

**CJ 4890**  
**INTERNSHIP IN CRIMINAL JUSTICE**  
**Department of Political Science & Criminal Justice**  
**Dr. David Admire**

An *internship* is defined as a learning experience in a work environment. An internship can be completed in almost any setting relevant to the student's major or minor. A maximum of six (6) internship credits can be counted toward the student's CJ **major**; a maximum of three (3) internship credits can be counted toward the student's CJ **minor**. Forty-five (45) hours of on-the-job participation will equal one (1) internship credit. Southern Utah University will accept no more than a total of twelve (12) internship credits toward a degree.

To register for an internship, the student will propose the internship to the advisor and obtain the advisor's approval. This written proposal will include a description of the internship and describe the learning outcomes the student wishes to achieve. An *Internship Waiver of Liability* will be completed and signed by the student, the advisor and the Department Chair. This form is to be delivered to the Registrar's Office so that the student will be registered for the internship course.

To complete the internship, the student will write a two-page (or longer) paper for each three internship credits completed (upon completion of each 135 hours of participation in the internship setting). This paper will discuss what the student's expectations were, whether or not they were met, what the student learned, etc. The student will also write a final paper summarizing the internship experience as a whole, and discussing the overall value of the experience as part of the undergraduate educational experience.<sup>1</sup> The immediate supervisor of the student on-the-job will also complete/return a short questionnaire, confirming that the student did complete the required amount of hours.

Grading will be done at the end of the semester during which the internship was performed, regardless of the end date of the internship. All internships will be graded **Pass (P)** or **Fail (F)**.

---

<sup>1</sup> In the event the total internship is three credits, the interim and final papers may be combined into a single paper.

## INTERNSHIP EVALUATION

Department of Political Science & Criminal Justice

*To be completed by student/intern:*

Student Name: \_\_\_\_\_ T#: \_\_\_\_\_

Location of Internship (Agency/Office/etc.) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Intern's Immediate Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

*To be completed by Supervisor:*

Above named intern worked an average of \_\_\_\_\_ hours per week during this internship.

Duties assigned to this intern included: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The intern's performance of these duties was:

Outstanding  Above Average  Average  Below Average  Unacceptable

Supervisor's Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If a position was open, would you consider hiring this intern?

Yes  No  Undecided

Would you be willing to consider another SUU student as an intern at your place of business?

Yes  No  Undecided

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

Please mail this form to:

Dr. David Admire  
Department of Political Science & Criminal Justice  
Southern Utah University  
351 W. University Blvd., GC 406  
Cedar City, UT 84720

**\*\*or\*\*** FAX it to Dr. Admire at (435) 586-1925

Thank you for allowing our student to intern at your place of business!

## Internship Permission Form

Name: \_\_\_\_\_ T Number: \_\_\_\_\_

FALL     SPRING     SUMMER     YEAR \_\_\_\_\_

CRN	Course ID <small>(ex. ENGL 1010)</small>	SEC	CREDITS	INSTRUCTOR of RECORD SIGNATURE	DEPT. CHAIR SIGNATURE

### Additional Information Required:

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

State, Zip Code \_\_\_\_\_

Work Supervisor \_\_\_\_\_

Work Supervisor Telephone \_\_\_\_\_

### Internship Waiver of Liability

By going into functioning programs, rather than remaining in an on-campus classroom, students may expose themselves to greater risks. For example, in many placements the host agency does not assume liability for injury or harm to the SUU students who serve/work/volunteer in the program. Likewise employees of these agencies are not personally responsible for harm which may come to SUU students in the course of their carrying out their services and educational activities. Southern Utah University similarly assumes no liability for any such risk.

Given the supervision and limited case loads, SUU students are rarely exposed to even as much risk or harm as ordinary human service workers. Nevertheless, the potential for transportation accidents, and some emotional or mental distress, is present. SUU students are expected to exercise reasonable caution and to provide their own insurance to cover such harm, should it occur.

Students are also expected to conduct themselves according to the host agency's policies and procedures and according to the training which they receive, so as to further reduce risks of harm.

The intent of the practicum/cooperative/internship courses is to provide academic credit to SUU students who wish to gain educationally meaningful field experiences. The student, as a legal adult, assumes primary responsibility for the consequences of his/her conduct, for accidents, and for other harm or injury that may occur, recognizing that this learning format is more active and involved than the traditional classroom setting.

By signing below I affirm that I have read this statement and have had my questions regarding risk and liability answered. Also, by signing below, I assume all risks that may be inherent in and associated with the internship(s) in which I will be involved. I also waive any claim against Southern Utah University, its agents and employees, for any harm, injury, damage or claim that may result from my involvement in the practicum(s), cooperative(s) and internship(s) experience which does not occur as a direct result of the University's gross negligence. I further agree to indemnify the University and hold it and its agents and employees harmless from any such harm, injury, damage or claim that affects me or someone else as a result of my involvement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_