Thank you for supervising a Criminal Justice intern from Texas State University. This packet will provide you some information about agency responsibilities as well as student responsibilities.

**Student Responsibilities**
Your intern is currently enrolled in either CJ 4301 Internship I or CJ 4302 Internship II. Each course is three credit hours. Students are graded on the following:
- Agency attendance
- Completion of a work log (120 hours)
- Agency supervisor evaluation
- Written assignments based on a required textbook

Our students are instructed to wear business casual attire and to notify their agency supervisor if they will be late or absent. Students are also expected to adhere to all agency policies and regulations, especially those regarding professional behavior and confidentiality.

**Agency Commitment**
In terms of agency commitment, we ask our partner agencies to meet two main responsibilities: 1) provide interns with appropriate supervision and guidance; and 2) ensure that interns are completing work activities, and not merely observing.

**Supervision**
In terms of supervision, we ask that the intern’s supervisor sign the student’s work log each week and verify the student’s hours worked. Students must complete 120 hours by the last class day of the semester. During the semester, this is approximately 8 hours per week.
Second, we require that the student’s supervisor fills out a performance evaluation of the student at the end of the semester. The student will not see your evaluation score, though you are encouraged to discuss with the student any areas of strength or need for improvement.

**Work Activities**

In terms of work tasks, we ask that student interns be assigned tasks which provide them with hands-on, professional work experience. The intern should not be an observer, but a volunteer who is given scheduled assignments and tasks to complete. This ensures that the internship program benefits both the student and agency.

This is especially important in law enforcement agencies. Specifically we request that police internships include no more than 2-3 shifts (16-30 hours) of ride-alongs so that students are exposed to other organizational functions, such as administration, records, training, budgeting, community relations, etc...

Finally, wherever possible, we ask agencies to provide interns with a variety of experiences by rotation through different departments within the agency. Our past criminal justice interns have designed and edited brochures, created power point presentations, entered data, assisted in organizing National Night out, created press releases, used facebook and twitter to release community information, and updated agency websites.

**Contact Information**

Please let me know if I can provide further assistance or if you have any questions regarding our internship policies. I can be reached at (512) 245-6534 or cjinternships@txstate.edu.

**Syllabus, Evaluation, Log**

Below you can find a sample syllabus for CJ 4301, a sample log, and a sample supervisor evaluation.
Criminal Justice Internship I - CJ 4301
Sample Syllabus

Dr. Sanders
cjinternships@txstate.edu

Goals and Objectives
This course is designed to help students do the following:

- Integrate and apply knowledge and theory derived from courses in the Criminal Justice curriculum.
- Understand your work role, be a productive worker, and make productive use of supervision.
- Understand and apply the ethical standards of your agency.
- Learn the formal and informal structure of your organization.
- Understand the interaction between your agency, the CJ system, and political, legal, and economic factors.

Required Text:

Course Requirements/Student’s Responsibilities
1. Completion of 120 hours.
   Students who do not complete 120 hours by the end of the semester receive an automatic F. The only excuse for absence is personal illness or family emergency. If you have to be late or absent you must inform your agency supervisor promptly. You need to agree on a set schedule with your supervisor before you begin. You will need to work approx. 8 hours per week during the semester. Be sure to clearly communicate to your supervisor when you are (not) available and plan ahead for events like spring break, absence/illness, and exams.

2. Abide by agency policies and regulations, especially those regarding professional behavior and confidentiality.

3. Professional behavior and proper attire at all times, i.e. business casual (khakis, collared shirt) no shorts, jeans, or t-shirts are to be worn. You are a representative of our department and University.

4. Complete all required course materials (weekly logs, writing assignments) on time. For late materials, you will either be penalized points or have pages added to the length of your final paper.

Agency Responsibilities
Agency responsibilities include providing you with any needed training, signing your weekly log, and completing a performance evaluation. At a law enforcement agency, you may do no more than 2-3 shifts of ride-alongs. Note: If your internship has been comprised of mostly observation or clerical duties, contact the Internship Coordinator promptly.
GRADING

Grading is Pass/Fail. In order to pass and receive credit you must do EACH of the following:

1. Complete satisfactory work for the required 120 hours.
   To verify your hours, you must turn in Weekly Logs as Tracs assignments.
   Logs are due three times throughout the semester.
   If your Agency Supervisor and/or the Internship Coordinator determine that you are not meeting the Responsibilities listed above, your internship may be terminated. It is your responsibility to become familiar with your Student Responsibilities and abide by them.

