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OVERVIEW

This manual is to be utilized by Student Interns, Site Supervisors, and the Criminal Justice and Forensic Sciences Internship Supervisor. It summarizes the internship requirements and procedures as derived by the Criminal Justice and Consumer Sciences Department in regards to the expectations during the course of the internship. Directions for students and appropriate forms are also included. This manual summarizes the general expectations of the entities involved and serves as a guide to ensure that internship expectations are met.

Internships provide students with an opportunity to integrate academic studies with the daily operations within a Criminal Justice or Forensic Science setting¹. During an internship, students are similar to employees of the agency. They are assigned duties by a site supervisor and are expected to relate to that site supervisor as any employee would. Interns are not actual employees; however, site supervisors do expect some return on their investment in students and do assign work that is beneficial to the agency.

The primary purpose of the internship is to experience the internal workings of an agency in as many capacities as possible. To facilitate this goal, the site supervisor will attempt to rotate the intern into as many capacities as possible within the agency. Interns usually begin with duties assisting line staff. Later, the intern may assist a department head and perhaps sit in on some meetings with other department heads and agency directors. After learning how the agency functions and contributing to the functioning of the agency, the intern may be assigned to a professional on the front line. The intent is to expose the intern to as much of the agency's operation as is reasonable while assisting the agency in the work it performs. The description utilized is oriented towards a traditional facility such as a police department or a correctional facility. Nevertheless, the description applies across all types of agencies to the extent that an internship should include broad exposure to an agency in various capacities.

At the conclusion of the internship, the intern should have gained a considerable amount of knowledge regarding the workings of several aspects of the Criminal Justice and/or Forensic Science field. Internships also provide students with the opportunity to develop professional contacts that can later provide letters of recommendation and at times introductions to potential employers. Internships provide excellent and unique networking opportunities that are not granted to all students.

After completing an internship, students are in an excellent position to evaluate their interest, dedication, and desire to pursue additional activities in the field. The Criminal Justice and Forensic Sciences Internship Supervisor assists interns in several areas. Evaluative information concerning the student's progress on the internship is obtained by the Criminal Justice and Forensic Sciences Internship Supervisor and is integrated and synthesized with the student's performance.

While students receive a credit/no credit (CR/NC) grade for the internship, they also receive professional feedback during the internship, an interim evaluation, and a final evaluation at the end of the semester that will provide direction for further professional development.

The primary objectives of the internship are to:

- Provide an opportunity to integrate theory and practice
- Observe the functioning and interrelationships of various units of the Criminal Justice/Forensic Science field
- Observe and learn skills utilized by the agency staff when interviewing, writing reports, problem solving, decision making, and interacting with non-agency individuals
- Provide networking opportunities, as well as building professional communication with employers
- Observe and reflect on the administration of the agency
- Benefit the student and the agency by providing a learning experience for the student and appropriate assistance for the agency

Student interns may register for three to twelve university credit hours. Forensic Science majors must complete a minimum of six hours. Each semester hour requires approximately forty-five on-site hours as denoted in table 1.0. Students should be flexible and willing to spend extra hours at the agency as needed.

¹ An "agency" is any public or private correctional facility, law enforcement department, court system or any related office such as, but not limited to, practicing attorneys. Any facility that works with offenders is a potential intern site. The facility need not be primarily designated as a Criminal Justice or Forensic Science facility. Working in a day care facility for the mentally challenged that includes a program for court referred offenders could, under the appropriate circumstances, be a placement site.

HOURLY REQUIREMENTS

Table 1.0 Credit Hours and Agency Site Hours

SEMESTER HOURS	TOTAL SITE HOURS
3	135
4	180
5	225
6	270
7	315
8	360
9	405
10	450
11	495
12	540

***EACH SEMESTER HOUR TRANSLATES TO 45 ON-SITE HOURS**

TYPES OF AGENCIES

Internships are available at the following types of sites:

Corrections	(adult and juvenile community or closed institutions)
Forensic Science	(crime labs, coroner's offices, other lab settings, and law enforcement agencies)
Law Enforcement	(local, state, and federal law enforcement agencies)
Legal Process	(prosecutor's office, law offices, and courts)
Loss Prevention	(government security or private sector companies)

Appendix A provides a partial list of potential internship sites. Other sites may be available depending upon student preferences and sites' needs. Internships can be approved at diverse locations.

