



## **DEPARTMENT OF CRIMINOLOGY AND JUSTICE STUDIES**

# **INTERNSHIP AND FIELD EXPERIENCE SEMINAR HANDBOOK**

**For Students, Faculty, and Site Supervisors**

This handbook is designed for students, faculty, and internship site supervisors participating in an internship/field experience seminar offered through CSUN's Department of Criminology and Justice Studies. 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 seminar requirement.

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# CJS Internship/Field Experience Student Learning Objectives

## CJS Program Mission Statement

The Criminology and Justice Studies Department houses the BA in Criminology and Justice Studies. Our program promotes the theoretical, analytical, and practical understanding of crime, victimization, and the criminal justice system from a social scientific perspective. We provide a foundation for the study of criminology and criminal justice based in critical thinking and application, theory and research methodology, understanding diversity and global perspectives, writing, and fundamentals of law and ethical practice. The department emphasizes the intersections between the academic and professional which provides students a meaningful learning environment for application to criminal justice careers. Partnerships between the department and both the University community and the community at large provide the fertile ground for these intersections.

## CJS Program Learning Objectives and Student Learning Outcomes:

**CJS Program Learning Objective #1:** Criminology and Justice Studies students will demonstrate essential qualifications for employment in criminology, criminal justice, and related occupations that include the mastery of core criminology and justice principles and the ability to think critically and to speak and write effectively within the field.

Student Learning Outcome 1A: Students will critically apply core criminology and criminal justice principles to situations related to crime, criminal justice, and related areas of practice.

Student Learning Outcome 1B: Students will effectively communicate in writing and speaking in the presentation of ideas and their application to issues and situations related to criminology and criminal justice.

**CJS Program Learning Objective #2:** Criminology and Justice Studies students will demonstrate the ability to apply criminological theory, research methods, and appropriate technology to assess, evaluate, and address issues in the practice of criminology and criminal justice.

Student Learning Outcome 2A: Using core concepts from criminological theory, students will conduct a research study creating appropriate research questions, methodology, and analysis to draw valid, ethical, empirically-based conclusions.

Student Learning Outcome 2B: Students will apply research findings to hypothetical or real case study situations in the practice of criminology and criminal justice.

**CJS Program Learning Objective #3:** Criminology and Justice Studies students will demonstrate a critical understanding of diversity and inequality as manifested in the criminal justice system locally, nationally, and globally. Students will apply these understandings to both study and

practice of criminology and criminal justice including an engagement with diverse local and global communities around issues of crime, criminal justice, and other problem behaviors.

Student Learning Outcome 3: Students will develop and apply a personal understanding of diversity and the way it impacts work in criminology and criminal justice.

**CJS Program Learning Objective #4:** Criminology and Justice Studies students will develop a fundamental commitment to ethical analysis, research, and practice and will demonstrate the ability to apply these principles to work within criminology, criminal justice, and related fields.

Student Learning Outcome 4: Students will apply key principles in criminal justice ethics to analyze real life and hypothetical decision-making situations in the practice of criminal justice.

### Internship/Field Experience Learning Objectives:

1. Receive on-the-job exposure to the field and practical experience within criminal justice professions in the areas of policing, law and courts, corrections, research, community programs, and youth mentoring.
2. Enable students to analyze and evaluate the selected agency critically in relation to the practices of the selected agency.
3. Experience the activities and functions of professionals in one's field of interest.
4. Apply knowledge and skills learned in the classroom in a professional setting.
5. Develop and refine verbal and written communication skills.
6. Enable students to critically analyze and evaluate the selected agency in relation to their own personal, educational, and career goals.
7. Provide an opportunity for the students to observe first-hand, issues confronting the selected agency, which can be address by developing problem-solving skills.

