INFORMATIONAL GUIDELINES FOR FIELD INTERNSHIP-CRIM 391 (4) CREDITS

INTRODUCTION
The Ferris State University Criminal Justice Internship Program, CRIM 391 (4 credits), consists of a mandatory minimum of 216 clock hours, with no deviation allowed, of observation and training with municipal, county, state and federal criminal justice agencies within Michigan and other states. Students entering the Law Enforcement Academy, on the Big Rapids campus, will be required to do a mandatory minimum of 176 field hours and 40 hours of Academy Orientation for a total of 216 hours. The internship experience shall be taken during the summer semester between the junior and senior years of the academic program. The assignment will normally consist of approximately 24 hours of student participation per week with a criminal justice agency. To allow adequate lead-time, requests for particular agencies should be submitted, to that agency by the student, at least 10 weeks prior to the beginning of the internship experience. Students wanting to pursue an internship with the Michigan State Police will need to contact the Criminal Justice offices for an application. They ARE NOT to contact the MSP as appropriate protocol MUST be followed.

GENERAL GUIDELINES

REPORTING AND CONDUCT
1. Once the student has obtained a formalized internship assignment and the Agency Agreement Form is properly completed and returned to 505 Bishop Hall, he/she will make initial contact, (at least by telephone), with each agency one month prior to the commencement of his/her internship experience with that agency. This initial contact will serve to confirm the student’s arrival at the agency and at the same time, personally identify the agency contact person with whom the student will deal.

2. Criminal Justice students will report promptly to their assigned agency on the first day of their assignment. There, they will meet with the agency head or contact person assigned and develop their internship schedules (unless already established).

3. The requested assignment within each agency with regard to hours and activity level, (i.e. patrol, investigation, etc.) must be worked out to the mutual satisfaction of the student and the agency head. The student should make requests for a special assignment within the agency (i.e. Juvenile Division, Homicide, etc.) at this time. Each student should bear in mind that the ongoing operations must be of primary importance to the agency head, and may conflict with a requested assignment.

4. When the scheduling has been completed, the student will forward a copy of the schedule to their Faculty Internship Advisor, after their initial contact. Included with this should be any updates as to the student’s summer address and contact phone number. They will also be utilized for the scheduling of on-site visits by their field coordinator.

5. Once assignment scheduling has been accomplished, the student will complete each tour of duty as assigned. Reporting for duty, completion of all assignments and maintenance of strict confidence shall be as if you were an employee of the agency. There will be no exceptions to this policy. Violations of this policy will be reported immediately by the agency and could result in termination of the internship assignment for the student.
6. Personal appearance with regard to haircuts, mustaches, beards, cleanliness, etc., shall conform to that of the agency assigned. The only exception to this policy will be when a student has, by pre-arrangement, been assigned to an undercover position with approval by the internship coordinator.

In addition to the above, all intern students shall wear acceptable business attire, such as skirt, or dress, dress slacks, shirt and tie, for normal duty assignments; (i.e., patrol, traffic, dispatch, records, planning and research, court, and other criminal justice duties). Students assigned to a federal agency or criminal investigation section of a police agency, in which the uniform of the say is professional business attire, shall wear either a suit/tie or professional business attire. Again, the only exception to the dress regulation is that of special assignment (undercover, shooting range, marine patrol, etc.) which is cleared beforehand with your assigned Faculty Internship Advisor.

7. Remember that you are in pursuit of a professional degree for entrance into what is a new profession; you MUST look and act the part.

STUDENT ACTIVITY AND CASE REPORT

1. It shall be the student's responsibility to complete a daily report form of his/her activities and submit the same ON A WEEKLY BASIS to the office, or designated location, given by their Faculty Advisor. These weekly reports must be reviewed and signed in the appropriate place by an agency representative. More information will be given during Report Writing, or can be obtained from your assigned advisor.

2. Experience in the Law Enforcement and Criminal Justice System has demonstrated overwhelmingly that report writing skills are one of the most important prerequisites to successful job performance. Consequently, the need for training and experience in this task cannot be overemphasized. For the reasons, heavy emphasis will be placed upon the writing of incident and/or administrative reports while students are in the internship program. Each incident/administrative report will vary in content and format from incident to incident. It will, however, reflect the student's observation and understanding of experiences in the field. Incident and/or administrative reports (2-3 pages typewritten) will be submitted on the specified due dates, or as instructed by your Faculty Internship Advisor.

