

Department of Criminology, Law, and Justice (MC 141)
4022 Behavioral Sciences Building
1007 West Harrison Street
Chicago, Illinois 60607

INTERNSHIP PROGRAM

The overall purpose of a CLJ internship is to provide students with experiential background that will better inform a decision to pursue a career in criminal justice or related field. An internship can be a source of insight into the fit between a student and a particular career track; learning about the field by actually doing some of the tasks it routinely requires of professionals can give students a better feel for a profession or occupation than will merely reading about it. Internships provide students with the opportunity to relate lessons learned in the classroom to actual, real-world situations, and in that sense an internship serves the mission of the university: to better teach students about the world that they will soon be entering as educated citizens. Finally, internships can result in a student's developing contacts among, and receiving mentoring and career advice from, professionals who are actually working in the field that is of interest to the student.

Host organizations have benefitted from the skills and different viewpoints contributed by internship participants. Consequently, a student centered approach to the criminal justice course, (CLJ 395), embodies the following four benefits of participation:

- 1) students have an opportunity to determine the survival value of their ideas in a practical setting and to see how they want to pursue a career in criminal justice;
- 2) agencies have an opportunity to utilize assistance and to receive input from outside their scope of operation;
- 3) the university has an opportunity to see how well students can apply their academically learned concepts; and,
- 4) overall, ties are strengthened among UIC, criminal justice agencies, and the greater Chicago community

The ability to initiate and manage social change is also required, since many of the cooperative relationships and services desired are new and challenge old patterns of operation, power, and attitudes. The objectives of a curriculum internship placement in the justice system should include: (1) imparting of knowledge base for direct practice with clients and for the planning, administration, and management of public safety services and social services to clients; (2) the development of skills for working in the criminal justice system through the use of internships; (3) the provision of interdisciplinary study and opportunities for working with a range of criminal justice professional and agencies; and, an orientation toward public policy, program development, and evaluation needs of the justice system.

Credit for internships offered as part of our Criminology, Law, and Justice curriculum is based on what is learned during the internship (academic relevance), not merely the number of clock hours spent in the work situation. Student(s) have the responsibility of demonstrating that criminal justice-related learning from the internship has taken place; faculty advisors in the department verify that the credits earned merit an academic rating and provide grades based on this standard. Participating agencies may be called on to provide brief evaluations at the culmination of individual internships to assist in this goal.

Internship programs should be continued as legitimate additions to criminal justice academic endeavors and preparation for future criminal justice professionals. Insight gained during exposure to criminal justice organizations has permitted interns to test concepts and techniques learned in the classroom. Criminal justice agencies and the greater community will continue to benefit not only from strengthened ties with the university but also through the preparation of more practically-trained graduates who will become leaders in all aspects of the criminal justice field.

For further information, please contact:

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**WAIVER AND RELEASE
CRIMINOLOGY, LAW, AND JUSTICE PROGRAM
UNIVERSITY OF ILLINOIS AT CHICAGO**

WHEREAS, the Criminology, Law, and Justice Program of University of Illinois at Chicago has entered into agreements with various criminal justice agencies by which such agencies have agreed to accept certain qualified students in the Criminology, Law, and Justice Program as interns with such agencies for the purpose of furthering the education of such students, and WHEREAS, I have been accepted by

_____ (name of agency accepting intern)

as such an intern, and whereas, the internship program will include observing the function of the agencies, and participating in other agency activities, as directed.

NOW THEREFORE, I hereby, in consideration of my acceptance as such an intern by the above named agency and the efforts of UIC in securing such placement, do release and waive any and all claims or demands of whatsoever nature which I now have or may in the future acquire against said UIC and _____

_____ (name of agency accepting intern)
together with the officers, agents, servants and employees of UIC and the _____ resulting from my service as such intern.
_____ (name of agency accepting intern)

I further covenant and agree, in consideration of my placement and acceptance as such intern to indemnify and hold harmless said University and accepting agency and their employees from any liability which may be incurred by them or either of them, proximately resulting from any acts by me during such internship, realizing that I have the right to reject experiences that are beyond my level of experience. I further represent that I have a full understanding of all risks involved and agree that this waiver and release shall be binding upon my heirs, executors, administrators, and assignors.