## Catalog Description of CJS Internship/Field Experience Courses

### CJS 494A-E & 494AA-EE (Policing, Law & Courts, Corrections, Community Programs)

CJS 494A-E and CJS 494AA-EE are co-requisite classes for an internship experience relating to one of these five areas: law enforcement (494A and 494AA), law and courts (494B and 494BB), corrections (494C and 494CC), victim services (494D and 494DD), and community-based programs (494E and 494EE). This course is designed to bring academic concepts, theories, and other learning to bear on applied experiences in the criminal justice and related fields. Students will gain hands-on experience and develop skills connected to work in the criminal justice system and related sites during a minimum of 120 hours of work in an internship site. An academic research paper synthesizing literature and applying it to data gathered from the site is required. Students enrolled in these courses are evaluated on a credit/no credit basis.

### CJS 480 (Applied Research Methods in Criminology and Justice Studies)

This course will provide students applied research experience in either a criminal justice-related agency or with crime data. The course will focus on the practice of research in the field of criminology and justice studies, the development and writing of empirical research papers, and content related to the specific agency or data project to which students are assigned.

### CJS 452MO (MOSAIC Youth Mentoring)

This course includes the criminological and social scientific examination of the issues facing at-risk youth in their personal relationships and in their school and community environments. In doing so, we explore how criminological concepts and theories apply in "real world" situations. Student mentors are paired with youth in the community who have been identified as at risk of academic failure and/or delinquent behavior. The mentoring relationship is examined in the classroom as well as being implemented in the field.

## Hours Requirements for Internship/Field Experience

### CJS 494A/AA-E/EE (Policing, Law & Courts, Corrections, Community Programs)

Students enrolled in the CJS 494A/AA-E/EE internship seminar courses will be required to work 120 hours at their internship site during the semester of which they are enrolled in the course. On average, this equates to 8-10 hours per week during the semester.

Regardless of when students finish their hours, students are committed to their internship site for the entire duration of the semester. As such, finishing hours early does not mean that students have completed their internship requirement.

Internship sites may have hours requirements and time commitments that extend beyond the 1-semester, 120-hour requirement of the course. In this case, students are required to meet the requirements of the internship site, even if this extends them beyond the 120 hours and/or one semester commitment. Students are encouraged to consider the commitment for each internship site before applying. Students who complete internship hours outside of the semester of which they are enrolled in an internship seminar course must receive authorization from the instructor and must complete the appropriate paperwork. Students completing hours before or after the semester of which they are enrolled in an internship seminar course are not covered by CSUN's Student Liability Insurance Policy.

Some internship sites require training that is to be completed before the start of the semester. In this case, training hours will count toward the 120 hours required for the course, however, students are still committed to their site for the entire semester to which they are enrolled in the internship course. In this case, the student must contact the course instructor to receive approval for attending their site before the official start to the semester. Students completing hours before or after the semester of which they are enrolled in an internship seminar course are not covered by CSUN's Student Liability Insurance Policy.

### CJS 480 (Applied Research Methods in Criminology and Justice Studies)

Students enrolled in CJS 480 are required to complete 40 hours at their internship site. On average, this corresponds to 4 hours each week during the semester of which they are enrolled in the course.

Regardless of when students finish their hours, students are committed to their internship site for the entire duration of the semester. As such, finishing hours early does not mean that students have completed their internship requirement.



### CJS 452MO (MOSAIC Youth Mentoring)

Students enrolled in CJS 452MO are required to complete 60 hours at their internship site/continuation school. On average, this corresponds to 6 hours each week during the semester of which they are enrolled in the course. Typically, most students either commit to three two-hour shifts or two three-hour shifts per week. Regardless of when students finish their hours, students are committed to their internship site for the entire duration of the semester. As such, finishing hours early does not mean that students have completed their internship requirement.

## Responsibilities of the Student Intern

### Professionalism

- Students should treat their internship/field experience assignment as a job, acting and planning accordingly.
- Adhere to professional ethics (e.g., protecting privileged communications; not revealing sensitive information observed at internship site).
- Approach the internship with a positive attitude, ready to learn.
- Be open to critique of your work at the internship site, and be flexible in making adjustments to improve your performance.
- Take initiative in asking questions and requesting materials that will assist you in learning and performing your internship tasks.
- Dress professionally and adhere to the dress requirements of your internship site.
- Students are expected to treat everyone they encounter with respect, including supervisors, clients, and staff.
- No cell phone use during internship hours.
- Remember that as an intern, students are representing CSUN and CSUN CJS. Please act accordingly.