2. Receive a passing grade (60% or higher) on your Final Paper. Students with late forms, logs or other materials will need a 70% or higher and/or will have pages added to their paper.

3. Receive a Satisfactory score (70% or higher) from your Supervisor on your Performance Evaluation. Remind your supervisor to complete your performance evaluation. **Supervisors return the form directly to me by mail or email cjinternships@txstate.edu

Reading and Assignment Schedule

| Weeks 1-4 | Ch.1-4   | Log 1 due |
| Weeks 5-7 | Ch. 5-7  | Log 2 due |
| Weeks 8-12| Ch. 8-13 | start drafting your paper |
| Weeks 13-15| Final paper due | Log 3 due |
| Thur. 12/6 | Supervisor evaluation due (from agency) |
Submit your weekly log as an Assignment on TRACS. It is your responsibility to keep track of your hours.

To receive a Pass grade on the Log assignment, each of the items in color MUST be filled out – this includes your signature, supervisor signature, today’s date, # of hours worked.

Your Name:
Agency:
Agency Supervisor:
Supervisor’s Phone Number or E-mail:

Describe your work duties and training for this week by the day. Write NA if you did not work that day.

Week 1 begins Aug. 27

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<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Describe your work duties</th>
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<td>Monday</td>
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<td>Sat/Sun</td>
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</tbody>
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Total hours worked this week:
Week 2 begins Sep. 3

<table>
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<tr>
<th>Day</th>
<th>Hours</th>
<th>Describe your work duties</th>
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<td>Monday</td>
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<td>Sat/Sun</td>
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</tbody>
</table>

Total hours worked this week:

*By submitting this log, I represent that I have done the work indicated.*

Your signature ____________________________

Agency supervisor signature ____________________________

Today’s date ________________
School of Criminal Justice
Texas State University-San Marcos
Student Evaluation Form - Internship - CJ 4301/4302

Student name: ________________________________   Semester/Year: _________

Name of Agency: _______________________________

Agency Address: ______________________________________________________________

Name of Supervisor/Evaluator: _________________________________________________

Contact Phone No. (____) __________________________ Email: ________________________

I. Attendance and Professional Appearance (check one for each category)

Professional Dress/Appearance: ___ Excellent ___ Good ___ Fair ___ Poor

Punctuality: ___ Always on time ___ Usually on Time ___ Rarely on Time ___ Never on Time

Attendance: _______ # days absent   _______ # days student arrived late

II. Professional Attitudes and Skills
(rate each item : 1. Excellent  2. Good  3. Fair  4. Poor  or NA = does not apply)

___ Overall Interpersonal Skills
   ___ Relates well to clients/public
   ___ Relates well to agency employees

___ Overall Communication Skills
   ___ Communicates well with agency employees
   ___ Communicates well with clients/public

___ Overall Professional Skills
   ___ Interested in learning agency procedure
   ___ Asks adequate questions to determine necessary information
   ___ Seeks opportunities to improve knowledge/skills
III. Rate the student in each of the following:  

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<th></th>
<th>1. Excellent</th>
<th>2. Good</th>
<th>3. Fair</th>
<th>4. Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of the criminal justice system</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Knowledge of your agency’s policies/procedures</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Understanding of the relationship between the criminal justice system and the community</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Demonstrated professional competency and skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Ability to utilize supervision effectively</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Overall Performance:</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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IV. Additional Comments:

______________________________________________________________________________

______________________________________________________________________________

V. I confirm that the student has completed the required number (120) of hours at this agency.

______________________________________________________________________________

(Signature of supervisor)          (Date)

Thank you for your assistance in supervising this student. If you have any questions, please email cjinternships@txstate.edu or call (512) 245-6534. Please return this evaluation directly to Texas State University (not to the student). You may return it by email or mail it to the address below.

If mailing, return to:  Dr. Beth Sanders, Internship Coordinator  
School of Criminal Justice – Hines Academic Center  
Texas State University  
601 University Drive  
San Marcos, TX 78666