APPLICATION REQUIREMENTS

Undergraduate Internships

Those who apply for internships must not have had direct agency experience in the agency type for which they are applying. Thus, a working police officer or someone who had previously been employed as a police officer (excluding military service) could apply in Corrections or in Legal Process, but would not be accepted as an intern at a police agency.

Students must have at least a junior or senior standing (60+ credit hours of University course work) and at least 15 hours of course work completed in Criminal Justice and/or Forensic Science prior to beginning the internship. Admission is by permission (a permit is required) and may be obtained in the Criminal Justice and Consumer Sciences Department office.

To be eligible to register for an internship the student must meet specific course requirements as indicated in Table 2.0. The Criminal Justice and Forensic Science Internship Supervisor and/or Criminal Justice and Forensic Science faculty may also evaluate courses taken in related disciplines prior to allowing the student to register for the internship. Table 3.0 indicates the courses to be completed by the student.

Table 2.0 Prerequisites for Emphasis Area Internships

INTERNSHIP	COURSE REQUIREMENTS
Corrections	2603 and either 3702, 3702/L or 4803
Law Enforcement	3714/L, 3715, 3719
Legal Process	3719, 3720, and either 5825 or 4890
Security/Loss Prevention	3751, 3715, and 4848
Forensic Science	Senior Standing; All required CJFS and CHEM courses

Table 3.0 Course Numbers and Titles

NO.	TITLE	NO.	TITLE
2603	Corrections	3720	Legal Research
3702	Correctional Strategies	3751	Prevention Strategies
3702/L	Correctional Strategies Lab	4803	Correctional Case Management/Treatment
3714	Forensic Science Investigation	5825	Criminal Procedures/ Constitutional Issues
3714/L	Forensic Science Invest. Lab	4848	Loss Prevention/Asset Protection Administration
3715	Criminal Justice Management Concepts	4890	Judicial Administration
3719	Criminal Law	*	See Forensic Science Curriculum Sheet for course descriptions

APPLICATION PROCEDURES

After reviewing this manual, you should follow the directions (Appendix H) in this manual and/or specific directions from the Criminal Justice and Forensic Science Internship Supervisor. Complete the Application (Appendix B), Waiver of Liability (Appendix B), and the Agency Expectations Form (Appendix C), Internship Participation Form (Appendix D). Your signature on the Waiver of Liability form (Appendix B) must be witnessed by a notary public prior to submission to the Criminal Justice and Forensic Sciences Internship Supervisor. Completion of these materials PRIOR to seeing the Criminal Justice and Forensic Sciences Internship Supervisor will prepare you to ask and answer questions relative to your internship. It is expected that the completed forms be typed and look professional in appearance. Failure to complete said documents will result in the inability to begin the internship.

To locate the internship manual visit ysu.edu, click on “Academics”, and scroll all the way down under “Colleges” and click Bitonte College of Health & Human Services. Scroll down to Departments & Programs and click the “Criminal Justice & Forensic Sciences” tab, under “Bachelor’s Degree” click Criminal Justice Major. You will then see a link to the Internship Manual.

Your completed forms should be submitted in hard copy format. It is recommended that you retain a copy of all completed forms. You must submit a photocopy of either your University I.D. or valid driver’s license. Internships are available during the Fall, Spring, and Summer semesters. All internships commence at the beginning of a semester. Students are encouraged to investigate and locate internship sites if they have a preference (all sites are subject to approval.)

The application for internship credit should be submitted at least two months prior to the anticipated starting date (some agencies require background checks that may take from six months to one year.) During the initial conference, your specific career goals and current academic progress will be discussed. The suitability of a particular placement possibility will be considered. If you have a particular agency in mind, you should be prepared to provide sufficient details about the prospective placement so that evaluation of suitability may be determined.

Your preferences for internship sites are honored to the extent possible. When the site or type of site requested is not available, the Criminal Justice and Forensic Science Internship Supervisor will attempt to identify a similar site and will discuss the site with you before proceeding with the application. A partial list of agencies that have recently participated in the internship program is contained in Appendix A. Please contact individual sites to determine whether they are accepting interns for any given semester (See Master Site List for contact information.)