### Planning

- Students are expected to coordinate with their internship site supervisor in scheduling their weekly hours. Students should arrange their other responsibilities accordingly.
- Students are expected to attend all scheduled shifts at their internship site and arrive on time, ready to work.
- In the event that a student cannot attend their scheduled shift, they are to notify their site supervisor immediately and coordinate with their site supervisor to make up the lost hours.

### Coursework

- Students are expected to attend their internship seminar class as required.
- Each internship seminar course requires a term paper. Students are to follow the guidelines for completion of this paper provided by their individual instructor.
- Students are expected to participate in classroom discussion about experiences.
- Students are expected to complete required assignments.

### Assessment

- Students will be graded for both coursework and completion of internship requirements.
- Site supervisors may also be required to provide evaluations of student performance at the internship, which may impact the student's course grade.

- In the event of an unsatisfactory performance evaluation, students may face a grade penalty, be asked to complete additional coursework, or be required to complete additional shifts at their site.

## Responsibilities of the Site Supervisor

### Planning

- CSUN approved sites will be listed in the internship guide each semester, allowing students to apply to intern at this site. In the event that the site cannot host students for the semester, has reached capacity, or wishes to dissolve the internship partnership with CSUN CJS, please notify the course instructor immediately.
- Please contact the course instructor in the event of changes in site supervisor, contact information, hours, location, intern responsibilities, etc. so we can update our materials accordingly.
- All CSUN internship sites must complete the appropriate paperwork designated by CSUN's [Insurance and Risk Management department](#). Sites that do not complete this form cannot host CSUN interns.

### Student Learning

- Site supervisors are encouraged to do what is in their power to facilitate student learning in line with the learning objectives outlined above.
- Site supervisors are expected to treat all students with respect.
- 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.
- Site supervisors should discuss expectations of field experience with the internship course instructor.
- Allow student to assist with various tasks and delegate tasks for the student to work on independently where possible.
- Where possible, connect students with other professionals in the field.
- Include the student in meetings that are relevant to students' learning.

### Assessment

- Site supervisors are expected to coordinate with the course instructor of any issues that occur at the internship site or regarding student performance.
- Site supervisors are expected to provide ongoing feedback to students as they complete tasks and work at the internship site.
- In some cases, site supervisors may be asked to complete an assessment form for each student intern that will be used for either instructional material or in student grading.

## Responsibilities of the Course Instructor

### Facilitation of Student Internship/Field Experience

- When possible, internship course instructors will guide students in choosing an internship site that best fits their needs and career interest.
- Course instructors will not permit students to begin internship hours without having completed the required paperwork or training.
- Instructors are expected to monitor student hours to ensure they are working the expected hours per week.
- In the event of an issue at a site, the course instructor should take appropriate action by contacting the site supervisor, the CJS Department Chair to address the issue.
- Instructors should connect with site supervisors to assess student progress at the internship site. When possible, a formal instrument of assessment should be used to evaluate students and provide feedback for students to improve their performance.
- Instructors should encourage students to complete the end-of-semester paperwork and evaluations.
- Instructors need be available to students in the event that they need support or advocacy on their behalf during their internship/field experience.
- Instructors are expected to consider student safety and well-being at all times. If student safety or well-being (including mental health) ever appears to be of concern, the instructor should address the issue immediately and appropriately by speaking with the student, the site supervisor, the CJS Department Chair.
- Instructors will assist with the facilitation of the CJS Exit Survey to evaluate student learning throughout their matriculation in the CJS program. Instructors will provide this (voluntary) exit survey to students at the end of the semester and give students classroom time to complete the survey.

