



University of South Carolina Upstate

Criminal Justice Internship

Guide for Agencies

The Internship Program

The criminal justice internship is a planned program of observation, study, and work in selected criminal justice and related agencies, designed to supplement the student's classroom study with constructive participation in the criminal justice system. It is viewed as a capstone to the student's academic experience by giving them an opportunity to work with practitioners in the field.

The criminal justice internship program is designed to provide students with the opportunity to apply knowledge gained in the classroom to the "real world." Interns observe and participate in the actual day-to-day work activities of criminal justice agencies. They can test theories learned in the classroom on actual phenomena, observe how the "ideal type" criminal justice procedures are applied in real-life situations, and explore the career potential of a specific criminal justice agency/occupation. The experience gained through an internship enhances students' employment potential upon graduation. The University provides Workers Compensation for interns.

Agency Benefits

Interns may supplement available agency resources by assisting the existing personnel or performing tasks that the agency may not have the personnel available to perform. Many supervisors find the enthusiasm of the intern spreads to the personnel who work with the intern. The agency may also observe the intern and determine suitability for future employment.

Time with Agency

The University requires interns to work a minimum of 135 hours with the agency for 3 credit hours. For each credit hour over 3, the intern will work another 45 hours with the Agency. Interns set their schedule with their agency supervisor. Interns generally work 10 to 15 hours per week during the 15-week semester. It is the intern's responsibility to make arrangements with the agency supervisor if they plan to take off for University holidays such as spring break.

Agency Placement

Students who wish to do an internship must submit a written application to the faculty internship coordinator. Once the student's eligibility for an internship is determined, they will be referred to the agency selected by the intern and approved by the faculty coordinator. The student will contact the agency for an application and an interview.

Agencies may apply whatever criteria they deem appropriate in determining the student's acceptability. It is the student's responsibility to notify the faculty coordinator of an acceptance or rejection by the agency.

Intern Academic Requirements

In addition to their work in the agency, interns are required to participate in three 3-hour seminars, set goals for their internship experience, keep a journal and a time sheet, meet individually with the faculty coordinator, evaluate their experience and complete a reflective writing assignment. Interns are advised not to betray any agency confidentiality requirements in their academic work.

Agency Requirements

Agencies are requested to provide quality experience for the intern, allowing them to observe and participate in as many agency functions as possible. At the beginning of the intern's experience, agencies are asked to provide the intern with an orientation to the agency, supervisors, and the expectations of the intern. Interns will bring an Internship Expectations Form for their supervisor to go over and complete with the intern. Intern supervisors are also asked to complete and return intern evaluation forms that will be sent to them by the faculty coordinator. Evaluations of the intern are done mid-semester and at the end of the intern's experience. Agencies are not expected to pay the intern.