

**Park University**  
**Department of Criminal Justice**  
**CJ 440: Internship in Criminal Justice**

**Application for Internship**



**Date:** \_\_\_\_\_

**STUDENT INFORMATION**

Name \_\_\_\_\_ ID Number \_\_\_\_\_  
Campus Center \_\_\_\_\_ Advisor \_\_\_\_\_  
Semester/Term to be enrolled \_\_\_\_\_

**WORKSITE SUPERVISOR INFORMATION**

Name \_\_\_\_\_ Title \_\_\_\_\_  
Agency \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_ E-mail \_\_\_\_\_

**HOURS** \_\_\_\_\_ credit hours x 45 = \_\_\_\_\_ work hours

**INTERNSHIP DESCRIPTION:** (use back or other page, if necessary)

## REQUIREMENTS

### From the Supervisor:

1. ***Within the first three weeks*** of the internship the supervisor must send the instructor above a letter or e-mail which includes:
  - a. a description of the student's duties and responsibilities (if not described in the Internship Description Section of this application);
  - b. amount and kind of supervision the student will have; and,
  - c. a copy of this signed document (if not provided by the student).
  
2. ***At the end of the internship*** the supervisor will mail or e-mail to the instructor above at the address above, the Criminal Justice Department of Student Intern. An email from the supervisor containing the below information can also be acceptable:
  - a. a description of the work the student actually did;
  - b. the number of hours the student worked;
  - c. student's willingness to accept responsibility;
  - d. student's attitude toward the work;
  - e. student's competence in the work;
  - f. student's successes and failures; and
  - g. anything else that would be helpful in evaluating student's performance.

### From the Student:

1. Successful completion of the work assigned to student by the supervisor.
2. Completion of the number of hours appropriate for the number of credits taken.
3. ***At the end of the internship***, a paper of at least 6 pages which must include:
  - a. a description of the organization for whom the student worked;
  - b. a description of where the student was in the organization and what he/she did;
  - c. a critical examination of the organization, recommending any improvements; and
  - d. a critical report evaluating the internship itself and evaluating how well the student thinks he/she did in it.
4. Keep a journal and submit it as required by the course syllabus
5. Participate in class discussions as required by the course syllabus
6. Have contact with your instructor as required.

\_\_\_\_\_  
Student's signature      Date

\_\_\_\_\_  
Worksite Supervisor's signature      Date