### Facilitating Classroom Learning

- Internship seminar instructors are required to meet the minimum number of classroom instruction or direct faculty instruction in accordance with [CSUN's policy](#).
- Direct faculty instruction can include instructional activities such as (but not limited to): providing instruction via web conferencing or online and meeting with students individually or in small groups, but must meet the required number of instructional hours for the full semester.
- Similarly, instructors must meet the minimum amount of out-of-class student work in accordance with [CSUN's policy](#).
- Classroom instruction should incorporate activities and introduce content that bridges the gap between curricular knowledge and practical experience.

- Instructors are expected to adhere to the course description and objectives, including that of requiring a final project or paper.

## Internship/Field Experience Policies and Procedures

### Registering for Classes

Students must be enrolled in an internship/field experience course during the semester of which they are completing their internship hours. Any internship hours completed while not enrolled in an internship course are completed as a community member and not in the capacity of a CSUN CJS Student Intern so they will not count towards students' required hours.

Students must comply with university policy regarding payment of fees and registering for classes. Students must enroll in all required co-requisite courses (e.g., CJS 494-A AND CJS 494-AA).

Students eligible to enroll in an internship course will not receive permission numbers to enroll until they have secured placement at an internship site. **It is the responsibility of the student to follow the instructions provided in the internship guide to secure placement at an internship.**

### Email

All students are required to use their CSUN email address in all internship/field experience-related communications. Students should not be communicating with their site supervisors using a personal email address.

### Completion of Coursework and Internship Assignments

Students are expected to complete all coursework required by their instructor. It is not enough to complete the required hours to receive credit. Students must also engage in the classroom and curricular activities related to the field work/internship.

At the internship site, students are expected to communicate and complete all tasks in a professional manner. Site supervisors establish their own expectations and policies regarding completion of tasks. Students are expected to familiarize themselves with the policies and procedures established at the internship site and adhere to those policies.

### Background Checks, Health Screenings at Internship Sites

Many sites require a successful background check to be approved as an intern. 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 the course instructor, CJS Department Chair. Please refer to the internship guide for more information about which sites require a background check.

Some sites may also have other requirements before being accepted as an intern, such as a TB Test or health screening. Students are expected to adhere to these requirements. Students who cannot meet these requirements must pursue another internship site. Please refer to the internship guide for more information about site application requirements.

### Completion of Training/Orientation

Some internship sites require training or orientation sessions prior to beginning the internship. In these cases, students are required to complete said training before beginning internship hours. If training is required before the official start of the semester, students must seek approval from the course instructor to begin training and complete the necessary paperwork. Students should not attend their internship site prior to the start of the semester to which they are enrolled in a course without proper authorization. Students who do attend their internship site without proper authorization or without having completed the necessary paperwork are not covered by CSUN's Liability policy.

### Continuing Internship Hours

Some internship sites require an hours commitment from student interns that extends beyond the semester of which students are enrolled in the CJS internship seminar course. In this case, students are expected to honor the commitment they made to the internship site unless special circumstances exist. Student interns who are continuing their hours after they complete the internship seminar course must contact the course instructor during the semester to complete the appropriate paperwork to continue hours. Any student who continues working once they are no longer enrolled in the CJS internship seminar course are completing these hours as a community member, NOT as a CSUN Student Intern. As such, students continuing hours beyond the semester are not covered by CSUN's Student Liability Insurance policy.

### Completion of Internship/Field Experience Paperwork

Students are not permitted to begin their internship hours prior to the official start of the semester and should not begin their internship hours until they have attended their first internship class. Before beginning internship hours, students are required to complete the following paperwork through CSUN's Office of Community Engagement:

1. Pre-service learning assessment
2. Internship Waiver of Liability and Hold Harmless Agreement
3. Internship Learning Plan
4. Internship Orientation Confirmation
5. Internship Site Self-Assessment Form



Students and faculty instructors are expected to work together to ensure that all the appropriate paperwork is completed and the necessary signatures are provided.

