

Department of Criminal Justice Fieldwork/Internship Packet



BOISE STATE UNIVERSITY

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Internship Placement Policy

The department intern coordinator is responsible for student internships and fieldwork opportunities. **Students shall meet with the coordinator prior to meeting with agencies.** The coordinator will facilitate all internship/fieldwork placements with prospective agencies. All applicants will be screened by the coordinator prior to agency selection and placed with agencies that are deemed the best fit by the coordinator. In some cases, the coordinator may determine that an internship/fieldwork placement is not suitable for the student. In such cases, the application will be denied and the student will not be permitted to enroll in the internship/fieldwork program. Other course options that will satisfy the CJ upper-division elective requirement will be discussed with the student.

What You Need To Know

Before you sign up for an internship/field work, there is some important information you need to know:

- An internship is a class. It is graded with a letter grade and involves the completion of certain class requirements. You are primarily graded on agency evaluations and work performance, weekly logs, class attendance and a final reflection paper.
- As an intern, you represent Boise State University. Your actions and behaviors are reflective of Boise State University. How you behave can impact opportunities available to future students. We expect professional behavior.
- Most internships require you to pass a criminal background check. Some require that you have not used illegal drugs in the past several years and/or that you pass a polygraph (law enforcement agencies). The coordinator will provide you with more details about the background process to determine your eligibility.

Field Work/Internship Guidelines

The Field Work/Internship experience is for Criminal Justice majors to gain practical experience, develop insights into the problems of agency operation and provide the opportunity to blend theory and practice.

Field Work

Field work is taken either as CJ 491 (3 credits) and 492 (3 credits) or both. Students who are taking 6-credits of field work in the **same** semester need to take CJ 491 and CJ 492.

Internship

An internship is a *variable credit* (1-6 credits per semester, 50 hours per credit) class. While the experience and class requirements for internships are the same as fieldwork, the application process is a little different. The internship coordinator will explain this to you in your initial meeting and you will be given specific registration instructions. Internships can be taken at three different levels:

- CJ293 – for undergraduate students with less than 58 credits
- CJ493 – for undergraduate students with more than 58 credits completed
- CJ590 – for those students in the graduate program

Student Responsibilities

1. Give absolute dedication and effort to your work and to the agency. Your Field Work obligations are the same as those of a permanent employee. This automatically implies acceptance of supervision and full compliance with all relevant departmental regulations and policies **including confidentiality.**
2. Use good judgment and proper field practice in accordance with the law and agency procedures. As a minimum standard of preparation, become familiar with those laws—local, state, and federal (applicable to your agency/organization).
3. Remember that organizational activities are often confidential and not to be discussed with unauthorized personnel during, or after, your field work/internship.
4. Remember that this is an opportunity to prove you are capable in your career field. If you perform well, you will receive a positive agency recommendation and reference from the intern coordinator. Poor performance or attitudes will, on the other hand, result in a poor reference and could restrict opportunities and/or internship opportunities in the future.
5. When you encounter a situation where you need help or advice, do not hesitate to seek it from your agency supervisor or intern coordinator. Proceeding in ignorance can only make circumstances worse.
6. Accept advice and constructive criticism for what they are—another individual's attempt to help you.
7. You will meet with the field work/internship coordinator on a regular basis, and the academic written and reading assignments must be completed and turned in no later than the date(s) assigned by the coordinator. Failure to complete these requirements will result in a lower grade.

How to Register for CJ Field Work or Internship

Step 1: Complete the internship/field work application and checklist.

Complete the internship/field work application
Complete/gather all necessary documents listed on the checklist (see pg. 7)

Step 2: Contact the internship coordinator to set up an interview.

Prior to being placed with an agency, you will need to arrange an interview with the Internship Coordinator to determine what type of agency would best suit your skills and career goals.

Step 3: Formal agency interview.