Once you have submitted the appropriate materials, and have obtained verbal permission to enroll in the internship, you are expected to contact the specific agency at which you desire to be placed. If feasible, a personal interview with the potential site supervisor will be arranged. Depending on the type of site and the nature of the work performed, the site personnel may conduct a background check, including references and obtaining fingerprints, that will be submitted to the Ohio Bureau of Criminal Identification and/or FBI Criminal Abstract Services. In most instances, interns are required to interview with the prospective site prior to placement.

After you have received verbal approval from the supervising agency, you and the Site Supervisor will complete the Agency Expectations Form (Appendix C). You, the agency Site Supervisor, and the Criminal Justice and Forensic Science Internship Supervisor will sign the completed form prior to the start of the internship.

INTERNSHIP REQUIREMENTS AT THE INTERNSHIP SITE

Site Supervisors are similar to work supervisors in an employment setting. You are primarily responsible to the Site Supervisor for job assignments, clocking in and out, and for general guidance. Any concerns at the site are to be discussed with the Site Supervisor before any other action is taken. If there are concerns, the Site Supervisor will likely know the most appropriate action to be taken and will advise you accordingly. If concerns still exist, contact the Criminal Justice and Forensic Science Internship Supervisor immediately.

Site Supervisors complete evaluations of your work (Appendix E). As is demonstrated by the evaluation form, you are evaluated in many areas and acceptable evaluations are required in order to receive academic credit. You may be identified to the public as an YSU intern whenever identification is needed. Therefore, you are an example of the professional demeanor presented by the University and the profession itself. It is expected that you will dress and act in accordance with the highest standards of the profession.

REQUIREMENTS FOR COURSE CREDIT

The Criminal Justice and Forensic Science Internship Supervisor guiding the intern's effort will visit the internship site (if feasible) during the internship. These site visits are for the purpose of discussing the intern's progress with the Site Supervisor and to observe the intern at work. Site visits need not be announced to the student. The Criminal Justice and Forensic Science Internship Supervisor will evaluate your performance based on attendance, direct observation at the site, comments and evaluations received from the Site Supervisor, and an internship paper.

Grades are assigned on a Credit/No Credit basis for each intern. Acceptable completion of the evaluative components discussed above leads to a passing grade. Unacceptable performance can lead to a failing grade.

STUDENT RESPONSIBILITIES

You should contact the Criminal Justice and Forensic Science Internship Supervisor guiding the internship at least every four weeks during the course of the internship. This can be conducted by phone, email, or by an appointment. You will be required to attend an orientation session coordinated and conducted by the Criminal Justice and Forensic Science Internship Supervisor.

Each intern is required to complete a paper directly related to their internship experience. The paper is a formal paper and must be 20 pages in length. This paper will describe the learning process experienced by the intern. Specifically, it will discuss the interface between the student's firsthand observations and experiences while in the "field", along with academic material studied in the classroom. The agency may also have required reading, such as policy and procedure manuals. An Internship Paper Outline (Appendix G) can be found on Page 17. Papers may be delivered in person or sent by U.S. mail. In addition to the paper, you will be expected to complete time logs. You will also complete an interim and final evaluation of the internship (see Appendix F). The Site Supervisor completes an evaluation of your performance at the midpoint and the end of the internship (Appendix E). Specific requirements and deadlines will be discussed at the orientation session prior to the start of your internship. (Once you officially register for the internship course, you will receive notification regarding the orientation session.)

