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

This sheet is for your information. You may keep it for future reference.

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. Internships are normally 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.

Student interns are usually treated as new employees, given an orientation, training, and, then placed into their particular job assignment. While an 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. There are a limited number of placements and internships are not guaranteed.* In addition to attending an orientation meeting, and an interview with the Director of Internships for the Sociology Department, the prospective intern will be interviewed by the host agency before being accepted for an internship. Almost all agencies require a complete background check and a random drug test.

- The internship is a major commitment for students to make. Agencies require the student to work 15 weeks for 10 hours per week, for a total of 150 hours during the semester. (For summer internships, the student is expected to work 10 hours per week during BOTH summer I and summer II.) The student earns 3 credit hours for every 150 hours worked. Schedules are usually flexible to fit around your class schedule.

- **The internship is designed for juniors and seniors who have successfully completed core and concentration classes relevant to their placements.** Normally a minimum GPA of 2.5 is required.

- 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.

- **To get an application go to the Sociology Department website: www.wmich.edu/sociology/internships. Each prospective intern is required to attend a group orientation meeting and an individual interview with the Director of Internships.**

- You will also be required to fill out an internship agreement form, emergency medical consent form, and a WMU Waiver upon securing an internship placement.

If you are interested in a placement outside of the Kalamazoo area, you may pursue your own placement, but requires prior approval from the WMU program director. If you contact an agency directly, you should ask if they would consider taking you as an intern. You may tell them you would be treated as a volunteer, but as the semester progresses, based upon your performance, the level of responsibilities and variety of tasks should be increased. If you secure an internship with an agency on your own please be sure to indicate the following information on item #8 on the application: Name of the Agency, Name of your Supervisor, mailing address, phone number and email. We will send them a confirmation email 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. **H O W E V E R,** any of these placements, as well as any placements outside of the Kalamazoo area **must be approved by the program director** before you can be assured of getting academic credit for the experience. If you have questions, call the Internship Office at 387-5271.
Internship Application

Western Michigan University

CRIMINAL JUSTICE PROGRAM

Application is For (Please Circle ONE):  □ Fall 20___  □ Spring 20___  □ Summer I/II 20___

1. Last Name__________________________  First Name__________________________  Middle Initial________
   Win # ____________________________  E-Mail Address__________________________@wmich.edu
   Local Street Address__________________________  City__________________________  State____  Zip____
   Permanent Street Address__________________________  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____

4. Estimated Last Semester at WMU will be__________________________

5. Overall G.P.A.________  Criminal Justice G.P.A.______

6. Major Field:  ____Criminal Justice  ____Sociology  ____Other, (Specify)__________________________

7. 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):__________________________

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

   CRIMINAL JUSTICE COURSES:
   Course#  Title  Grade
   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  _____

   OTHER CLOSELY RELATED COURSES:
   Course#  Title  Grade

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

10. 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______

FOR OFFICE USE ONLY

Agency__________________________  Contact Person__________________________

Phone__________________________  Email__________________________
11. At what agency would you like to do your internship? Give three choices, you can refer to the list of agencies attached where we have recently placed interns for ideas. If you have already pre-arranged an internship please list: 1. Name of your contact person/supervisor, 2. their email, and phone number and 3. The name and mailing address of the agency.

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

12. 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____________________________________________________________

13. 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 To

   ____________________________ ____________________________

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

   ________________________________________________________________

15. On a separate sheet of paper write a two page narrative on how this internship will further your career goals. It should include statements about what your career goals are, what you hope to learn during your internship, and how the agency you would like to work at will fit with your career goals. This is a VITAL part of the screening process. The hiring agency will be evaluating your writing skills to determine if they want to even want to interview you for a internship. It is crucial that you write clearly, precisely and articulately. You should have absolutely no typographical or grammatical errors. Proofread this paper very carefully before submitting it. This must be typed.

To complete the application process you must:

√ submit this completed application
√ submit the two page statement from # 15 above
√ submit the signed Internship Agreement
√ attend an internship orientation group meeting
√ attend in individual meeting with the program director

List of Agencies we have most recently placed interns:

FIA-Children’s Protective Services  
Kalamazoo County Circuit Court- Judges’ Offices  
Kalamazoo County Circuit Court-Family Division  
Kalamazoo County Adult Probation & Parole  
Kalamazoo County Sheriff’s Department  
Kalamazoo Township Police Department  
Michigan State Police Post #51 (Paw Paw)  
Van Buren County Probation & Parole  
JFON-Immigration Legal Services  
Kalamazoo County Office of Community Corrections  
Kalamazoo County Juvenile Home  
Kalamazoo City Prosecuting Attorney’s Office – Victim/Witness  
Kalamazoo Department of Public Safety  
Kalamazoo Probation Enhancement Program (KPEP)  
Prevention Works

Return all of the above to the Criminal Justice Office at – 3233 SANGREN HALL.
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: ____________________________________________

(First Name)                 (Middle Initial)                 (Social Security #)

PERMANENT ADDRESS:

Street – Apartment #

City                     State              Zip                   Phone Number

(_______________________) Emergency Phone

Emergency Contact Person  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.