

Marist College
Criminal Justice Department
Internship Manual

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Introduction and Criminal Justice (CJ) Internship Policy

Each Marist College Criminal Justice (CJ) major is required to complete a minimum of one 3-credit internship course; however, students may elect to complete one additional internship course for CJ elective credit, and up to 12 credits of internship courses for general college credit. Each 3-credit internship requires 120 hours of internship work in the field. CJ Internships are only open to students majoring in Criminal Justice.

*** *Note for International Students:** If you are applying for an internship you must meet with the Designated School Official (DSO) before beginning the internship to complete required paperwork and obtain an authorized I-20. Please visit the [Career Services](#) site to review the *Application Process for Elective Credit Internships for International Students* and *Eligibility Requirements for International Students* drop-down sections for details.

CJ Internship Course Description:

Under the supervision of both the CJ Internship Coordinator and a field professional, students take the theories and principles learned in the classroom and apply them to their work in a field setting. Students acquire knowledge and new skills while providing service to the community. The CJ internship facilitates awareness of the criminal justice working world and helps students with their career planning and development.

Students are eligible to engage in internships once they have completed 60 hours of college credit, typically during their junior or senior year. CJ majors are required to complete one 3-credit internship course for graduation; however, additional internships can be completed to help students refine their post-graduation goals.

To create a range of experiences, students may choose to take two internship courses concurrently in one semester. In these cases, the internships must be completed at two different internship sites. Students also may take internships across several semesters. For example, a student interested in a career in probation may choose to take an internship with a probation department concurrently with an internship with a non-profit organization that serves probationers to simulate a more full-time work experience and have complementary internship experiences.

On a rare occasion, students have the opportunity to complete internship credit while studying abroad. The opportunities tend to be specific to particular international programs and require that students comply with all the regulations associated with the Marist program requirements. Students interested in exploring this option should speak with their academic advisor and the CJ Internship Coordinator.

Students are expected to consider their future career and/or academic plans when selecting an internship as internships may offer networking, mentorship and additional educational prospects that can help advance a student's long-term career and/or academic success. Students are encouraged to complete more than the required 3 credits of internship in order to gain experience in the field and to

clarify vocational/educational interests and goals.

Prerequisites and Limits:

- Students must have completed 60 credits prior to registering for a CJ Internship course.
- Students must attend a CJ Internship Orientation Meeting.
- Students must sign a CJ Internship Code of Ethics and must agree to act within the bounds of professionalism.

Internships may be completed during the fall, spring or summer semesters, but not during the winter break. Students only are allowed to intern for college credit when they are registered for the internship course, and all internship hours must be completed within the prescribed dates of the semester.

Students are to develop their specific internship work schedule with their internship Site Supervisor, which means that some students may report to their internship sites once a week for more hours each day, while others may report multiple days in a week for less hours each day. Both the Site Supervisor and the student are responsible for maintaining record of the student's completed hours.

Students are to view their internship as though it is actual employment. They are to maintain professional conduct and demeanor at all times. Students are to learn and to follow the policies, procedures and rules of their internship site. Students are expected to report to their internship site dressed appropriately for a work environment and should adjust their dress in accordance with the policies and regulations that exist at their internship site.

Transfer Policy:

Per the Academy of Criminal Justice Sciences guidelines, no student may transfer an internship to Marist College from a 2-year school. Life experience, prior Police Academy participation, employment, volunteer service, etc. may not be transferred or counted for credit.

Dual Criminal Justice and Psychology Majors:

Dual Criminal Justice and Psychology majors are not permitted to have one internship count towards both majors. Although there are some internship sites that might be considered appropriate for credit in either the criminal justice or psychology departments, these departments have distinct requirements for their internship placements such that the student must register for either CJ or Psychology credit, and follow the guidelines for the assigned department. Dual Criminal Justice and Psychology majors are required to complete 3 credits of internship in each Criminal Justice AND Psychology.

Accommodations and Accessibility:

Students with disabilities, who need accommodations in this course, must contact the Office of Special Services and speak to the CJ Internship Coordinator prior to registration. All needed accommodations will be provided with appropriate documentation.

