

CRIMINAL JUSTICE INTERNSHIP MANUAL

IMPORTANT DEFINITIONS

Director of Field: An Oakland University employee who is responsible for student internship placement, course and internship advising, interacting with Field Supervisors, and teaching CRJ 4950 Internship in Criminal Justice.

Field Supervisor: An agency/organization employee who accepts the supervisory role of an Oakland University Criminal Justice student intern.

Student Intern: An Oakland University Criminal Justice student who completes a semester-long internship at a designated agency/organization and CRJ 4950 Internship course.

PURPOSE OF INTERNSHIP

Field experience is an integral part of the criminal justice curriculum at Oakland University. It creates a natural linkage between the classroom and the “real world” of professional practice. The internship program is designed to offer interface with criminal justice practitioners, clients, and other cross-disciplinary professionals. It creates the ability to observe the application of theoretical concepts, the implementation of justice-related policies, and the function of criminal justice organizations in the community and governmental environments, as learned in the undergraduate curriculum. After observing and participating in the work activities of criminal justice professionals, students are better prepared to assess their own criminal justice career interests.

The internship is also an academic learning experience, as students take CRJ 4950 Internship course in Criminal Justice in conjunction with completing required internship hours. In class, students discuss internship experiences, build upon relationships within the agency setting, evaluate their techniques and skill sets, complete various written assignments that capitalize on internship experiences, discuss ethics and confidentiality, and build professionalism and a strong resume while networking within the criminal justice field.

INTERNSHIP ELIGIBILITY

Students should take the following steps to maximize their opportunity to obtain an approved Criminal Justice internship:

- 1) Student must officially declare a Criminal Justice major.
- 2) All criminal justice major students must maintain a C+ in all CRJ courses in order to remain in good standing in the program and to successfully obtain a degree in Criminal Justice.
- 3) Student must meet with the Criminal Justice Director of Field Services and Student Support during the semester **immediately preceding** the semester of enrollment in CRJ 4950:

Meeting with Field Director	Online Application Due Date	Enrolled in CRJ 4950
August/Sept	October 1 st	Winter Semester
December/January	February 1 st	Summer Semester
April/May	June 1 st	Fall semester

- 4) Student must have completed all required prerequisite courses prior to registering for CRJ 4950, and be at least Junior standing. CRJ 4950 is taken the student's second to last semester at Oakland University.
- 5) Student must be able to devote 16 hours a week at internship site. Most students work two full business days a week at agency/organization, however some agencies can be flexible with days/times. The minimum of 224 hours must be completed during the semester. These hours are completed between Monday-Friday. Student remain in the internship placement through the entire 15-week semester, regardless to hours accrued.
- 6) Student must be enrolled in CRJ 4950 in conjunction with internship placement to receive academic credit. This is a course that meets weekly and provides supervision and support to students in their placement.
- 7) Student must complete all steps of application process online by deadline.
- 8) Student is required to accept the first internship placement offered, cancelling all other interviews with potential placements.
- 9) Review CRJ 4950/Internship website: <https://www.oakland.edu/socan/criminal-justice/criminal-justice-internship>

Students should consult with the Director of Field to obtain an approved internship site. When possible, the Director will attempt to match the student career interest with the internship placement, however this is not guaranteed. Placement with specific agencies and/or experiences are not guaranteed. If student secures an internship placement on their own the student must seek written approval of the site from the Director of Field in order to receive credit. Internship placements are mandatory for Criminal Justice majors. For more information regarding the required internship and for a step-by-step process please see the Criminal Justice Internship webpage at <https://www.oakland.edu/socan/criminal-justice/criminal-justice-internship>

ROLE OF THE FIELD SUPERVISOR/AGENCY

Each agency may have its own guidelines for selection of interns. The agency has the right to reject intern applicants. The agency may wish to conduct a formal or informal orientation of the student, which may cover working hours, breaks, personal conduct, appropriate dress, procedures, and routines, and confidentiality of information. The Field Supervisor may also wish to include a discussion of the agency and the student intern's role within the agency, the organization and administration of the agency, clarifying the various departments and positions, chain of responsibility, and accountability. Discussion of the agency's relationship with other local, state and federal agencies may also be instructive. Discussing the philosophy and objectives of the agency, and the services and programs it provides, is educational for the student. At any point, drug testing and background check may be conducted. The Field Supervisor will provide regular, direct feedback to the student intern about his/her adaptation to the site. The Field Supervisor will complete an evaluation of the student at the end of the semester, which will be provided by the Director of Field. The agency may want to meet with the Director of Field one time per semester for a brief update on student progress, learning objectives, and areas of concern. The Director of Field and Field Supervisor will have open communication throughout the semester regarding the student intern.

