



INTERNSHIP OPPORTUNITIES

Criminal Justice Program
2406 Sangren Hall, Phone: 387-5271
Western Michigan University
Kalamazoo, Michigan 49008
Dr. Ron Kramer, Director

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. The CRJ major actually works in his or her chosen career environment, gaining experience that may be used upon graduation to 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. Criminal Justice Internships must be pre-arranged and approved by the agency and the Criminal Justice Program before placement. There are specific expectations and requirements which must be completed under supervision during the time credit is received.

The internship is a major commitment for students to make. It may be completed in any semester. The intern is required to work 10-15 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 very flexible to fit class and other work schedules.

The internship is designed for second semester 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.

Internships are available to students who meet 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 at 2406 Sangren Hall. 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 APPLICATION

Western Michigan University

CRIMINAL JUSTICE PROGRAM



FOR OFFICE USE ONLY		
Agency	_____	
Contact Person	_____	Phone _____
Credit Hours	_____	Soc. 4960 Call # _____

Application is For (Please Circle): **Fall 2008** **Spring 2009** **Summer I/II 2009** **Fall 2009**

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. _____

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.)

CRIMINAL JUSTICE COURSES:

<u>Course#</u>	<u>Title</u>	<u>Grade</u>
Soc. 2600	Intro to Criminal Justice	_____
Soc. 3620	Criminology	_____
Soc. 3630	Criminal Justice Process	_____
Soc. 3640	Law Enforcement	_____
Soc. 3650	Correctional Process	_____
Soc. 4540	Juvenile Delinquency	_____
Soc. 4660	Advanced Criminology	_____

OTHER CLOSELY ALLIED COURSES:

<u>Course #</u>	<u>Title</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. What courses have you had at a Community College or elsewhere that are relevant to this 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:

<u>AGENCY</u>	<u>Intern/Volunteer</u>	<u>From</u>	<u>To</u>
_____	_____	_____	_____
_____	_____	_____	_____

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 1/2 to 1 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 # 11. 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 – 2406 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.

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 inquire.

American Red Cross
Big Brothers/Big Sisters of America
Boys and Girls Club
Comstock Community Center
Douglass Community Association
Edison Neighborhood Association
Family Independence Agency-Children's Protective Service Program
Federal Court - Office of Judge Enslen - U.S. District Court
Gryphon Place
Kalamazoo Corrections Center
Kalamazoo County Circuit Court
Kalamazoo County Community Corrections Office
Kalamazoo County Juvenile Court
Kalamazoo County Juvenile Home
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 Children's Residence
Legal Aid Bureau
Loy Norrix High School Mentoring Program
Michigan Department of Corrections
Michigan State Police Post #51
Pretty Lake Adventure Camp
Prevention Works
U.S. District Court - Western District of Michigan-Department of Probation and Parole
Youth Opportunities Unlimited
YWCA - Domestic Assault Program
YWCA - Sexual Assault Program
Van Buren County Juvenile Court
Van Buren County Mental Health - Adolescent Treatment Center
Van Buren County Probation and Parole
Van Buren County Prosecuting Attorney's Office
Van Buren County Sheriff's Department.

Placements outside of the Kalamazoo area are usually Summer internships and are generally arranged by the student in consultation with Dr. Kramer. If you have questions, call the Internship Office at 387-5271.