APPENDIX A

POTENTIAL INTERNSHIP SITES (PARTIAL LIST)

11th District Court of Appeals 17th District Congressional Office Adult Parole Authority Allegheny County Coroner's Office Allegheny County Sheriff's Office Ashtabula County Adult Parole Authority Ashtabula County Sheriff's Department Austintown Police Department Aware Inc. Betras, Maruca, Kopp & Harshman Boardman Police Department Canfield Police Department Cleveland Police Department Columbiana County Coroner's Office Columbiana County Court of Appeals Columbiana County Sheriff's Department Community Corrections Association, Inc. (CCA) Community Legal Aid Services, Inc. Elyria Municipal Court Elyria Police Department Eastern Ohio Corrections Center Hermitage Police Department Howland Police Department Humility of Mary Health Partners Hubbard Township Police Department Jefferson County Sheriff's Department Lake County Crime Laboratory Lawrence County Adult Probation Lawrence County Court House Lawrence County Coroner's Office Lisbon Police Department Lorain County Domestic Relations Court Lorain County Municipal Court Lorain County Police Department Lorain County Prosecutor's Office Lorain County Sheriff's Department Lorain County Urban League Mahoning County CASA, Guardian ad Litem Program Mahoning County Coroner's Office Mahoning County Court of Common Pleas Mahoning County Juvenile Justice Center Mahoning County Prosecutor's Office Mahoning County Probate Court	Mahoning County Sheriff's Department Mahoning County T.A.S.C. Mahoning Valley Law Enforcement Task Force Materials Research Laboratories, Inc. Mercer County Court of Common Pleas, Juvenile Division Mercer County Coroner's Office Mercer County DA's Office/Public Defender Mercer County Regional Correctional Facility Mill Creek Metropark Police Department Milton Township Police District N1 Labs NEOCAP New Castle Police Department Niles Police Department Northeast Ohio Corrections Center Ohio BCI Ohio State Penitentiary Omega Laboratories Inc. Poland Township Police Department Preferred Core Counseling Rodier Law Offices Rogers Group Center Sharon Police Department Stark County Crime Lab Stark County Sheriff's Department Struthers Municipal Court Summit County Medical Examiner's Office The Solace Center Toxicology Enterprise, Inc. Trumbull County Adult Probation Department Trumbull County Educational Service Center Trumbull County Prosecutor's Office U.S. Pretrial Services and Probation Office Union Township Police Department U.S. Marshals Service Warren Municipal Court Warren Township Police Department Whalen/Duffrin LLC. Youngstown Police Department Youngstown State University Police Department Youth Development Center (YDC) YSU Biological Sciences Department YSU Chemistry Department
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APPENDIX B

CRIMINAL JUSTICE/FORENSIC SCIENCE INTERNSHIP APPLICATION

Criminal Justice and Consumer Sciences Department - Youngstown State University

Please type all information and sign where indicated.

Semester Interning: _____ Date _____

How many semester hours of credit (3-12) are you applying for? _____

PERSONAL INFORMATION:

Name _____

Social Security No _____

Address _____

Telephone _____

Date of Birth _____ Age today _____

Gender _____

List last 3 most recent jobs, beginning with most recent:

<u>From</u>	<u>To</u>	<u>Job title</u>	<u>Employer's Name, Address & Phone No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you have a prior juvenile record? No Yes **If yes, please explain below:**

Do you have a prior adult record? No Yes **If yes, please explain below:**

Are you currently under indictment or investigation for a felony or major misdemeanor?
If yes, please explain below:

Do you suffer from any disorder or disability that would impair your ability to perform the activities of a professional person who works at the agency to which you have applied?
If yes, please explain below:

List three personal references (excluding relatives, and prior employers):

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

ACADEMIC INFORMATION:

Total Semester hours completed _____ Cumulative GPA (end of last semester) _____

Expected graduation date _____

Type of Internship for which you are applying _____

Preferred agency (give name or type) _____

Other information which describes your preferences:

Do you expect to take any other courses during the internship? _____ Yes _____ No

The maximum number of semester hours, including the internship, should not exceed 18 hrs.

I understand there is no obligation on the part of any agency or internship site to accept a student for an internship, nor to maintain the student on the internship. I further understand that the Criminal Justice and Forensic Science Internship Supervisor, the Site Supervisor of the internship, or the Chairperson of the Criminal Justice and Consumer Sciences Department may at any time, for any reason, terminate a student's internship if it is not in the interest of the Department, the Agency, or the University to continue the relationship between the intern and the internship site.

I declare that all information provided in this application is accurate and truthful to the best of my knowledge.