ROLE OF THE STUDENT INTERN

During the course of an internship, the student intern represents the Oakland University Criminal Justice Program. All students will adhere to the following guidelines:

- 1) Attendance: If you become ill and cannot attend your internship site, you must contact your Field Supervisor. When you are absent, you must contact your Field Supervisor and arrange to make up the missed hours. Tardiness and leaving early are neither professional nor accepted behaviors.
- 2) You should discuss the appropriate standard of dress with your Field Supervisor.
- 3) You should understand that confidentiality means not disclosing, verbally or in writing, any client/agency/staff information of which you have knowledge while you are on site or after you leave it. When you begin an internship, family and friends will want to know what you are experiencing, and what it is like for you. What you can discuss are your own reactions about what you are learning, but you cannot discuss specific information, client identification data, or anything that would compromise the agency or the clients receiving services from the agency.

SECURING AN INTERNSHIP

The Director of Field identifies all approved internship opportunities for students and schedules the student for agency interviews. All efforts will be made to match the student's internship experience with their career goals. Specific agencies and/or experiences cannot be guaranteed. Therefore, students are expected to be flexible with respect to internship placements as agency needs and site availabilities can vary from semester to semester.

Prior to the identification of internship placement, students are expected to disclose to the Director of Field any and all legal infractions that could result in an agency rejection of their placement. Students should not assume an infraction that was "dismissed", expunged or occurred when they were a minor is unavailable to criminal justice agencies when they conduct background checks. Agencies vary with respect to their tolerance of criminal histories for interns. Consequently, it is important to have an open discussion with the Director of field about such matters to facilitate and identify the appropriate field placement for the student. Most internship sites will drug test students. Marijuana is illegal for all internship sites.

An interview with an agency does not guarantee placement with that agency. At times, for various reasons, agencies may not decide to place a student. However, if an agency determines the student is not suitable or competent for placement, the Director of Field will meet with the student to address student deficiencies and provide constructive feedback based on their interview performance and agency feedback. Students may be required to undertake professional and career development efforts after which the Director of Field will determine the student's readiness for another internship interview. Upon successful completion of these efforts within a reasonable time frame, one additional opportunity for obtaining an internship placement will be provided. If the student is still unsuccessful in obtaining a placement, alternative options for program completion will be discussed.

Students may present internship opportunities to the Director of Field where no formal relationship with Oakland University currently exists. In order for this agency to qualify as an approved internship placement, the Director of Field will contact the agency to review the necessary academic and experiential requirements and establish a formal agreement with that agency. Final decisions on whether an internship opportunity meets the requirements of CRJ 4950 is left to the sole discretion of the Director of Field or designee.

After students complete an interview and are offered an internship position, students must communicate with the Director of Field immediately. Students must discuss the acceptance or refusal of an internship position with the Director of Field prior to any discussions related to the offer with the agency. Students are required to accept the first placement offered to them, canceling all other scheduled or future interviews. Students who do not consult with the Director of Field prior to the refusal of an internship

offer may not be given additional interview opportunities. Students are required to cancel all scheduled upcoming interviews once placement is secured.

CRIMINAL JUSTICE PROGRAM: INTERNSHIP POLICIES

Student Safety Policy: To prepare students for this internship experience, students are provided with a basic, generic knowledge of safety issues as a topic discussed in the field seminar course. Students with specific safety concerns should contact the Director of Field and their Field Supervisor for further discussion and guidance. It is expected that the Field Supervisor will discuss safety concerns and agency policies with the student intern, and assess the understanding of safety matters as well as the student's ability to handle potentially threatening situations in a mature and professional manner. At the beginning of the internship, the Field Supervisor shall provide instruction on agency policies regarding safety matters. This should include information on all emergency procedures both on and away from the agency premises.

It is the responsibility of the agency to advise and educate students regarding potential health risks in the work environment. Students are to inform their Field Supervisor of any health conditions that may potentially affect performance of their duties in the field. Oakland University and the Criminal Justice program/faculty will not be held liable in the event of a safety-related matter. The Field Supervisor and Director of Field are expected to assist the student in developing skills to assess the potential dangers of interacting with clients and communities, and to provide instruction on how to diffuse these situations if possible, as well as to ensure access to appropriate assistance when needed.

Student interns are not permitted to transport clients, make unsupervised home visits, or be in the agency without a qualified, professional staff member available for supervision. It is the right of any criminal justice student intern to refuse to perform any activity due to concerns regarding safety.

