship**—internship credit must be approved by the On-Campus Supervisor and the Dean of the School before the start date for the internship.

- The internship program is open to students of junior and senior status (generally) working toward a Bachelor of Science degree. Students must have a minimum cumulative grade point average of 2.50 and 2.75 GPA in the Justice Systems major.

- A student may enroll for a minimum of 3 and a maximum of 15 semester credit hours of internship. One semester hour of credit is based on 40 clock hours at the site. Internships can be arranged for Summer, Fall, or Spring; either full-time or part-time. There are a variety of local internships available. Consult the Justice Systems website for information. *Standard tuition fees apply to internship credit hours.*

- The duties of the intern when placed in a specific job should be similar to those of a person who would be permanently employed in that position. As the student will be receiving college credit for the experience, the duties should be of a nature that would provide this level of experience.

- All applicants will include a resume in their Internship Application. A sample resume is included as a suggestion. The applicant may use a resume format of their choosing.

- Upon final approval of the internship (after all necessary signatures have been obtained), the Department or School Secretary will generate an internship section(s) and provide the registration information to the student.

- In addition to working hours of the internship, each intern must submit weekly summary reports, a final summary report, a research paper, an employer evaluation; and, an intern evaluation.

**Weekly Summary Reports**
At the end of each week, the intern will email a weekly summary highlighting the week’s activities to the faculty supervisor. This summary should be type-written, in a narrative style, and from three to five paragraphs in length, yet not more than two pages. All written communication should be of a professional business style. When sending by email use the subject line as follows: First Weekly Report (June 4 to 8, 2012)

**Final Summary Report**
At the conclusion of the internship, a summary report will be sent to the faculty supervisor. This report should be from three to five pages in length. It will explain the way in which this internship has contributed to your education and your understanding of the justice system, and how you anticipate it will help you upon entry into your chosen career. Some suggested writing prompts are:

- How has this internship contributed to my education?
- How has this internship contributed to my understanding of the justice system?
- In what ways do I anticipate this internship will help me upon entry into my chosen career?
- What have I learned in this internship that was not taught in the classroom?
How have I grown as an individual as a direct result of my internship?
Would I recommend this internship to another Justice Systems major: why or why not?

**Research Paper**
Interns are expected to submit a research paper, 3 to 5 pages in length, related to the internship. A research topic suggested by an agency supervisor may also be acceptable. The goal is to connect the learning obtained in the internship to that obtained through the courses taken.

The paper should utilize a minimum of four peer reviewed journal articles in the relevant area (policing, criminology, delinquency, corrections, courts, etc.) for this paper. The paper must include a title page, a works cited page, and use the American Psychological Association (APA) style manual. Interns are expected to demonstrate the quality of writing of the caliber expected of their upper-level college standing.

**Evaluations**
A final and very important area in which interns will be evaluated is work performance. Interns are evaluated by their agency supervisors in areas such as dependability, judgment, relations with others, attitude, and punctuality. The faculty supervisor will contact the site supervisor to provide the evaluation form.

Lastly, the intern’s evaluation of the internship is to be done. *See attached form.* As an intern you are not only representing yourself, but also your faculty supervisor, professors, fellow students, and Truman State University. Therefore, you have an obligation to act with the utmost courtesy and professionalism.
Application for Internship
(for credit internships only)

Instructions: Please complete the form legibly in its entirety.

Name: ___________________________________ Banner ID#: ____________ Truman Email: ______________________

Local Address: ____________________________________ City/State ______________________________

Permanent Address: __________________________________ City/State ______________________________

Major: ____________________ Semester of Internship: __________ Internship Credit Hours _______

Cumulative GPA: _______ Major GPA:_______ Credit Hours Earned: _______

Beginning & Ending Dates of Internship: ______________________________

Organization you will intern with: ________________________________________________

Mailing Address of Internship Organization: __________________________________________

Name and Title of On-site Supervisor: ______________________________________________

Supervisor’s email: __________________________ Supervisor’s telephone number: ____________

Describe the duties of the internship for which you have applied:

Describe the learning objectives for this experience:

Describe how you plan to meet these objectives:

=====================================================================

Application Approval Signatures:
(Student must obtain the signature of the on-campus supervisor/faculty member before seeking approval from the Dean.)

On-campus Supervisor’s signature ________________________________ Date __________________

Dean’s signature ______________________________________________ Date __________________
Confidential Evaluation of Intern’s Performance by On-site Supervisor

{This form should be returned directly to the Intern’s University Supervisor at Justice Systems at Truman State University 100 East Normal Ave Kirksville, Mo 63501}

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Intern Name</td>
<td></td>
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<tr>
<td>Organization Name</td>
<td></td>
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<tr>
<td>Supervisor’s Name</td>
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<tr>
<td>Supervisor email</td>
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<tr>
<td>Number of hours per week worked by intern</td>
<td></td>
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<tr>
<td>Period of Internship</td>
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Listed below are a number of characteristics regarding an intern’s performance. Beside each characteristic is a scale running from 10-1 for rating the performance of your intern. (On this scale, 10 is the highest and 1 is the lowest score.) *If there are more than one Supervisors’ for this intern, please make copies and return them altogether to the address above.

