INTERNSHIP OPPORTUNITIES  
Criminal Justice Program, 3229 Sangren Hall  
Kalamazoo, Michigan 49008  
Dr. Ron Kramer, Director;  
Ann P. Browning, Office Assistant, 3233 Sangren (Phone: 269-387-5271)

- The Criminal Justice Program offers a variety of internships to help students in the Criminal Justice curriculum gain first-hand experience in their chosen fields. Student interns are usually treated as new employees, given general orientation and training, and, although circumstances vary, usually spend a few weeks under close supervision doing different jobs within the agency to help put their final job assignment in perspective of the agency’s overall mission. While the internship is not required, it is designed to give students hands-on experience that cannot be obtained in the classroom. It also gives the student the opportunity to work in his or her chosen career environment, gaining experience that may be used to help obtain employment.

- Students must apply for an internship one semester before they wish to be placed. Each application is carefully reviewed and placement is contingent upon meeting specific job and background requirements. In addition to program review, the prospective intern will be interviewed by the host agency before being placed. Many agencies require the student to work 16 weeks; the student earns 3 credit hours for every 150 hours worked.

- The internship is a major commitment for students to make. It may be completed in any semester. The intern is required to work 10-12 hours a week or the equivalent of two working days during fall and winter. Work expectations vary during spring and summer depending on the length of placement. Schedules are usually flexible to fit class and other work schedules.

- The internship is designed for juniors and seniors who have successfully completed core and concentration classes relevant to their placements. Specific classes may be required before placement, e.g., delinquency before working at the Juvenile Court; Correctional Process before working in corrections.

- It is preferred, though not required, that students who apply have met the basic prerequisites in each area of concentration: Law Enforcement, Corrections, Juvenile Justice, and Courts. Department and Agency interviews are required before placement.

Recent placements have been made with:  
- Kalamazoo County Sheriff’s Department  
- Kalamazoo Department of Public Safety  
- Michigan State Police  
- Kalamazoo Circuit Court Judges  
- Michigan Department of Corrections  
- Kalamazoo Probation and Parole Office  
- Kalamazoo County Juvenile Court  
- Victim-Witness Assistance Unit

There are a limited number of placements and internships are not guaranteed. Some placements are available outside of the Kalamazoo area with prior approval. Internships are unpaid, yet most students find that investment of their time pays off in work experience gained, possible future job recommendations, and in the satisfaction they derive in using their skills and knowledge to benefit the community.

APPLICATIONS ARE AVAILABLE ON THE CRIMINAL JUSTICE WEB SITE (which is part of the Sociology Website) or from Ann Browning in 3233 Sangren. Each prospective intern is required to attend a group meeting and an individual interview with the Director of Criminal Justice, Dr. Ron Kramer.

You will also be asked to fill out an internship agreement form, emergency medical consent form, and a WMU Waiver.
Internship Agencies

Below is a list of agencies with whom we have placed interns in the Kalamazoo area in the past. If you know of an agency that is not on this list, please feel free to ask us about placement, or contact the agency directly to inquire about opportunities.

American Red Cross
Boys and Girls Club
Comstock Community Center
Douglass Community Association
Edison Neighborhood Association
Family Independence Agency-Children's Protective Service Program
Kalamazoo Corrections Center
Kalamazoo County Circuit Court
Kalamazoo County Community Corrections Office
Kalamazoo County Juvenile Court
Kalamazoo County Probation and Parole Office
Kalamazoo County Prosecuting Attorney's Office - Witness-Victim Assistance Unit
Kalamazoo County Sheriff's Department
Kalamazoo Department of Public Safety
Kalamazoo District Court
Kalamazoo Probation Enhancement Program (KPEP)
Kalamazoo Township Police
Lakeside Academy
Legal Aid Bureau
Michigan Department of Corrections
Michigan State Police
Prevention Works
U.S. District Court - Western District of Michigan-Department of Probation and Parole
Youth Opportunities Unlimited
Van Buren County Juvenile Court
Van Buren County Probation and Parole
Van Buren County Prosecuting Attorney's Office

If you contact an agency directly, you should ask if they would consider taking you as an intern. You may tell them basically you would be treated as a volunteer, but as the semester progresses, based upon your performance, the level of responsibilities and variety of tasks could be increased.

If you secure an internship with an agency on your own, please bring to our office the following information:
Name of the Agency, Name of your Supervisor, mailing address, phone number and email. We will send them a confirmation letter outlining our expectations regarding number of hours to be worked and informing them that they will be asked to complete an evaluation form on your performance near the end of the semester. HOWEVER, any of these placements, as well as any placements outside of the Kalamazoo area must be approved by Dr. Kramer before you can be assured of getting academic credit for the experience. If you have questions, call the Internship Office at 387-5271.