Student Use of Private Vehicles Policy: In some agencies, students are required to use their own vehicles in the performance of field internship duties. Students should be aware that the driver of the vehicle has the responsibility in the extent of personal injury or property damage, and that the responsibility is distinct from that of the agency or Oakland University. Students who use a private vehicle in the performance of agency internship duties are advised to check with their insurance agency to determine if the student has appropriate insurance coverage.

Client Service Continuity Policy: Students in criminal justice field placements are expected to develop and maintain significant and meaningful relationships with agency personnel, clients, and/or other constituents during their internships. Some flexibility in academic scheduling may be required of students during times when the University designates a holiday or semester break. Although scheduled exams take precedence over internship experience, Oakland University expects student interns to consider client/agency needs when scheduling absences from agencies during semester breaks. Semester breaks are also important times for students to rest and attend to nonacademic obligations. The University intends for all students to have breaks between semesters. Students are not required by the University to maintain a presence in the field agency during semester breaks, unless prior arrangements have been made with the agency and confirmed with the Director of Field. All students and Field Supervisors should discuss agency expectations for student availability during semester breaks, and agree to a plan during the initial interview between student intern and Field Supervisor before accepting agency/student match. Whenever the student intern and Field Supervisor agree that the student will continue to provide services in the agency during semester breaks, the student must inform the Director of Field.

Social Media Policy: Students are expected to practice in an ethical manner while working with clients or programs within their placement. Students using social media sites are expected to use the highest privacy settings on their social media profiles to ensure private information and photographs cannot be accessed by field agency personnel or clients. Students are not permitted to link to or view the social media profiles of clients or employees of the field placement agency.

In the event that a student's social media profile or linkage is considered a poor professional practice or an ethical violation, the student will be subject to a review for unprofessional conduct.

Drug-Free Policy: Students must maintain a negative drug screen throughout the internship. This requirement stems from the fact that individual government agencies, clinics, courts, jails, police departments, and other facilities used in the internship component of the criminal justice major all require a drug screen to be completed before allowing a student to perform internship duties at their agencies. OU will not alter its requirement that an internship must be completed in order to graduate. The internship is a fundamental requirement of the program and is a prerequisite to graduate. Further, despite the fact that you possess a Michigan marijuana registry identification card, which only precludes arrest, prosecution under state law, it remains a violation of federal law to use and possess marijuana. Violations of the federal prohibition against marijuana use could put into jeopardy our federal funding as we are subject to the federal Drug-Free Schools and Communities Act. Please feel free to contact Oakland University's Disability Support Services (DSS) office. DSS assists in coordinating services and programs for students with disabilities.

University Non-Discrimination Policy: Oakland University, as an equal opportunity and affirmative action employer, complies with all applicable state and federal laws regarding anti-discrimination, equal opportunity and affirmative action. "It is the policy of the university that there shall be no unlawful discrimination against any person on the basis of race, sex, sexual orientation, age, height, weight, disability, color, religion, creed, national origin or ancestry, marital status, familial status, veteran status, or any other characteristic protected by federal or state law."

CRIMINAL JUSTICE PROGRAM: INTERNSHIP STANDARDS & EXPECTATIONS

Ethical and Professional Standards: The fundamental duties of criminal justice professionals include serving the community, keeping property and lives safe, keeping the peace, protecting the community, and ensuring liberty, equality and justice.

While criminal justice work can be risky, student interns must not allow themselves to be placed in dangerous situations (i.e., carrying a gun, making arrests, or participating in any other activity or behavior that is dangerous). If the Field Supervisor orders a student intern to participate in a dangerous situation, the student should respectfully but firmly decline to participate and immediately contact the Director of Field. Students who have problems or concerns regarding internship placement should contact the Director of Field immediately.

Standards for Professional Conduct Within the Internship: Criminal justice education serves the function of ensuring that competent persons enter the criminal justice profession. Protection of the integrity of the profession and the rights of clients to quality service requires that graduates from Oakland University are prepared in a professional manner. At times it becomes necessary to review a student's motivation and suitability for a career in criminal justice.

The Criminal Justice program has the responsibility for evaluating, screening, and monitoring students for suitability in the criminal justice profession. If a concern about a student arises, the matter will be

addressed by the Director of Field. If the concern is serious enough to jeopardize the student's continuation in the internship, the Department Chair will be consulted.

