INTERNSHIP PROGRAM AGREEMENT FORM

A. Introductory Statement

CRIM 391 Field Internship is a four credit hour course completed entirely in the field, with a mandatory minimum of 216 hours of placement with an operational criminal justice agency for Corrections and Generalist students, and 176 field hours and 40 hours of Academy Orientation of Law Enforcement students entering the Academy on the Big Rapids campus. **ALL** placements must be approved by the Program Coordinator.

Internship work experience is the product of a mutual agreement between Ferris State University and outside cooperating agencies to provide students with both practical and educational work experience. The program is offered to qualified students on a full or part-time basis.

The Criminal Justice Internship Program will generally coincide with the official calendar of the University. It should be noted that students may be required to maintain work schedules consistent with the requirements of cooperating internship agencies.

B. Policy Statements-Students

1. To qualify for Criminal Justice Internship training, a student must meet the following requirements:
   a. Be officially enrolled as an upper division (3rd or 4th year) Criminal Justice student.
   b. Must have successfully completed the following courses depending on track:
      - Law Enforcement-CRIM 321
      - Corrections-CRIM 319 and CRIM 322
      - Generalist-CRIM 321 or CRIM 322 (depending on type of internship agency)
   c. Have the necessary skills, interest and maturity to benefit from such an experience. Have completed all prerequisites to the internship program as determined by the university, school or department.
   d. **Law Enforcement**-Have a minimum cumulative grade point average of 2.5, based upon work completed at Ferris State University.
   e. **Corrections & Generalist**-Have a minimum cumulative grand point average of 2.0, based upon work completed at Ferris State University
   f. Have completed a minimum of two semesters at Ferris State University.

2. Interns will pay the scheduled rate of tuition during their period of internship, and it is the full responsibility of each intern to be properly registered for the CRIM 391 Field Internship Course. Room, board, and personal travel expenses shall be the responsibility of participating students. In addition, students will provide evidence of health insurance coverage if it is not provided be the internship agency or employer.

3. All interns will be required to submit daily logs, incident/administrative reports, and a final internship paper to their Internship Faculty Advisor. The nature and frequency of these reports will be determined by the advisor and designated in the Due Dates Calendar.

4. Acceptance of other employment is **not recommended** for a full-time intern.

5. This Policy Statement will be agreed to by each student in advance of the beginning of his/her internship experience and retained by the faculty advisor or in the student’s folder in the Criminal Justice office.

6. Each intern, either part-time or full-time, shall conduct personal activities in accordance with regulations prescribed by the Ferris State University Criminal Justice Program and shall abide the personnel requirements of the internship agency.
7. Each intern understands the vital importance of the scheduled on-site visit by the Criminal Justice Internship Faculty Advisor and the fact that sometimes only a one or two day notice can be given prior to the visit. The intern nevertheless agrees to make said meeting as scheduled, arranging for an agency representative to meet with the internship faculty advisor, and agrees that upon failure to make the scheduled meeting, he/she shall be required to travel to Ferris State University for a makeup meeting as established by the Criminal Justice Faculty Internship Advisor.

C. **Policy Statements-Internship Faculty Advisor**

1. Primary responsibility for the student’s internship rests with the Internship Faculty Advisor as set forth in this document, while operations and administrative responsibilities continue to rest with the Internship Coordinator.

2. The Faculty Advisor of an internship program may recommend supplemental requirements not in conflict with the Policy Statement, subject to the approval of the Dean or other appropriate administrative officials.

3. During the period of the internship, students shall be visited by their Internship Faculty Advisor. A mandatory minimum of two visits and two phone calls should be provided where the internship experience is a curriculum requirement and is on a full time basis. For the first visit, advisors are to meet with the intern in the field at the agency, except in unusual circumstances, which will require prior approval of the Internship Coordinator. This visit should take place approximately three weeks into the internship. The second visit will be left to the discretion of the faculty advisor (re: meet at Ferris during driving program). These two meetings are mandatory, thus, interns will receive a grade reduction for missed appointments, if they are at fault.

I have read the General Policy Statements on operation of the Internship Program at Ferris State University and agree to abide by all conditions stated therein.

Date ___________________________ Signature of Student

D. **Waiver of Liability**

Each Criminal Justice student realizes the potential hazard of the field internship experiences in the this specialized area. The student nevertheless agrees to waive all claims of liability against the Program Coordinator, Faculty Advisor, or staff, Ferris State University and the sponsoring internship agency.

Date ___________________________ Signature of Student