9/2012:apb
Application is For (Please Circle ONE):  

☐ Fall 20__  ☐ Spring 20__  ☐ Summer I/II 20__

1. Last Name_________________________  First Name_________________________  Middle. Init.________

Win #_________________________  E-Mail Address_________________________

Local Street Addr:_________________________  City:_________________________  State:____  Zip:____

Permanent Street Addr:_________________________  City:_________________________  State:____  Zip:____

Cell Phone:_________________________  Local Phone (if different):_________________________  Permanent Phone:_________________________

2. Total Credit Hours Completed as of last Semester____________

3. Year in School:  Junior____ Senior____ Grad____  Estimated Last Semester at WMU will be__________

4. Major Field:  ___Criminal Justice  ___Sociology  ___Other, (Specify)________

Overall G.P.A._____  Criminal Justice G.P.A.____ (*To figure CJ GPA: total # of CJ courses. Total # of honor points: i.e. Honor points: A=4, BA=3.5, B=3, BC=2.5, C=2, DC=1.5, D=1. Divide Total # of honor points by total # of CJ Courses = GPA)

Do you anticipate a career in Criminal Justice?  ____NO  ____YES  If yes, indicate which field below:

____ Local Law Enforcement  ___ Adult Institutions
____ State Law Enforcement  ___ Court Administration/Prosecution
____ Federal Law Enforcement  ___ Graduate School: Criminal Justice
____ Juvenile Probation/Parole  ___ Graduate School: Sociology, Social Work, Etc.
____ Adult Probation/Parole  ___ Graduate School: Law
____ Juvenile Institutions  ___ Other (Indicate):_________________________

Indicate grade received in completed core courses in Criminal Justice and add any closely allied courses. (Place an asterisk in lieu of grade if currently enrolled.)

<table>
<thead>
<tr>
<th>CRIMINAL JUSTICE COURSES:</th>
<th>OTHER CLOSELY ALLIED COURSES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course#</td>
<td>Title</td>
</tr>
<tr>
<td>Soc. 2600</td>
<td>Intro to Criminal Justice</td>
</tr>
<tr>
<td>Soc. 3620</td>
<td>Criminology</td>
</tr>
<tr>
<td>Soc. 3630</td>
<td>Criminal Justice Process</td>
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<tr>
<td>Soc. 3640</td>
<td>Law Enforcement</td>
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<tr>
<td>Soc. 3650</td>
<td>Correctional Process</td>
</tr>
<tr>
<td>Soc. 4540</td>
<td>Juvenile Delinquency</td>
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<tr>
<td>Soc. 4660</td>
<td>Advanced Criminology</td>
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</tbody>
</table>

5. What courses have you had at a Community College or elsewhere that are relevant to this internship?

____________________________________________________________________________________________
____________________________________________________________________________________________

FOR OFFICE USE ONLY

Agency_________________________  Contact Person_________________________

Phone_________________________  Email_________________________

Credit Hours______  SOC 4960-CJ Internship
7. For those seeking law enforcement placement, please answer the following:
   A. Have you completed a Law Enforcement Certification Program? Yes______ No______
      If yes, please indicate where and when______________________________________________________
   B. Are you currently in the Law Enforcement Certification Program at KVCC? Yes______ No______
   C. If not, are you planning to seek admission to the Law Enforcement Program at KVCC? Yes______ No______

8. At what agency would you like to do your internship? (Give three choices).
   (If pre-arranged by you, give Agency address, phone number, and name and email of person you contacted).
   1. ____________________________________________________________________________________________
   2. ____________________________________________________________________________________________
   3. ____________________________________________________________________________________________

9. Have you ever been convicted of a criminal offense? Yes______ No______
   Date_________ Offense_________________________________________________________________________
   Are there any criminal charges pending against you? Yes______ No______
   Date_________ Offense_________________________________________________________________________

10. If you have completed an internship previously, or done volunteer work in a criminal justice related agency, fill in the following:
    AGENCY Intern/Volunteer From T0 ________________________________________________________________

11. Have you had any other experiences that might be relevant to this internship? (i.e. Job experience, military service, special skills)
    __________________________________________________________________________________________
    __________________________________________________________________________________________
    __________________________________________________________________________________________

12. On a separate sheet of paper write a one page explanation of how this internship will further your career goals. This is a VITAL part of the screening process. Therefore, you should write this clearly, precisely, and in the most accurate way you can. The host-agency will make their selection from this statement plus the information supplied above. They will also interview you. THIS MUST BE TYPED.

To complete the application process you must submit: √ Completed Application Form
√ Statement from # 12 above
√ Signed Internship Agreement
√ Attend an Internship Group Meeting
√ Attend in Individual Meeting w/Dr. Kramer

Return all of the above to the Criminal Justice Office at – 3233 SANGREN HALL.
CRIMINAL JUSTICE PROGRAM
WESTERN MICHIGAN UNIVERSITY

INTERNSHIP AGREEMENT

I, _________________________________ hereby make application to work as a student intern. If I am accepted, in consideration thereof, I fully understand and agree to comply with each of the following:

1. I understand that I shall serve within this agency strictly as a volunteer and not as an employee. I understand that I shall receive no remuneration of any form or kind. I further understand that as a student taking advantage of a special educational experience and as a volunteer for the agency, I am not covered by any medical or insurance benefits provided by Western Michigan University or the agency. I agree to obtain medical, automobile and liability insurance to cover me during the term of this internship. I understand and agree that I will not be reimbursed for any expenses incurred while serving in the agency.