Expected professional conduct for criminal justice students includes ethical behavior, treating others with respect and dignity, demonstrating tolerance, compassion, competence, and possessing adequate interpersonal skills and the necessary psychological well-being sufficient to interact positively and constructively with others (Cobb & Jordan, 1989). Examples of unprofessional conduct include:

- Inability to form adequate relationships with others
- Inability to accept feedback
- Disruptive behaviors that undermine the teaching, learning, and morale of others
- Inability to perform due to personal problems
- Inadequate work skills such as absences and tardiness
- Inability to recognize and respect personal/professional boundaries
- Non-compliance with agency policies and procedures
- Any lying on any internship or classroom documents/assignments

Examples of unethical behaviors include:

- Participation in dishonest, fraudulent, deceitful, or misrepresentative behavior
- Failure to treat others with respect
- Exploitation of others for personal advantage
- Lying on hour log, reporting of hours you did not work
- Engaging in sexual activities with clients or agency staff

Grounds for Failing CRJ 4950: Students who graduate with a degree in criminal justice must meet the highest standards for maturity, judgement, and professionalism to ensure they have what it takes to work in the field and with vulnerable populations. These qualities are best evaluated through academic coursework in CRJ 4950 and performance at the internship site, which is why the internship and CRJ 4950 are mandatory for all CRJ majors. All students who wish to graduate with a CRJ major are thus required to satisfactorily complete both the internship and all course work of CRJ 4950. Students who do not meet these requirements of coursework, deadlines, and professionalism may be asked to withdraw from CRJ 4950, may receive a failing grade in CRJ 4950, may be prohibited from retaking CRJ 4950, and may be expelled from the criminal justice major permanently – all possibilities are at the sole discretion of the Director of Field or designee. Pending the reasons behind the lack of successfully completing the requirements, students may be referred to the Dean of Students for further review.

Grounds for failing CRJ 490 include, but are NOT limited to:

- 1) Termination of the internship prior to completion by the student, the Field Supervisor, or by the Director of Field.
- 2) Failure to complete a minimum of 224 hours at the internship site. Students at risk of not completing their hours for reasons beyond their control (such as a reduction of hours by the field supervisor) must immediately inform the Director of Field so that alternative arrangements can be made. Leaving internship site prior to the last day of the semester regardless of hours accrued.
- 3) Failure to satisfactorily complete all coursework and/or poor attendance in CRJ 4950. Check the syllabus for the most current attendance policy to ensure compliance.
- 4) Failure to promptly and truthfully report to the Director of Field any arrest, citation, moving violation, or other change in criminal history.

- 5) Failure to take and pass any drug tests required by an internship site in time to begin the internship placement as scheduled.
- 6) Disclosure of any information obtained at the research site that the student was required to keep confidential.
- 7) During the weeks placed at the internship site, engaging in conduct on social media sites (such as Twitter, Instagram, Facebook, Snapchat, message boards, etc.) that is discriminatory, harassing, unprofessional, or provides evidence of recent criminal behavior or problem substance abuse.
- 8) Fraternalization with agency staff or clients.
- 9) The lack of hygiene maintenance as stated in agency policy.

Process for Reviewing Internship Concerns: When a professional, personal, ethical, or other behavioral concern is identified during the internship experience (by the student, Field Supervisor, or Director of Field), all parties involved will attempt to resolve the issue (on an ongoing basis if necessary). The Director of Field is a primary resource for Field Supervisors and students to use in identifying and addressing concerns before the student's continuation in the internship is in jeopardy.

When concerns arise regarding a student intern's inability or unwillingness to meet the program and/or internship's standards of conduct, the Director of Field and/or Field Supervisor should first discuss the concerns with the student. Generally speaking, students should be given the opportunity to correct their behavior by having expectations clarified and/or by developing a plan for improvement. Recognizing that it is not always possible to informally resolve such concerns, the following steps will be taken when a more formal process is required:

- 1) If the concerns are not resolved informally or are of a serious nature, the problem will be documented on a "Concerns Form" (available from the Director of Field) and forwarded to the Director of Field. This form should be completed in detail and clearly articulate the issue(s). The Director of Field will then meet with the student intern as soon as possible to address the concern and outline further action. Documentation of this activity will be noted in the student's file.
- 2) If the concerns continue to be unresolved and are serious enough to possibly warrant the termination of the student's internship, the Department Chair will be asked to review the matter.
- 3) All parties involved will be provided with an opportunity to present relevant information and discuss the matter. Potential outcomes of this review include by are not limited to:
 - Development of a learning contract or plan for the student intern's continued growth and ultimate success within the program
 - Termination of the internship
 - Failing CRJ 4950
 - Expulsion from the Criminal Justice major
 - Referral to the Dean of Students

CONCLUSION

Internships give students the opportunity to work on enhancing their career goals, to develop contacts, start networking in their field, and to experience professional work life. Our courses are taught by Ph.D.-level Criminologists and Sociologists who offer our students a higher level of education. We here at Oakland University hope to continue to foster strong working relationships within our community criminal justice agencies.