Once you and the internship coordinator agree on a well-suited placement, the internship coordinator will send your resume and cover letter to the agency. Upon receiving your materials, the **agency will contact you to set up** a formal interview.

Step 4: Obtain permission number from internship coordinator.

To sign up for Internship/Field Work credit, you must obtain a permission number from the internship coordinator. In some cases, you must go through the Career Center for registration- speak with the internship coordinator to learn which method is required in your case. This permission number is a code that is entered into BroncoWeb. It is only good for one use and will be provided once the agency has **formally approved** you for the internship.

Step 5: Review class requirements provided by internship coordinator.

Review the class requirements for your internship/field work. In addition to the hours you must commit to the agency, you **must also attend scheduled on-campus meetings with the internship coordinator.**

Field Work/Internship Application Checklist

- Application Form
 - Cover Letter. Directed to Agency Coordinator as directed by internship coordinator.
 - Résumé
 - Unofficial Transcript from BroncoWeb
 - Submit Completed Application to Internship Coordinator
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When to turn in Internship/Field Work Applications

Generally, applications will be accepted until 2 weeks before the semester of enrollment, **subject to placement availability**. This may not be enough time for agency placement, however, as many of criminal justice internships require extensive background checks (the sooner the better!). We strongly recommend that you turn in your application at the beginning of the prior semester to the semester you wish to complete the internship/fieldwork opportunity (if possible). CJ students will receive information via e-mail and/or our Facebook page as new internship opportunities become available.

In order to be considered for **priority placement**, send your application packet to the field work/internship coordinator by the following dates:

Fall Semester: first week of May
Spring Semester: first week of October
Summer Semester: first week of February

Field Work/Internship Application
Department of Criminal Justice

Student Name: _____

*BSU ID #: _____

*Address: _____

*Email: _____

*Phone: _____

*Semester/Year you wish to complete field work/internship:

*Number of Credit Hours Completed: _____

*Number of CJ Credits: _____

*Cumulative GPA: _____

*Projected Date of Graduation (semester and year): _____

*Area of Interest (select one or more): Law Enforcement

Corrections/Probation/Parole

Courts/Legal

Research

Other (please describe):

*Agency/Organization Choice (Rank Order– see listing on pg. 9)

1. _____

2. _____

3. _____

4. _____

Agency Listing for Field Work/Internship (CJ 293, 491, 492, 493, 590)

The list below includes internships that have been available in the past. These may not be available every semester. You are not limited to agencies on this list. Students have been placed in agencies out of the immediate areas based on their personal needs and interests. You may also be permitted to complete internships in other states or areas. Contact the internship coordinator for out of area or state placement options. We have also placed students internationally.

Ada County

*Juvenile Court Services	*Juvenile Detention
*Sheriff's Office	*Coroner's Office

Canyon County

*Nampa Police Department	*Caldwell School District
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Boise

*Police Department

State of Idaho

*Idaho State Police	*Health and Welfare - Adult Protection
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Department Of Corrections

*Legal Department	*Probation and Parole	*Pre-sentence investigation
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Private Organizations

*Law Firms

Other

*Women & Children's Alliance
*Family Justice Center
*Family Advocates
*International Rescue Committee

Federal Government

*U.S. Probation	*U.S. Attorney's Office
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Online Resources

For further assistance in preparing a cover letter and résumé, a simple Internet search will bring up many sites. We have great sources here at Boise State's Career Center! See below:

Boise State University's Career Center has a variety of ways to assist you with career planning:
<http://career.boisestate.edu/handouts/>

For samples of different types of cover letters:

<http://career.boisestate.edu/wp-content/blogs.dir/1/files/2012/05/Cover-Letters.pdf>

For samples of different types of resumes:

<http://career.boisestate.edu/wp-content/blogs.dir/1/files/2014/02/Resumes.pdf>

For interviewing tips:

<http://career.boisestate.edu/wp-content/blogs.dir/1/files/2012/05/Interviewing.pdf>