Students should not visit their internship site prior to the start of the semester to which they are enrolled in a course without proper authorization. Students who do visit their internship site without proper authorization or without having completed the necessary paperwork are not covered by CSUN's Liability policy.

### Logging Hours

Students are required to log all hours completed at their internship site at the end of each week during the semester. Hours will be completed using a paper form or in the CSUN S4 System. Faculty are expected to provide guidance to students on how to log their hours during the semester and to approve all hours at the end of the semester. Site supervisors may also be asked to verify student hours worked.

If the internship site also requires hours to be logged for their internal procedures, students are expected to do so and to submit their hours through the procedures outlined by their site supervisor.

Students should only log hours for the hours actually worked. It will be considered a violation of the CSUN Academic Integrity policy to log hours that were not worked (e.g., leaving early, coming late, missed shifts, etc. cannot be logged as hours worked).

### Use of Cell Phones during Internship/Fieldwork Hours

Any cell phones and other electronic devices must be silenced during field experiences. If, due to an emergency situation, the student must receive a call during this time, they are asked to inform their site supervisor at the start of their shift.

### Attendance

Students are expected to attend all orientations, training, classes, and scheduled shifts. Attendance is considered a part of the professional responsibility of all student interns. Attendance policies will vary across courses, but students are expected to attend all class sessions. Students are expected to attend all scheduled internship shifts, and if the student is unable to attend, they must notify their site supervisor immediately.

### Religious Holidays

The internship sites must follow university policy in honoring religious holidays. Students who do not attend their shift due to a religious holiday are expected to coordinate with their site supervisor to make up lost hours to ensure that the hour requirement is met.

## Tardiness

Students are expected to demonstrate professional responsibility and respect by arriving on time to all class sessions and internship shifts.

## 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.

### Dress

- Slacks, appropriate dress or skirts should be worn.
- Footwear should be appropriate for the job.
- Blouses, button up shirts, or polo shirts should be worn. T-shirts (without writing) may be appropriate at some sites.
- Avoid wearing jeans or denim unless the day's activities specifically call for such attire.
- It is not appropriate to wear clothing that exposes the midriff or spaghetti strap clothing, halter tops, clothing with inappropriate logos, short skirts, short shorts, or flip flops.
- Closed-toe shoes may not be appropriate at many sites.
- Hats are not appropriate unless designated by the internship site.
- Interns should check with their site supervisor regarding the display of piercings and tattoos.

## Resources for Students

### Preparing Internship Application Materials

Many sites have a formal application process for potential interns, including submitting a resume, cover letter, and/or participating in an interview. We encourage students to use the Career Center services in preparing for applying to internship sites. CSUN's Career Center offers walk-in hours each week and appointments for assisting with creating or editing a resume, writing a cover letter, proofreading materials, and interview prep. For a full list of services and hours, go to the [Career Center website](#).

### Finding Professional Dress

Students are expected to dress professionally at their internship site, unless there is a site-specific dress code they need to follow. On CSUN's campus is Matty's Closet, a free service to students who need professional dress. Every CSUN student is allowed one outfit (including accessories, shoes, top, pants) each semester. We encourage students to use this resource! More information is available on the [Matty's Closet website](#).

## Getting Support

The CJS internship/field experience seminar provides valuable experience to students by allowing them to work as a professional in the criminal justice field. However, sometimes the work associated with the criminal justice profession can be emotionally heavy, triggering, and exhausting. Simply working 8-10 hours each week in addition to coursework and other responsibilities can be stressful and overwhelming. We want to make sure that all of our students feel supported during their internship.

If you're feeling overwhelmed, stressed, or upset by the work you're doing at your internship, you can always speak with your course instructor, the CJS Department Chair (contact info listed at the beginning of the handbook). We can help support you in whatever way you need and assist in making any needed accommodations.

CSUN also offers free counseling services to students. The Counseling Center provides a [wide array of services](#) to help with whatever you may be feeling as a result of your school, work, or internship obligations, or with feelings raised as result of criminal justice work at your internship site. For more information, visit the [Counseling Center website](#).