Student's Signature _____ **Date** _____

WAIVER OF LIABILITY

I, _____, the undersigned, a student enrolled at Youngstown State University, in consideration of certain opportunities given to me in completing the Criminal Justice and Forensic Sciences Internship (CJFS 4807, CJFS 3799, CJFS 6955 or CJFS 6995), do hereby release Youngstown State University, its employees, the State of Ohio, and its

representatives and employees, and any private entity or governmental agency, federal, state, or local, to which I am assigned as an intern in said Criminal Justice and Forensic Science Course from any and every liability of whatever nature for any and every injury, physical and/ or mental, that I may suffer while pursuing my studies as an enrolled student, on or off campus.

(Please Print)

Student's Name _____ Soc. Sec. No. _____

Student's Address:

Phone _____

Notify in case of emergency:

_____ Phone _____

Student's Signature _____ **Date** _____

TO BE COMPLETED BY A NOTARY PUBLIC:

BEFORE ME, a notary public in and for the county of _____, State of Ohio, personally appeared _____, who is personally known to me to be the person who subscribed this waiver, and who acknowledged that they did sign same and that the execution there of is their free act and deed.

(seal) IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at:

_____, _____
(City) (State)

the _____ day of _____, 20_____

(Signature of Notary)

AGENCY EXPECTATIONS

Please print or type all information.

Student's name _____ Soc. Sec. No. _____

Semester of placement: _____ Fall _____ Spring _____ Summer (I / II) **Circle One** Year _____

Agency Address _____

On-Site Supervisor--Name and Title: _____
_____ Telephone _____

This section should be completed with the Site Supervisor.

List below the specific goals and duties to be performed and/or observed during the internship period as agreed upon by you and your Site Supervisor. Duties that are intended to be agency-related need to have a goal associated with them:

Goal	Duties
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

List of required reading by the Agency:

Author	Title	Source
1. _____	_____	_____
2. _____	_____	_____

Appendix C-1
The following schedule has been agreed upon:

<u>Day</u>	<u>Hours</u>		<u>Total Hours</u>
<u>Monday</u>	From _____	To _____	_____
<u>Tuesday</u>	From _____	To _____	_____
<u>Wednesday</u>	From _____	To _____	_____
<u>Thursday</u>	From _____	To _____	_____
<u>Friday</u>	From _____	To _____	_____
<u>Saturday</u>	From _____	To _____	_____
<u>Sunday</u>	From _____	To _____	_____
Weekly Total _____			

Beginning date of internship _____

Ending date of internship _____

Student: Please read the following statement and sign your name below:

I have read the Criminal Justice and Forensic Sciences Internship Manual and am fully aware of, and agree to meet all of the requirements for the course as outlined in this manual and internship description.

Student's Signature

Date

Site Supervisor's Signature

Date

Site Supervisor's Name and Title (printed)

Date

Criminal Justice and Forensic Science Internship Supervisor's Signature

Date

- **This completed form must be submitted before the start date of your internship.**
- **Submission of this form is your responsibility.**

Clinical / Internship Experience Participation Form

Print Name: _____

Signature: _____

Banner ID: Y00_____

RESPOND "YES" or "NO" to items 1-4 on the lines provided:

1. I voluntarily wish to report to my clinical/internship site. I assume all risks related to the COVID virus, and hereby waive and release Youngstown State University, its employees, trustees, officers and agents from and against all claims, liability, causes of action, costs and expenses of any nature whatsoever, whether known or unknown, for any injury, loss, or damage due to contracting the COVID-19 virus.

NOTE: If you answered "No", then please stop and return this form. YSU Faculty will continue to work with you to complete your requirements for graduation.

2. I do not need Personal Protective Equipment (PPE) (It will be provided by the clinical site), OR

3. I need PPE and request the following day/time to pick up those items curbside outside Cushwa Hall on Lincoln Ave.

Times need to be during the following: M-F, 8:00 am - 4:00 pm, unless a special time is requested:

Date: _____ Time: _____

4. I have read the four bulleted items below and will adhere to them:

- **Stay Home if you are Sick.** Daily health assessments must be performed before going to your clinical site: checking for a fever (100.4 or greater) and other COVID-19 symptoms.
- **Practice Social Distancing as much as possible.** Try to ensure a minimum of six feet between people when possible. Where this is not possible, then physical barriers (PPE) or other controls must be used to reduce transmission between people.
- **Frequently Clean and Disinfect Work Areas.** CDC recommends disinfecting high touch surfaces multiple times throughout the work day.
- **Practice Good Health Hygiene.** Regularly wash hands with soap and water for at least 20 seconds or use hand sanitizer. Cover coughs and sneezes with tissue and wear face coverings to reduce the transmission of droplets to others.