2. I understand that all police reports, records, file notations, correspondence, discussions, and conversations in and about the office in which I am working are and must remain confidential. I understand and agree that I shall not examine, read, copy, or otherwise review any documents, files, photographs, or memoranda contained within the offices I work or have any reason to be in without express permission. I agree that I shall keep confidential and not disclose to any person any information or observations which result from my service and research activity, unless I am given express written permission or I am ordered to divulge same by a Court of competent jurisdiction.

3. I expressly agree that, while serving in the capacity as a student intern, I shall abide by all laws of the State of Michigan at all times and at no time shall I conduct myself in a manner as to bring discredit upon the office in which I am working or raise an appearance of impropriety; I expressly agree that, should I be accused or convicted of a violation of any City, State, or Federal ordinance or law, I shall immediately notify the head of the agency and my faculty advisor; I further agree that should any of my relatives, friends, or associates be so accused or convicted, I will advise the head of the agency immediately. I understand that this information is necessary to prevent the possibility of a legal conflict of interest.

4. I understand that I have no rights, powers, or privileges beyond those of an ordinary citizen as a result of my service as a student intern. I understand and agree that as a student intern I am not deputized or empowered to act as a Police Officer or Law Enforcement Officer in any manner or form and that I am not a Special or General Agent of the Prosecuting Attorney or the courts and may not represent myself as one. I further understand and agree that, if in the course of my duties as a student, I am given the responsibility to deal directly with citizens of the community, I must: (1) Always make my capacity as a student, expressly known to those people I deal with, and (2) I must not exceed or misrepresent the scope of my duties.

5. I understand and agree that during the period of my internship, I shall conduct myself in a professional and discreet manner while serving as an intern, and further, that I shall exercise discretion in my conduct outside the office. Further I agree that I shall not discuss the details of a criminal case with anyone unauthorized to have such information. I will only disclose details concerning the progress or status of a criminal case within the limits set by my Internship Supervisor.

6. I further agree that WMU has the right to terminate my internship without refund and without formal hearing, if WMU personnel determine that such termination is in the best interest of either the student, the agency, or WMU. I also agree that Western Michigan University and Agency personnel may establish and determine standards of conduct, behavior and performance of internship participants and to require that compliance as a condition of continued participation in the internship, but that they have no obligation to do so.

7. I understand and agree that while serving as an intern, I must comply with the directions of my Internship Supervisor and faculty supervisor regarding dress and personal appearance. Any failure to comply with the requirements of the host agency may result in termination of the internship placement.
8. I understand that my work week will be specified by my Internship Supervisor. I will be punctual and report directly to my Internship Supervisor at the specified time. If, for any reason, I cannot meet my schedule (e.g. illness, etc.), I will immediately notify my Internship Supervisor. Failure to do so may result in termination.

9. I consent to have my background and criminal record checked by the agency to which I am applying for an internship. For purposes of this record check, I disclose the following information about myself:

   Date of Birth_________________ Race_____________________________

   Sex_________________________

10. I consent to Western Michigan University and the agency releasing my educational records to each other.

11. I understand and agree that during the period of my internship I shall, as a condition of my internship, comply with all the rules and requirements specified by the Sociology Program and Western Michigan University.

12. I hereby certify that I have read the above thoroughly and understand and agree that the foregoing provisions may require that I undertake duties and responsibilities exceeding those of an ordinary citizen. Furthermore, I agree to abide by the foregoing provisions to the fullest extent of my ability. I expressly agree that I will willingly assume these duties and responsibilities in exchange for my being permitted to work as a student intern within this agency.

   SIGNATURE:_________________________________________ Date___________

   NAME (PLEASE PRINT)_________________________________________

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   EMERGENCY MEDICAL CONSENT

The undersigned further consents to allow Agency personnel or agents to obtain emergency medical treatment by a licensed physician, if necessary, for me during this internship, for which costs I shall be solely responsible, but that neither the Agency nor Western Michigan University have any duty to do so.

STUDENT’S NAME: ________________________________________________ ____________________ __________________ (Last Name) (First Name) (Middle Initial) (Social Security #)

ADDRESS: ___________________________________________________

   Street – Apartment #

______________________________________________________________

   City State Zip Phone Number

   ( )

   Emergency Contact Person Emergency Phone Relationship

   Medical Insurance Company Policy Number

   SIGNATURE: ___________________________________________ DATE: ______________________

   This form must accompany your Internship Application and be returned to the Criminal Justice Office at – 3233 SANGREN HALL.