

University of North Carolina Charlotte Department of Criminal Justice and Criminology Internship Overview

Goals & Objectives

The Masters of Science and Bachelor of Arts in Criminal Justice and Criminology (CJ&C) Internship Program is designed to provide 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 environment.
- To develop interpersonal skills related to the responsibilities of positions in the field of interest.

Internship Structure

Criteria for Internship Sites

The internship 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 and legal; sentencing & corrections; juvenile justice & juvenile services; and research), data analytics;
- coordinate entry-level activities that are comparable to graduate and undergraduate students' knowledge and skills;
- offer opportunities for students to interact with staff members and agency clients, if applicable; and
- organize time and space for student education and professional development.

Responsibilities of the Agency Contact/ Advisor

The Agency contact serves as a professional mentor for the student in the internship placement. As such, the Agency contact/ advisor helps students to apply the knowledge and skills they learned in classes to actual work experience 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 one hour;
- Provide the intern with adequate information and instruction of safe, effective functioning in the workplace;
- Abide by state and federal laws applicable to employment;

- Make the final selection of internships 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; and
- To complete a student evaluation at the midterm and no later than the last week of the internship experience for fall and spring placements. For summer placements, only 1 evaluation is requested.

Responsibilities of the CJ&C Internship Coordinator

The CJ&C Internship Coordinator serves as the liaison between the student, Agency Advisor, and UNCC CJ&C program, as well as the contact person for all information or questions about CJ&C internships. The coordinator will oversee the relevant internship course, CJ Practicum CJUS 3400/ 6400.

Responsibilities of the Student

Students are required to:

- Complete all applications and other necessary documentation (e.g., background check, drug screening, etc. as required);
- Complete 120 hours of actual work experience for 3 credit hours (or 240 of actual work experience for 6 credit hours); which equates to approximately 20 hours/week at designated agency (or 40 hours at the agency) that can offer students practical experiences in any of the core disciplines of criminal justice;
- Attend scheduled seminar course, to discuss predetermined topics related to working in criminal justice settings (including *understanding internship experiences, knowing your agency, learning from experience, dealing with diversity in the workplace, developing ethical competences, managing your emotions and dealing with stress, trouble-shooting and making mistakes, and evaluation of your internship experience*) and any issues that arise for students at their internship sites;
- Complete a mid-semester and final evaluation of the internship; and
- Create and analyze agency data to address a concern the agency may have, or the interns identifies.

Any questions

Thank you so much for supporting our internship program, you and your agency are making profound impact changes in the life's students. Feel free to contact, Dr. Jennifer Hartman, the Criminal Justice & Criminology Internship Coordinator with any questions or concerns: cj-internship@charlotte.edu or jhartman@charlotte.edu.