Grading:

CJ Internships are graded as Pass/Fail. Students must complete all of the following course requirements by the specified deadlines to receive a passing grade.

Complete and return to the CJ Internship Coordinator the following forms through Brightspace:

- Internship Agreement and Code of Ethics
- Student Evaluation
- Site Supervisor Evaluation

Complete the following assignments and submit them to the CJ Internship Coordinator through Brightspace:

- Weekly Internship Journals
- Theory/Concept Application

Additional Notes:

Students may begin their internship no earlier than the first day of the semester's classes. The internship must be completed before the last day of the semester's exam period. Internship hours must be spread evenly across the semester; a student cannot concentrate hours (work overtime, etc) for a shorter period without approval from the Internship Coordinator. Requests must be submitted in writing.

Who's Who in the Criminal Justice (CJ) Internship Program

CJ Internship Program Coordinator:

This is the Marist faculty member who administers the CJ Internship Program. Major responsibilities of the Coordinator include: providing information and orientation meetings to students, updating the internship manual and list of internship sites, approving new internship sites, working with students to help them secure the most promising internship site to meet their post-graduation goals, approving all study abroad or special internships, collecting all required paperwork and course requirements, reviewing journals, theory/concept applications and final papers and submitting final grades. Currently, the CJ Internship Coordinator is:

Janine Buxton, LMHC
51 Fulton
845-575-3000, X7696
janine.buxton@marist.edu

The Site Contact Person:

This is the individual listed on the CJ Internship Database who serves as the point person for internship applications at that site. An agency may receive internship requests from many students, not only from Marist, but also from students at other area colleges- students are to reach out to the designated site contact person to inquire about internship opportunities.

The Site Supervisor:

This is the professional at the internship site who is responsible for the orientation, training, education, and close day-to-day supervision of the intern. This is the individual who will be responsible for completing the student's evaluation. Oftentimes, the site contact person and the site supervisor is the same person, but not always.

Criminal Justice Department Chair:

The Internship Coordinator reports to the chair of the CJ department regarding the administering of the program. Currently, the Chair is:

Dr. Frank Merenda
Frank.merenda@marist.edu

Preparation Deadlines

The time to set up an Internship Placement is the SEMESTER BEFORE you go out into the field.

Students must have attended the orientation meeting, arranged for an internship placement, submitted the [Code of Ethics and Professional Behavior Form](#), and the signed/approved [Internship Contract](#) to the Internship Coordinator via Brightspace according to the following deadlines:

For Fall Semester Internship, the forms must be completed by **July 1** of the previous Summer Semester.

For Spring Semester Internship, the forms must be completed by **December 1st** of the previous Fall Semester.

For the 12-week Summer Semester Internship, the forms must be completed by **April 25th** of the previous Spring Semester.

Requesting an Extension of a Deadline: A request must be submitted **in writing** to the Internship Coordinator for an extension of a deadline. The proposal/request must be accompanied by a substantive explanation/rationale. (Procrastination is not an acceptable reason.)

NOTE: The following special proposals/requests must be submitted in writing (along with a rationale) to the Internship Coordinator at least ONE MONTH prior to the respective deadline dates specified above:

1. Proposing a NEW internship site.
2. Requesting exceptions to any of the internship policies in this manual.

The Internship Coordinator for the undergraduate Criminal Justice majors is:

Janine Buxton, M.S., L.M.H.C.
Marist College
51 Fulton
Poughkeepsie, NY 12601-1387
phone: (845) 575-3000, x7696
email: Janine.buxton@marist.edu

Registration:

To take a CJ Internship for credit a student must register for a CJ Internship course as they do any other course. CJ Internship courses are 3-credit courses, which meet the degree requirements for the Criminal Justice major at Marist. A student's first 3-credit internship is CJRU 496; their second is CJRU 497; third is CRJU 498 and fourth is CJRU 499. **It is the student's responsibility to check their Degree Works to ensure they have been properly registered for all requested internship courses.**

To take a CJ Internship for credit over a summer semester a student must register for a CJ Internship course as they do any other course and pay the tuition for the credits at the Registrar's office.
an internship.

