CRIM 7500/7502: INTERNSHIP
Graduate Internship Course

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COURSE DESCRIPTION

The graduate internship course requires that the student secure an internship in the field of criminology & criminal justice relevant to his or her own interests. To fulfill the requirements of the 3-credit internship course, the student must work 8-10 hours per week for the organization or agency with which she has secured an internship (interns are required to work 16-20 hours/week if interning in the Summer 1 or Summer 2 session).

COURSE REQUIREMENTS

In addition to the 8-10 hour per week internship with an agency or organization in the field of criminology and criminal justice, the student must complete all course-related requirements (these include regularly participating in the online course via Blackboard, meeting as needed with the faculty and internship coordinator, maintaining an experiential journal, and submitting a final paper resulting from the special project). The weekly experiential journal will describe how the internship experience related to your coursework and enhanced your understanding of criminology and criminal justice.

Graduate student interns must work on at least one project specific to their field placement, the results of which are submitted to the Associate Dean for Graduate Studies. Some examples of past projects include: an analysis of Sex Offender Classification System in Maine, the development of a crime scene investigation protocol, and an analysis of burglary patterns in a local community. Interns should identify the project within 30 days after they begin their internship and must submit a one page description of the project to the Associate Dean for Academic Programs for approval by the end of the first month of the semester.

What?                      When?
- Identify Areas/Agencies of Interest  Semester Prior to Internship
- Make Inquiries with Agencies  Semester Prior to Internship
- Secure Placement with Agency  Prior to Course Registration
- Submit Signed Placement Form  Prior to 1st Day of Classes (Submitted)
- Begin work at Internship  1st Week of Classes
- Description of Special Project  Within 30 Days (Emailed)
- Experiential progress reports due  Weekly (on Blackboard)
- Experiential Journal & Final Report Due  Last day of Classes (Emailed)

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ASSIGNMENTS

**Experiential Journal:** Each week, the student is required to upload to the Blackboard discussion board a 1-2 page journal entry (please copy and paste your entry to the discussion board – rather than attaching a file). The journal entry should first describe what the student did on the job that week (specific assignments, tasks, and experiences) and then should focus on either relating that work to criminology and criminal justice and describing how that work contributed to his or her personal or professional development. Journal entries are due by 10pm on the Sunday following each work week. At the end of the semester, graduate students will put together a complete experiential journal compiling all of their journal entries chronologically.

**Final Report:** The final report should detail all activities specifically related to the special project, list project results and/or conclusions, and offer suggestions or recommendations for applying what was learned to the future. The paper should be 8 to 10 pages in length and must be submitted by the last day of classes (if the Special Project resulted in a report to the agency, that report can be submitted as the final report).

The experiential journal and the final report must be emailed to the internship coordinator by 10pm on the Sunday evening after the last day of classes. Late papers will be marked down by half a letter grade for each calendar day that they are late.

GRADING

The Associate Dean for Academic Programs will grade the experiential journal and the final report on a satisfactory/unsatisfactory basis.

**Grading:** Your grade in this course will depend upon your *supervisor’s evaluation* of your work over the course of the internship (20%), the faculty and internship coordinator’s evaluation of your *participation* in the course (attendance and participation during any scheduled sessions (if applicable), thoroughness and timeliness of experiential journal postings, communication with professor and internship coordinator, etc.) over the semester (20%), and your grade on the *experiential journal* (30%) and *project report* (30%). Although weekly journal entries are not graded per se, incomplete or late journal entries will adversely affect your course participation grade.