

Criminology Internship Program Description

The Criminology Department strongly recommends internships. Internships provide a “real world” learning context and professional experience that will be helpful upon entering the workforce. In addition to a degree, employers are looking for experience. More than just a resume booster, internships are great for learning practical skills, exploring what it is like to work in a certain field (and deciding whether or not to pursue a career in it), as well as getting one’s “foot in the door” and networking. An internship may even lead to a job with the agency. Also, an internship course counts as an upper division elective toward the degree.

The internship course is offered in the bachelor’s (CRIM 4286) and master’s (CRIM 6286) programs. The course may be taken as a 3 credit hour course and repeated once, or it may be taken as a 6 credit hour course once. Students who complete the course will receive a grade of Satisfactory or Unsatisfactory (S/U). To be able to register for the course, a student must be at least a junior and have at least a 2.5 GPA, earned at least a C in CRIM 1100, obtained an internship position, and received approval from the Criminology Department Internship Coordinator. The internship course is available to criminology majors and minors (non-majors/minors will be considered on a case-by-case basis). *Online/distance students are also eligible.*

A 3 credit hour internship course requires 150 hours of work with the agency (300 hours for a 6 credit hour course). These hours should be distributed as 10 hours per week during the course of a semester (20 for a 6-credit course), although the weekly schedule can be adjusted as agreed upon by both the student and the agency. To receive course credit, hours at the agency must be completed the same time as the internship class. *One cannot, for example, work for an agency over the summer and then take the course in the fall.* Also, the position has to be an authentic internship position, unpaid or paid, as verified by the agency. Volunteer positions not officially designated as internships by an agency and employment positions cannot be used as internships.

Interested students should confer with the Internship Coordinator at least two months or more prior to the semester in which they intend to do the internship, especially if they do not have internship prospects. Federal agencies normally require three months of lead time to process applicants. Nearly all of the agencies offering an internship require interviews, application submissions and background checks prior to accepting a student intern. This process can sometimes be lengthy and requires early preparation. Also, students should visit the UWG Career Services Internship website for helpful resources such as an online internship/employment library and information on Washington, DC internships: [Click](#).

The Criminology Department has relationships with area agencies and the Internship Coordinator will assist students in finding positions, but it is the student’s responsibility to obtain an internship position with an agency. (We do not “place” students.) After discussing options with the Internship Coordinator, the student must contact the agency to apply for an internship. The internship must be with a criminal justice agency (law enforcement, courts, corrections, victim services, or juvenile justice) or related agency that deals primarily with crime. The student must check with the Internship Coordinator to determine if a position is eligible for criminology credit. Examples of types of agencies our students have interned with include:

- Law Enforcement (local, state, and federal)
- Probation, Parole, and Reentry
- Law Offices
- Victim Service
- Secure Correctional (prisons, jails, and juvenile facilities)
- Court Offices (e.g. juvenile, drug court, judge, prosecutor, and public defender)
- Youth Service (community and residential treatment)

Registering for the course requires permission of the Internship Coordinator, which will take place after the coordinator verifies student eligibility and official approval from the agency. The student must see that the agency completes and returns the Intern Acceptance Form. Then, the student may register for the course, and the Internship Coordinator will contact the internship agency supervisor to verify the student's placement and inform the supervisor of course requirements. At the end of the semester, the agency supervisor will discuss the internship with the Internship Coordinator and provide the coordinator with a completed evaluation form detailing the student's performance and reporting completed hours.

Intern Role

- Be prompt and timely in their work
- Perform all assigned tasks to the best of their ability
- Follow all agency rules and regulations
- Conduct themselves ethically and professionally
- Submit required reports
- Complete the required number of hours with the agency

Internship Coordinator Role

- Provide assistance as requested in developing an internship opportunity
- Publicize internship options
- Recruit and refer qualified students
- Conduct electronic or face-to-face site visits
- Monitor the student's progress

Internship Agency Role

- Provide students with a quality learning experience
- Discuss specific details of the internship program with the Internship Coordinator
- Submit an Intern Acceptance Form
- Provide the intern with an orientation and assign a supervisor
- Ensure that the intern completes the required number of hours
- Complete an evaluation of the student

Internship Checklist

- Am at least a junior
- Have at least a 2.5 overall GPA
- Earned at least a C in CRIM 1100
- Consulted the Internship Coordinator
- Obtained an internship position
- Agency has returned a completed Intern Acceptance Form
- Registered for the course with coordinator permission