

Department of Sociology, Social Work, and Criminology

SOC 2295 Criminal Justice Internship

The internship program provides students with the opportunity to gain first-hand experience in professional settings appropriate for their academic background and career objectives. We expect that students will gain insights into different work settings for sociologists and learn how to apply their academic skills, and that the intern will be of assistance to the sponsoring agency.

Eligibility

- Student must be a declared major in either the AA program or the Concentration in Criminology with BA in Sociology.
- Criminal background check, if required by employer

Procedures

- Internships can be selected from a list of possible internship sites available from the Department of Sociology, Social Work, and Criminology at ISU. Students may also select their own internship site if it is approved by the Criminology Director.
- Students must fill out necessary applications for their selected site, including confidentiality agreement and background check if needed.
- Students should contact the supervisor at the internship site, express their interest in working there, and submit all application material.
- Students accepted into the internship program are required to devise specific guidelines for the internship (contract) with the Criminology Director and the onsite supervisor before the internship begins.
- In order to receive internship credits, all paperwork must be completed.

Registration and Credit

- Students will need to enroll in the department course SOC 2295 for 1-4 credits.
- SOC 2295 can be repeated for up to 6 credits.
- Internship courses are closed classes. Students will need a registration override from the Criminology Director.

- Three internship credits are required for both the AA and the BA in Sociology with the Certificate in Criminology.
- The internship course will be graded with a letter grade. Failure to complete all requirements for the internship will lead to an unsatisfactory grade.

Requirements

- Duties and responsibilities of the intern will be agreed to by the Criminology Director, the intern supervisor, and the intern, and will be outlined in this internship contract.
- Students are expected to check in regularly with the Criminology Director throughout the semester, maintain weekly logs reporting the hours worked, complete assigned readings, and write either a paper or a reflection journal that applies course concepts and explains the relevance of the internship to the academic training of the student. They are also responsible for making sure their internship supervisor completes their evaluation, and that they submit it, and the weekly time logs, to the CJ Director at the end of the semester.
- Student interns are required to keep confidential any information designated by the sponsor as privileged.
- Hours worked in the internship per credit are as follows:

Number of hours of work per week required per credit*:

Number of Credits	Number of hours
1	2.5
2	5
3	7.5

*Students should dedicate some of the expected work hours per week toward the academic component. For example, a student registered for 3 credits should spend approximately 6 hours a week at the internship site, and 1.5 hours a week on their academic work. The exact hours will be determined individually and specified in the contract.

Number of hours of work required for semester per credit (based on 16 weeks/semester):

1	40
2	80
3	120

Ethical and Professional Behavior

Students are required to adhere to the ASA Code of Professional Ethics, which are guided by the following principles:

Principle A: Professional Competence

Sociologists strive to maintain the highest levels of competence in their work; they recognize the limitations of their expertise; and they undertake only those tasks for which they are qualified by education, training, or experience. They recognize the need for ongoing education in order to remain professionally competent; and they utilize the appropriate scientific, professional, technical, and administrative resources needed to ensure competence in their professional activities. They consult with other professionals when necessary for the benefit of their students, research participants, and clients.

Principle B: Integrity

Sociologists are honest, fair, and respectful of others in their professional activities—in research, teaching, practice, and service. Sociologists do not knowingly act in ways that jeopardize either their own or others' professional welfare. Sociologists conduct their affairs in ways that inspire trust and confidence; they do not knowingly make statements that are false, misleading, or deceptive.

Principle C: Professional and Scientific Responsibility

Sociologists adhere to the highest scientific and professional standards and accept responsibility for their work. Sociologists understand that they form a community and show respect for other sociologists even when they disagree on theoretical, methodological, or personal approaches to professional activities. Sociologists value the public trust in sociology and are concerned about their ethical behavior and that of other sociologists that might compromise that trust. While endeavoring always to be collegial, sociologists must never let the desire to be collegial outweigh their shared responsibility for ethical behavior. When appropriate, they consult with colleagues in order to prevent or avoid unethical conduct.

Principle D: Respect for People's Rights, Dignity, and Diversity

Sociologists respect the rights, dignity, and worth of all people. They strive to eliminate bias in their professional activities, and they do not tolerate any forms of discrimination based on age; gender; race; ethnicity; national origin; religion; sexual orientation; disability; health conditions; or marital, domestic, or parental status. They are sensitive to cultural, individual, and role differences in serving, teaching, and studying groups of people with distinctive characteristics. In all of their work-related activities, sociologists acknowledge the rights of others to hold values, attitudes, and opinions that differ from their own.

Principle E: Social Responsibility

Sociologists are aware of their professional and scientific responsibility to the communities and societies in which they live and work. They apply and make public their knowledge in order to contribute to the public good. When undertaking research, they strive to advance the science of sociology and to serve the public good.

NOTE: When working as an intern, students are representatives of ISU. It is imperative that they are responsible, dependable, ethical, and professional.

Evaluation

- Interns will be evaluated by their internship coordinator and the Criminology Director. Unsatisfactory performance may result in the intern's termination and a failing grade.
- The course grade will be determined by the specific academic requirements established by the Criminology Director, and work evaluation by the internship coordinator, including attendance.

Checklist for Paperwork to be completed before internship begins

- Application form (if needed)
- Confidentiality agreement (if needed)
- Criminal background check (if needed)
- Internship contract outlining the internship duties and responsibilities, the academic requirements, and the basis for the internship evaluation signed by the intern, the Criminology Director, and the intern supervisor.

Department of Sociology, Social Work, and Criminology

CRIMINOLOGY INTERNSHIP PROGRAM CONTRACT

Course# _____ Spring/Summer/Fall _____

Number of credit hours for internship _____

Student Name _____ Bengal ID _____

Address _____ Phone _____

E-mail _____

Criminology Director _____ Phone _____

E-Mail _____

Field Supervisor _____ Phone _____

Company/Agency _____

Address _____

Location of project workplace (if different from company/agency address)

Internship Title _____

Criminal Background Check required? _____

Duration of internship: From _____ To _____

Weekly schedule for internship hours (days/hours): _____

Description of Internship Duties and Responsibilities:

Description of Academic Requirements:

Basis for Internship Evaluation:

Signatures:

Student _____ Date _____

Field Supervisor _____ Date _____

Graduate Director _____ Date _____