

Internship Information for Law and Justice Students

LAWJ 05356 Criminal Justice Internship I

Mount Laurel Sections:

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Online Sections:

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Course Description: The internship course will serve as the cornerstone of the student's academic experience. The course will remove the student from the academic theoretical classroom and place the student into a rich blend of practical field experiences in various criminal justice or similar agencies. The student must follow strict guidelines set forth to uphold University and agency rules, policies and expectations.

Required Text: Schwartz, Jeffrey & Yeldell, Stanley (2016). Criminal Justice Internship Manual 3rd Edition. Dubuque, IA: Kendall Hunt Publishing Company ISBN: 9781465289964

*There are two options for the text – one for a print version, which includes all the worksheets **or** an eBook with a printed supplement (contains the worksheets). **Both have the same content.***

Expectations:

- A minimum of **150 hours** at the internship site (approximately 10 hours per week during the regular academic semester) is required.
 - The Internship Coordinator can work around a student's school or existing work schedule (should the internship be at another agency/location).
 - The **placement must be approved** by the Professor prior to participating in the internship.
- The student, once enrolled in the Internship course (whether online or in person) will be covered by Rowan's Certificate of Liability Insurance.
- **Required forms** (provided in text) must be completed prior to or at the beginning of the Internship course, as well as during the course.
 - **Confirmation Letter** from the agency must be submitted to the Internship Coordinator prior to starting the internship, unless another arrangement is authorized
 - **Appendix (D, G, H, I, J, L)** must be submitted in accordance with the instructions in the text
 - **Internship Application** (Appendix A) if applicable
 - **Internship Agreement** (Appendix C and F) if applicable.
 - Depending on the internship agency, the process may include **drug screening** and a more in-depth **background check**.
- A **resume** and **cover letter** are mandatory for the course. It is recommended that the student have both a resume and cover letter already drafted.
- A **mandatory in-person meeting** will be held at the beginning of the semester to review course requirements. Alternative arrangements may be available for students who cannot attend due to a valid reason.
- It is *strongly* recommended that students search for an internship well in advance of the semester start date. If the student already has an internship secured, they need to communicate with the Professor **prior** to the start of the semester. If the student has not secured an internship prior to

registering for the course, it is necessary to communicate with the Professors so work can begin to secure an internship PRIOR to the start of the semester the student has registered.

Suggested timeline:

- 3-6 months before semester starts
 - Update resume and cover letter
 - Student reaches out to professor to discuss ideas for internship
 - Start searching for internship placement
 - Order textbook
- 0-3 months before semester starts
 - Secure placement and confirm with professor
 - Complete any required background checks and screenings
 - Start working on paperwork for placement
- Week one of semester
 - Resume and Cover Letter due
 - Start internship!

How do I find an internship?

- Check out the [list](#) of suggested agencies, departments and offices.
- Search [ProfsJobs](#), the Rowan University job search site.
- The Law and Justice department has internship agreements with numerous agencies including several prosecutor offices, the NJ State Attorney General’s office, the Federal Air Marshals, NJ Courts and more.
- Use your network! Talk to family, friends, and colleagues and let them know that you are looking for an internship.
- You may be able to use a current job for your internship - speak with your Professor directly to see if it would be possible.
- Search online. Some recommended sites:
 - [Idealist.org](#)
 - [Usajobs.gov](#)
 - [Google Jobs](#)
 - [LinkedIn.com](#)

Additional Information:

- If the student has not secured an offer of internship placement, the student will identify which type of internship they are interested in pursuing and assistance can be provided. However, it is highly encouraged that the student attempts to obtain an internship.
- All guidelines from the University will be followed – discipline, honesty, attendance, etc. Please refer to the student handbook and course catalogs.
- This course is Pass/No Credit.

I acknowledge that I received this document. I also acknowledge that I am responsible for understanding the information outlined in this document and adhering to the instructions provided.

Student Signature : _____

Date: _____

Advisor Signature : _____

Date: _____