_____ (please print name)

_____ (signature)

_____ (date)

NOTE: Students should return this completed form to a Social Science Advisor, 8th floor of UH

**CRIMINOLOGY, LAW, AND JUSTICE INTERNSHIP PROGRAMS
UNIVERSITY OF ILLINOIS AT CHICAGO**

Memorandum of Agreement between UIC student and Agency

Date _____

Student Information

Name _____ Telephone _____
Address _____ UIN # _____
_____ E-mail _____

Agency Information

Name _____ Supervisor _____
Address _____ Telephone _____
_____ E-mail _____

Agreement

_____ has agreed to work from _____ to _____ for
(student's name)

(starting date) (ending date)

_____ hours a week performing the following agreed upon tasks as part of the field learning experience:

TRAINING AND ORIENTATION

SPECIAL AGENCY REQUIREMENTS (IF APPLICABLE)

NOTE: In the event of illness or emergency the student will contact the agency supervisor. The student will be responsible to fulfill requirement and commitments to agency as described above.

Signed: _____ (Agency Supervisor)
_____ (Student)

NOTE: Students should return this completed form to a Social Science Advisor, 8th floor of UH

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Faculty Memorandum

TO: Criminology, Law and Justice Faculty
FROM: Criminology, Law and Justice Internship Program
RE: Faculty Sponsorship for Internships

The below listed student has met academic qualifications for internship placement and is seeking a faculty sponsor. In serving as a faculty sponsor, you are responsible for developing and guiding the internship field assignment. We ask you to consider this as an opportunity for creativity, innovation, and field study (case study) exposure to criminal justice agency operations. As a faculty supervisor, you will find that this is also a means to enhance your knowledge of current agency practice and concerns. Returning Criminology, Law and Justice interns bring a level of added maturity to classroom and to later work responsibilities. We greatly appreciate your participation and contribution to the CLJ Internship Program.

NAME OF STUDENT: _____

UIN: _____

E-MAIL: _____

Internship Placement Information:

Agency/ Organization: _____

Intern Specialty Interests: _____

Field Internship Approval:

CJ Internship Program Staff

Signature

Date

CJ Faculty Sponsor

Signature

Date

Term: Fall Spring Summer

Registration # _____

INTERN EVALUATION—MID-TERM

UNIVERSITY OF ILLINOIS AT CHICAGO

DEPARTMENT OF CRIMINOLOGY, LAW, & JUSTICE

NOTE: To be completed and signed only by the person(s) supervising the intern. Form should be completed by November 1. If you have questions, please call 312-996-9871 or email cljadvising@gmail.com. Please share this evaluation with the intern.

Student's Name: _____

Organization/Agency: _____

Field Supervisor: _____ Faculty Advisor: _____

Objectives of intern's assignment(s):

NOTE: Students should return the completed form to their Faculty Internship Advisor

Please evaluate the intern on your above stated objectives:

STUDENT PERFORMANCE LEVEL	A	B	C	D	E
Cooperation —Working with and relating to associates and supervisors					
Judgment —Ability to evaluate situations and make decisions					
Initiative —General resourcefulness and imagination					
Dependability —Attendance, punctuality, productivity					
Knowledge of job —Understanding of his/her duties					
Reaction to criticism —Student’s ability to react to and learn from criticism					
Growth —General growth and progress					
Overall rating					

Would you be interested in having students from UIC placed in your organization next semester? _____ Yes _____ No
(If no, please explain below)

ADDITIONAL COMMENTS:

Supervisor’s signature _____ Date _____

Student’s signature _____ Date _____

NOTE: Students should return the completed form to their Faculty Internship Advisor

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INTERN EVALUATION FORM – FINAL

Note: To be completed only by the person(s) supervising the intern. Please share this evaluation with the intern.

Student’s Name: _____

Organization / Agency: _____

Field Supervisor: _____

Faculty Advisor: _____

Objectives of intern’s assignment(s): _____

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INTERN EVALUATION FORM – FINAL

Please evaluate the intern on your stated objectives. Place an X in the most appropriate box.

	A Excellent	B Good	C Average	D Barely met objectives	F Failed to meet objectives
Cooperation – working with and relating to associates and supervisors					
Judgment – ability to evaluate situations and make decisions					
Initiative – general resourcefulness and imagination					
Dependability – attendance, punctuality, and productivity					
Knowledge of the job – understanding of his/her duties					
Reaction to criticism – student’s ability to react to and learn from criticism					
Growth – general growth and progress					
Overall rating					

Would you be interested in having students from UIC placed in your organization next semester? ___ Yes ___ No

*Suggested Overall Grade: _____

Any additional comments: _____

I certify that the above named intern successfully completed a minimum of 180 hours of field experience in this agency.

Supervisor’s signature: _____ Date: _____

Student’s signature: _____ Date: _____

***Suggested grade from the agency supervisor does not guarantee final grade in the course. The Intern must also meet with academic requirements from their faculty sponsor.**