IMPORTANT: This form must be returned and will be maintained on file. Disciplinary action will be taken against any YSU Student who violates this process.

APPENDIX E

ON-SITE SUPERVISOR'S INTERIM EVALUATION OF INTERN

SAMPLE

Please rate the student intern on the items below. In evaluating the intern, please consider your own personal observations and also feedback from others involved with the intern. Students complete the internship on a credit/no credit basis. Therefore, your opinions will be most beneficial as student interns attempt to improve their performance and personal development.

The rating system is as follows:

- | | |
|--------------------------------------|---------------------------------------|
| 5 = Superior Performance | 2 = Acceptable Performance/Needs Work |
| 4 = Good Performance | 1 = Unsatisfactory Performance |
| 3 = Satisfactory/Average Performance | 0 = Not Observed/Does Not Apply |

-
- 1. Understands and follows policies and procedures of the agency.
 - 2. Utilizes knowledge of the agency and community resources.
 - 3. Functions cooperatively with professional staff.
 - 4. Functions cooperatively with non-professional staff.
 - 5. Is positive and open in response to on-site supervisor's directives.
 - 6. Demonstrates the ability to collect and organize data.
 - 7. Demonstrates the ability to conduct interviews.
 - 8. Demonstrates the ability to make oral presentations
 - 9. Demonstrates the ability to create written reports.
 - 10. Demonstrates the ability to relate to clients.
 - 11. Demonstrates the ability to integrate university course work on the job.
 - 12. Demonstrates appropriate judgment in dealing with situations requiring supervisory assistance.
 - 13. Identifies with the purpose/ethics of the agency/profession.
 - 14. Demonstrates the ability to complete assignments in a timely manner.
 - 15. Demonstrates the ability to adapt to new situations and assignments.
 - 16. Demonstrates aptitude for working in this type of situation/profession.
 - 17. Overall performance.

Appendix E-1

18. Please make any additional comments that would identify course work that would benefit the intern.

19. If a position were available within your agency and this intern applied for it, what would your recommendation be?

- Strongly Recommended for Employment
- Recommend for Employment
- Could Not Recommend for Employment at this Time

Thank you for completing this evaluation form and for hosting YSU's Criminal Justice/Forensic Science interns.

NAME (please print): _____

SIGNATURE: _____

DATE: _____

APPENDIX F

FINAL STUDENT EVALUATION OF INTERNSHIP

S A M P L E

NAME _____ SEMESTER _____ DATE _____

INTERNSHIP SITE _____

ON-SITE SUPERVISOR _____

This evaluation is intended to provide both the Criminal Justice and Forensic Science Internship Supervisor and the On-Site Supervisor with the valuable insight regarding your perception of your internship experience. Please respond to the following questions accurately and honestly.

Responses will not impact your academic grade for this experience.

SECTION I

The assessment scale is as follows:

1 = Excellent 2 =Very Good 3 = Satisfactory 4 = Needs Improvement

- 1. The orientation and training provided at the internship site was: _____
- 2. The On-Site Supervisor's performance expectations for specific duties were: _____
- 3. The On-Site Supervisor's guidance and weekly communications were: _____
- 4. The relevance of course work to this internship was: _____
- 5. The academic expectations of the internship were: _____
- 6. The amount of knowledge gained as a result of the internship was: _____