Applying to Internship Placements

To view the internship site list visit the Criminal Justice website:

<https://www.marist.edu/social-behavioral-sciences/criminal-justice/internship/sites>

1. Clarify the characteristics of your ideal experience, such as the type of:

- setting – law enforcement (local, state, federal), courts, community, law office, corrections, corporation loss prevention, non-profit, etc.
- population – adults, juveniles, domestic violence survivors, incarcerated individuals, formerly incarcerated, community members, court-involved individuals, canines, etc.
- responsibilities - work with people, legal work, teaching/coaching, research/data analysis, investigations, counseling/case management, etc.

You may want to confer with your Academic Advisor and/or the CJ Internship Coordinator if you are not sure about the characteristics of your choice internship experience.

2. Prepare to make contact: create lists of questions to ask over the phone, update your resume, etc.

Prepare to identify yourself and give the following information:

- Indicate that you are a Marist College Criminal Justice major.
- Tell them what “year” you are: junior or senior and what semester you hope to do your internship.
- Share with them why you are interested in their internship site.
- Inform them of your transportation capabilities.
- Inform them of the internship schedule you are interested in: days of the week/hours you are available.
- Give them your contact information.
- Send them your resume.
- Send them a cover letter with your resume, if requested.

3. Make contact:

- Call or email, offer a resume (and cover letter if you are emailing), and schedule an interview. The preferred means of contacting sites is via phone unless instructions indicate that an email is preferred. If you leave a message, be clear on how and when you are available for them to try to reach you.

- When scheduling an interview, give yourself enough time not to be late. You may encounter traffic or difficulty parking, so make sure to give yourself ample time to allow for these possibilities and still be on time.

- Dress professionally for your interview.
- Even if you have already submitted your resume, bring a copy of your resume with you to your interview.
- Bring your Driver's license or picture ID with you as you may need this for entrance to the office or for filling out paperwork.
- Bring a pen and paper to take notes.
- If they have requested that you bring a completed application, make a copy of the application to keep for your own records before you bring it to the interview or submit it.
- Give forethought to all the details to ask about. You should be clear in knowing what your own needs and expectations are and those of the internship sites.
- Get a description of internship activities and responsibilities.
- Discuss scheduling of internship workdays and hours.
- Verify how they would like to be contacted and any follow up instructions.

4. Accept, reject, or hold offers of internship positions:

- Send a thank you note or email after any interview, whether the interview was in person or via phone.
- Contact the internship site to inform them of your decision to either accept or reject an offer of a position in a timely manner.
- If you accepted the position at the interview, send a thank you note or email confirming your decision and when you will be reporting for work.
- In some cases, you might receive an internship offer, but you need time to think it over or time to see if another site will make an offer. In these cases, you should clearly state that you are requesting to hold the offer for a specific amount of time (do not make it longer than a week), and then respond with an acceptance or rejection.

5. Applications and background checks:

- Many criminal justice internship sites will require lengthy applications and/or background checks.
- Complete all application and background check paperwork thoroughly and honestly. Any dishonest answers may not just eliminate you from consideration for this internship, but may have long-term negative consequences for future employment.
- If you are required to provide a TB test, you can get this completed at Student Health Services.
- When providing the names of those individuals you will use as references make sure you have pre-arranged with the individuals that you are providing their contact information for references, that you have the best contact information for them to share and that they will provide you a reference in a timely manner. Provide accurate and complete reference check information and follow-up with your references to let them know to expect the reference check request.
- When submitting completed applications or background checks keep a copy of all paperwork for your records.
- When submitting completed paperwork ask when you can expect to hear a final decision about whether you are accepted as an intern. Ask if they will contact you or if you should get back in touch with them.
- If you have not heard a final decision from your internship by the time they said you would hear, you may call or email them to see if they need any additional information and confirm that you are still interested in the internship.

6. If rejected from an internship site:

- Always be gracious if an internship site informs you that they will not be able to provide an internship opportunity for you.
- Ask if they could share with you the reasons for your rejection and anything you could do to improve your prospects for securing an internship with them or others in the future.
- If the internship site tells you that you may re-apply to them at a later time make sure to get all of the details so that you can follow their instructions properly.

