

**University of North Carolina Charlotte**  
**Department of Criminal Justice & Criminology**  
[Internship Overview](#)

**Goals & Objectives**

The Criminal Justice & Criminology (CJ&C) [Internship Program](#) provides structured and supervised opportunities for practical experience in a criminal justice agency setting that complements students' academic and professional goals. The objectives are:

- to provide work experience in a discipline of interest;
- to integrate academic knowledge into practice in a professional setting; and
- to develop interpersonal skills related to the responsibilities of positions in the field of interest within the criminal justice system.

**Internship Structure**

**Criteria for Internship Sponsors/Sites**

The internship sponsor/site must be able to:

- provide practical experience in one or more of core disciplines of criminal justice and criminology (law enforcement and private security; social and victim services; courts & legal; sentencing & corrections; juvenile justice & juvenile services; and/or research);
- coordinate entry-level activities that are comparable to undergraduate students' knowledge, skills and abilities;
- offer opportunities for undergraduate students to interact with staff members and agency clients, if applicable; and
- organize work times and provide work space for student educational activities.

**Responsibilities of the Agency Advisor**

The Agency Advisor serves as a professional mentor for the student in the internship placement. As such, the Agency Advisor helps students to apply the knowledge and skills they learned in classes to actual work experiences in professional practice. The Agency Advisor has the following responsibilities:

- to oversee the student's learning during the internship experience at least 50% of the time;
- to serve as a role model for the student and to advise the student routinely (preferably weekly for at least one hour);
- provide the intern with adequate information and instruction on safe, effective functioning in the workplace;
- abide by state and federal laws applicable to the employment setting;
- make the final selection of internship students in accordance with the Americans with Disabilities Act and Equal Employment Opportunity statutes;
- to consult periodically with the [CJ&C Internship Coordinator](#) on the student's progress;
- to periodically meet with the student face-to-face to provide feedback; and
- to complete and submit a mid-term and final student evaluation report no later than the last week of the internship experience.

### **Responsibilities of the CJ&C Internship Coordinator**

The CJ&C Internship Coordinator serves as the liaison between the student, the Agency Advisor, and the UNCC CJ&C program, as well as the contact person for all information or questions about CJ&C internships.

The coordinator oversees the relevant internship course, CJ Practicum CJUS 3400.

### **Responsibilities of the Student**

Students are required to:

- complete and submit applications and other necessary documentation (e.g., background check, drug screening, etc.);
- complete 120 hours of actual work experience for 3 credit hours (or 240 hours of actual work experience for 6 credit hours); which equates to approximately 20 or 40 hours/week at the designated agency that can offer students practical experiences in any of the core disciplines of criminal justice;
- attend all scheduled seminar classes to discuss predetermined topics related to working in criminal justice settings (including understanding internship experiences, knowing your agency, learning from experiences, dealing with diversity in the workplace, trouble-shooting and making mistakes, and evaluation of your internship experience);
- develop a research project that may include collecting original agency data, coding existing agency data, creating and disseminating a survey, or some other original data driven project, and;
- deliver a research presentation on the internship experience to the class and to the agency supervisor and others, as appropriate.

### **Any questions?**

Additional information is available at <http://criminaljustice.uncc.edu/opportunities-students/internship-programs>

You can also contact, Dr. Jen Hartman, Criminal Justice & Criminology Internship Coordinator at 704-687-0748 or [jhartman@uncc.edu](mailto:jhartman@uncc.edu)