- **Skills for internship**: 10 9 8 7 6 5 4 3 2 1
  - Intern possessed the necessary skills for performance of assignments.

- **Effort**: 10 9 8 7 6 5 4 3 2 1
  - Intern demonstrated initiative, perseverance, and interest in assigned tasks.

- **Communication**: 10 9 8 7 6 5 4 3 2 1
  - Intern communicated his/her thoughts and plans well to others.

- **Dependability**: 10 9 8 7 6 5 4 3 2 1
  - Intern demonstrated he/she would complete assignments on time, with accuracy.

- **Relationships**: 10 9 8 7 6 5 4 3 2 1
  - Intern worked well with others collaboratively, cooperatively.

- **Attitude**: 10 9 8 7 6 5 4 3 2 1
  - Intern was very interested and diligent in getting assignments completed.

- **Problem Solving**: 10 9 8 7 6 5 4 3 2 1
  - Intern tackled challenges, had solutions, and handled problems with little help.

- **Appearance**: 10 9 8 7 6 5 4 3 2 1
  - Has professional appearance. (i.e: wears appropriate clothing, good personal hygiene)
Intern's overall performance was effective and contributed to the organization.

Types of work assignments completed:

What preparation, if any, was lacking in the student's background?

What personal qualities help or hinder the student?

Can you foresee future success for the intern in this field of study?

Additional Comments

This report has been discussed with the student. Yes ___ No ___

Supervisor Signature __________________________ Date _____/_____/_____ 
Printed Name & Position of Evaluator __________________________
INTERN EVALUATION

Intern’s Name____________________________________________________________

A primary objective of the Internship Program is to provide the student with an opportunity to apply
classroom learning to actual life situations. It is therefore important that the internship be structured
accordingly, with duties given being of an appropriate level. Your analysis of your own experience will
help determine the quality of your particular internship.

Organization Name:________________________________________________________
Internship Dates:__________________________________________________________

1. Do you think your time was spent performing work of value to the agency?

2. Were all of your duties and responsibilities clearly defined?

3. Do you think that the work assigned to you was appropriate for your level of skill and knowledge?

4. Overall, do you think that the internship was well organized by the agency?

5. Which classes were the most beneficial to you in completing this internship?
6. Do you have any suggestions on how your faculty advisor could better prepare interns for their internships?

7. Was your supervisor at the agency helpful?

8. Did he/she often check your progress, provide suggestions, and offer constructive criticism of your work?

9. Were there any conflicts which arose within your internship that you think future interns should be made aware of?

10. Would you recommend this internship to another prospective intern?

11. What additional suggestions do you have for improvement of any aspect of this internship program?
JEANETTE TURNER

ADDRESS: 123 MAIN STREET • KIRKSVILLE, MO 63501
EMAIL: J_TURNER@EMAIL.COM PHONE: (660) 555-9955

EDUCATION

Truman State University, Kirksville, MO

• Bachelor of Arts in Communication, Emphasis Journalism May 2010
• G.P.A. 3.78/4.0; Earned Departmental Honors
• Relevant Coursework: Media Writing, News Reporting and Writing, and Broadcast Production

EXPERIENCE

Television Studio

• Directed 3-camera studio for local public affairs programming
• Received Missouri Broadcast Educators Association Honorable mention for Video Interview
• Crewed bi-weekly live news show, serving as technical director, sound, and production assistant
• Competent operating 2 M/E switcher, video record & playback decks, and Chyron CG
• Expert in operating 8/2 IO audio console, teleprompter and cameras

Television Field

• Produced news packages for bi-weekly cable television news programming. Included developing leads, pitching stories, contacting and interviewing sources, writing and editing video
• Received Missouri Broadcast Educators Association Honorable mention for Spot News
• Shot and recorded audio on location for news VO's, VOB's and packages
• Expert with VHS camera and microphone and competent with field light kit

Radio News

• Produced news for two daily news segments. Included selecting and re-writing wire copy, and local reporting such as developing leads, contacting and interviewing sources, writing and editing audio
• Produced pre-recorded and live news segments
• Expert with studio and ENG microphones, 12/2 IO audio console and digital editing system

EMPLOYMENT

• WRER-TV Broadcasting Intern, New York City, NY June-August 2007
• WCNY 99.9 FM Broadcasting Intern, New York City, NY May-July 2008
• KTRM 88.7 FM, Truman State University Radio Host, Kirksville, MO August 2007-Present
• News36, Truman State University Studio Team, Kirksville, MO August 2006-Present

MEMBERSHIPS & AFFILIATIONS

• Society of Professional Journalists
• Lambda Pi Eta