Internship Sites and Supervisors

What is Expected of Marist

It is important that all parties involved understand what is expected of Marist College in the Criminal Justice Internship process.. The appropriate Psychology Department faculty members (e.g., the Department Chair, the Internship Coordinator, the Faculty Advisor, etc.) will:

- Confirm the eligibility of students proposing to go on an internship.
- Make decisions regarding students' requests for exceptions to standard internship policies/procedures.
- Determine the suitability of internship sites as placement for the students.
- Determine reasonable limits regarding the number of students who are allowed to do an internship at a particular site.
- Provide academic advising to assist in the clarification of career planning.
- Assign a grade of "Pass" or "No Credit" for the fieldwork experience.
- Provide [Certificate of Insurance Liability](#) forms when necessary

What is Expected of Internship Sites and Supervisors

The internship site and supervisor are expected to:

1. Provide an internship site supervisor who...

- Possesses appropriate levels of education/training given the level of the responsibilities given to students.
- Is committed to the growth and development of students.
- Has time to supervise interns and is frequently available to the intern.

2. Provide meaningful work and...

- Provide an overview of job, work assignments, time frame, and application procedures.
- Explore what activities and experiences the intern is interested in pursuing.
- Provide appropriate training to students so that they can perform their duties effectively.
- Provide appropriate office space and resources so that the interns can perform their jobs successfully.
- Refrain from having students drive either their own or agency vehicles to transport the agency's personnel, clientele, patients, consumers, etc.
- Refrain from having students perform restraints on persons served by an agency, unless the student has agreed to perform these duties and has been appropriately trained by the agency.

3. Select interns through a responsible and fair process and...

- Review resumes and interview intern candidates as needed.
- Have a policy not to discriminate against qualified applicants and employees on the basis of race, color, religion, sexual orientation, gender, national origin, age, disability, status as a Vietnam-era veteran, or special disabled veteran.
- Approve and sign off on the internship contract.

- Provide interns with information regarding work attire, and agree on days and times they will be on site.
- Inform students of required medical treatment/immunizations and cover the costs of such treatments whenever possible.

4. Supervise the intern and...

- Introduce interns to staff members.
- Provide an orientation to interns.
- Provide any training for the skills required to fulfill the role.
- Meet with interns at weekly supervision sessions to provide feedback.
- Monitor and discuss the intern's emotional and developmental responses to the work they are doing.
- Keep in touch with the Internship Coordinator as needed.

5. Give and Receive Evaluations...

- Communicate with the Internship Coordinator as needed to share information about the intern's progress.
- Conduct an end-of-experience evaluation of the intern. This evaluation must be completed and sent to the Internship Coordinator in a timely fashion, and is an important source of information for determination of the "Pass/No Credit" grade assigned by the Internship Coordinator/Faculty Supervisor.

CHECKLIST: DID YOU...

- Verify that you have completed 60 credits prior to registering for a CJ Internship course?
- Read thoroughly the *CJ Internship Manual*?
- Attend a CJ Internship Information Session?
- Update your resume?
- Look over the CJ Internship Database and select several ideal internship sites?
- Consult with your Academic Advisor or the CJ Internship Coordinator if you need additional guidance in selecting sites?
- Apply to internship sites that are aligned with your interests and career pursuits?
- Inform any internship site you are applying to of any courses scheduled, vacations, or other time constraints during the internship semester, so they know ahead of time of possible scheduling issues?
- Accept an offer from one site and decline offers from other sites so they can offer the internship position to another student?
- Register for a CJ Internship course?
- Attend a CJ Internship Orientation Session?
- Confirm with your Site Supervisor the date and time to report on your first day? Confirm appropriate dress, where to park and if you should bring lunch?
- Make a plan to leave your phone in your car or somewhere will you not be inclined to use it during your internship work hours?
 - Make a plan to take notes to record in your journal?
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 - Get all of your paperwork in order to be able to bring to your Site Supervisor on the first day of your internship? Make arrangements to arrive on time and prepared to have fun and learn a lot?