CCJ 595
Supervised Field Experience
FAQ

I. How do I start the process?

The student initially meets with his/her graduate advisor to determine the most appropriate internship placement. The range of possibilities is broad; however, the internship must be a meaningful experience related to the student=s needs, interests, and goals. If the student, faculty advisor, and Graduate Program director (Dr. George Burruss) are in agreement, you may initiate the internship experience. The next step is to see the internship coordinator (Michael Harbin) for the necessary application paperwork. He will see to your placement and be your direct campus contact during the internship. The internship coordinator will have full control over the program, including evaluation.

II. What are the internship policies?

A. A student should meet with his/her graduate advisor and internship coordinator well in advance of an internship and make a definite commitment for an internship at least one full semester prior to the start-up time of the proposed internship. *Planning is key.*

B. A student may acquire from 1 to 6 hours of graduate credit for CCJ 595. An hour of 595 credit is accrued for each 50 hours of work performed at the internship site. The number of credit hours to be completed must be set before commencing the internship experience. Students may work more hours than those required for their desired credit hour total. All hours earned in CCJ 595 may be used toward the CCJ graduate program.

C. There are no general restrictions on where an internship may be performed, providing it is a meaningful, criminal-justice-related experience and has an on-site supervisor. Internships, however, cannot be performed at a site where a student is currently working or has previously worked, interned, or volunteered.

D. Students may only apply to one internship site at a time.

E. The internship may be conducted entirely in one agency or it may be divided among several locations. An internship which involves multiple locations does require additional responsibilities and the graduate advisor should discuss all these aspects with the student.

F. The intern should be prepared to pay for his/her expenses to and from the internship site, as well as all expenses incurred during the internship experience.

G. Paid internships are allowed, though few internship sites offer paid experiences.
H. An pre-experience orientation with the internship coordinator is required.

I. Interns may not do undercover work or carry firearms as part of the internship experience.

J. Strict confidentiality must be maintained by each intern concerning privileged information they encounter as part of the internship experience.

K. A written report is required from each graduate intern on a bi-weekly basis. A final paper is also required. The internship Coordinator will be in contact with each site supervisor, and the supervisor will conduct a final evaluation of each intern.

L. The internship coordinator will give the final grade for the internship experience. CCJ 595 is graded on an S/U basis.

III. What are some possible areas for placement?

A. Law Enforcement
   1. Municipal, County, and State police agencies
   2. Federal agencies
   3. Regulatory agencies at state, local, or federal level

B. Courts, Law Offices, and Legal Aid

C. Public, Private, and Corporate Security; Loss Prevention Management

D. Correctional Institutions
   1. Correctional centers
   2. Medical facilities
   3. State hospitals
   4. Assessment/classification centers
   5. Juvenile camps and institutions

E. Field Agencies
   1. Work release centers
   2. Pre-release centers
   3. Community Centers
   4. Probation Offices
   5. Parole agencies

F. Private Agencies
   1. Prisoner aid societies
   2. Women’s centers
   3. Salvation Army, etc.

G. Government Planning
   1. Urban Planning and Renewal
   2. County Planners
   3. Regional Planning
   4. Community action programs