FINAL STUDENT EVALUATION OF INTERNSHIP

SECTION II

1. The most beneficial aspect of this internship was . . .

2. Suggested changes that would have improved my internship experience include . . .

3. Advice that I would share with future interns is . . .

APPENDIX G

INTERNSHIP PAPER

Education + Experience = Excellence

- I. What is the name of the agency, and where is it located?
How did you obtain the internship, and when was the internship done?
- II. Mission, goals, and objectives of the agency
 - A. What is the stated purpose, mission, goals, and objectives as stated in public documents?
 - B. Who are the clients the agency is designed to serve and what are their expectations for the agency?
 - C. Who makes the work demand on the agency and what do they want the agency to do for them?
- III. How does the agency attempt to accomplish the missions, goals, and objectives?
 - A. How is it organized? Provide organizational chart.
 1. How does the organization interact with the community?
 2. How does the organization interface with other organizations?
 3. How does it receive demands from clients?
 4. How does it deliver service to clients?
 5. How is the organization divided into units?
 - a. Functional organization?
 - b. Chain of command?
 - B. What are the job descriptions of the key positions?
- IV. What did you do in the agency during the internship?
 - A. In what unit(s) did you work?
 - B. What is your job description?
 - C. Describe your key experiences at your site.
 - D. How did this work contribute to the agency?
- V. Statistical description of the program
 - A. What are the resources of the agency? Provide budget.
 - B. How many individuals does the agency employ?
 - C. How much work does the agency have, and what type of work, e.g. police calls for service, probationers on intensive supervision, etc.?
 - D. How does the agency measure success, e.g. clearance rates, recidivism rates, etc.? (This information is to be based on public information.)
- VI. Compare the experience of working in the agency with information learned in the classroom.
 - A. What did you gain from hands-on, applied experience?
 - B. How does the organization apply theories, concepts, and administrative practices learned in course work?
 - C. What is different about this organization than what was learned in class settings?
- VII. Conclusions and Recommendations
 - A. Summarize key points.
 - B. Would you recommend this agency for future interns?
 1. Was your internship a good learning experience?
 - a. What skills and abilities were acquired/improved upon (writing, computer, interviewing, etc.) as a result of your internship experience?
 - b. What knowledge did you acquire?
 - c. Did this internship help you determine what career path you want to follow?
 2. Were you able to make a useful contribution to the agency? Elaborate!

Appendix G-1

APPENDIX H

The internship process would include the following:

Email your full name, address, phone number and Banner ID# to Diane Hritz at ddhritz@ysu.edu

Indicate semester and number of hours you intend to intern

Send resume/cover letter to potential sites (sites must be approved prior to starting an internship)

Read internship manual (You must complete and submit Appendix B (Application and Waiver), and Appendix C (Agency Expectation Form) prior to beginning your internship (both documents are contained in the Criminal Justice and Forensic Sciences Internship Manual which you will find at: <http://www.ysu.edu/>). To locate the Criminal Justice and Forensic Sciences Internship Manual,

Click on Academics

Click on Criminal Justice or Forensic Science. You can then locate the Criminal Justice and Forensic Science Internship Manual under "What You'll Study".

SUBMIT THE FOLLOWING to Department of Criminal Justice and Consumer Sciences or mail to me via US Mail)

→ Completed Appendix B of Internship Manual

→ Completed Appendix C of Internship Manual

→ Copy of photo ID

→ Completed Clinical/Internship Experience Participation Form (attached)

Mailing address:

Diane D. Hritz

Criminal Justice and Forensic Sciences Internship Supervisor

Department of Criminal Justice and Consumer Sciences

Youngstown State University

One University Plaza

Youngstown, OH 44555

Contact CJCS Office – 330.941.3279 to put a permit in prior to registration

Note: Ignore any steps you have already completed.

You will then get a letter from me indicating when orientation sessions will be held.

If you have further questions, please do not hesitate to contact me. I can be reached via email (ddhritz@ysu.edu) or at 330.941.3570.

I look forward to working with you.

Best regards,

Diane D. Hritz

A final word . . .

Once you officially register for the Internship, you will receive notification of a mandatory orientation session which you must attend. Specific requirements, assignments, deadlines, etc. will be discussed at the orientation session which will be conducted by the Criminal Justice and Forensic Sciences Internship Supervisor.

Please contact either the Criminal Justice and Consumer Sciences Department or the Criminal Justice and Forensic Sciences Internship Supervisor at anytime during the aforementioned process if you have any questions/concerns.

Please note:

If you are interested in interning with either a state or a federal agency, you should begin the outlined process approximately one year prior to the time that you would like to intern. This time frame is necessary due to the extensive application/background investigation process that most state/federal agencies adhere to.