Subject matter for the incident and/or administrative reports could be any of the following areas:

1. Any Felony Case
2. Serious or Involved Misdemeanors
3. Major Traffic Accidents-Fatality, P.I., etc.
4. Agency, Organization and Administration Principles
5. Operations of a Bureau or Division
6. Techniques Utilized in Communications, Investigation, Interrogation, Police Patrol, Traffic Enforcement, Surveillance, etc.
7. Probation/Parole Reports
8. Juvenile Case Reports
9. Case Histories
10. Other area with prior approval of your Faculty Internship Advisor

Each incident report for the preceding week shall be in the Criminal Justice Offices, or the assigned locations as determined by your Faculty Internship Advisor by the following Wednesday, (see Due Dates Calendar included in the final Internship Packet). Fictitious names and addresses shall be utilized on ALL incident reports. Casework in Criminal Justice Agencies is confidential and all information to which the student has access is the property of the agencies involved. Report only actual facts or information in your reports. Also, state in your report when actual facts or information is not available. Strikeovers and excessive errors will be considered cause for returning reports for rewriting. Ask yourself, "Would I submit this report to my supervisor?"
3. The final requirement of the internship program shall be the student's Final Internship Paper *(6-8 typewritten pages)*, which will be submitted to their coordinator during the **last week of the field assignment**. This report may contain the following information; your faculty internship coordinator may also have additional requirements.

   A. The student's overall impression of the internship experience. The student will explain what they learned on the job, both in observation and participation. Commenting on the reality of the internship in relation to their expectations.
   
   B. Three good points and three bad points of the assignments.
   
   C. Discussion of ethical dilemmas within the internship.
   
   D. The student's interest in pursuing a career in their internship job area.
   
   E. Suggestions for improvement for the following year's programs.
   
   F. Discuss what you need to improve to be successful in your chosen field.

**ROLE OF THE COORDINATOR**

The Coordinator in the internship program is responsible for all phases of the program. Among his/her responsibilities are the assisting of scheduling of student to appropriate agencies, liaison with these agencies, evaluation of student performance, and student counseling. Students are urged to seek the counsel of their Faculty Internship Advisor whenever necessary. This can be done during the scheduled on-site visits or by whatever means the advisor has instructed. If the Advisor is unavailable, the Coordinator may be able to assist the student.

The factors utilized in determining the final grade for the internship will be:

1. Timely submission of all required internship paperwork.
2. Grades received on incident and administrative reports.
3. Completion of weekly activity reports.
4. Completion of the Final Internship Paper.
5. Evaluation of the student by each training agency, if submitted.
6. The conduct, demeanor and acceptance of responsibility demonstrated by each intern while on assignment.
7. Attendance at all required internship on-site meetings and completion of all miscellaneous internship requirements.

**ALTERNATIVE INTERNSHIPS**

Criminal Justice Majors, who have worked within a Criminal Justice field of employment for a minimum of two years, or are currently employed in the Criminal Justice field, will be eligible for an alternative assignment for their required internship.

There are specific requirements for the Alternative Internship that must be met. If you think that you qualify for the Alternative Internship, please contact Dr. Terry Nerbonne, Internship Coordinator, at 231-591-2836. The Alternative Internship must be approved by the Internship Coordinator, and the appropriate paperwork must be completed.
GUIDELINES FOR ALTERNATIVE INTERNSHIPS

CRIMINAL JUSTICE MAJORS

1. Criminal Justice Majors, who have worked within a Criminal Justice field of employment for a minimum of two years or are currently employed in the Criminal Justice field, will be eligible for an alternative assignment for their required internship.

2. These students will be required to fulfill the following requirements:
   A. Attend the mandatory internship meetings, as instructed by the area coordinator, or Internship Coordinator.
   B. Fill out and return the required initial paperwork to the Criminal Justice offices, including the personal photograph and the Agency Agreement Form.
   C. Complete the course requirements of CRIM 321 or 322-Report Writing.
   D. Register for CRIM 391-Criminal Justice Internship.
   E. Notify the Criminal Justice offices, in writing (to the address below) by February 1st of the year that they will be registering for the internship, that they are requesting an alternative assignment for their required internship hours, including justification for the request.

3. Acceptance of an alternative assignment for the required internship is at the sole discretion of the Internship Coordinator.

4. Requirements for the alternative assignment for the required internship will be determined by the assigned Faculty Internship Advisor, with approval of the Internship Coordinator on an individual case basis.

5. The requirement of the Alternative Internship must include assignments that require the intern to do work that is above and beyond their normal work assignments. Typically these alternative internships have included policy papers, grant applications, research papers, and assignments outside of the students’ normal job functions, but within the agency where they are employed.

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