DEPARTMENT OF SOCIOLOGY AND CRIMINAL JUSTICE
INTERNSHIP INFORMATION

**Eligibility:** Junior or Senior. Internship must be approved by Dr. Parker. Prior to starting an internship the following information must be submitted to Dr. Parker for internship approval.

- Name of Agency
- Supervisor’s full name, title and contact information (telephone and official agency email/personal emails for supervisor’s will not be accepted.)
- Internship tasks/job description
- Internship schedule

**Requirements:** It is important for each student to secure his or her own internship to ensure that the internship is of interest. Securing an internship also teaches you skills in finding and applying for a job.

1. Meet twice with Dr. Parker; once before mid-terms and once before the last day of classes. Student must schedule an appointment.
2. Work at least 60 hours during the semester in an approved agency.
3. Complete 8 to 10 page paper. Paper instructions below. Paper due last day of classes the semester you are registered for the course.

**Purpose:** The primary purpose of the internship is to provide an intensive work opportunity to apply the information obtained in the classroom to the practical setting. The internship must be related to your criminal justice studies and should be the type of job you would like to secure after graduation. As such, the internship also provides skills development, work experience and networking.

**Internship Paper:** Complete an 8 to 10 page paper addressing the following points. Papers are to be double spaced with 1” margins, in 10 to 12 font with a Title Page (your name, semester, internship agency, date paper submitted to internship director). The following topics do not have to be addressed in this order but must be addressed in the paper.

1. Briefly describe the agency where you interned and why you selected it.
2. Describe your duties and tasks.
3. Describe how you identified and secured this internship and how that will help you in finding a professional position after graduation.
4. Give a brief overview of the primary things you learned.
5. Discuss how the internship helped you better understand information discussed in curriculum classes.
6. Discuss your career goals and describe how this internship will help you reach those goals.
7. Discuss the strengths and weaknesses of this internship.
8. Discuss the strengths and weaknesses of the agency. What recommendations do you have for improvement?

**Contact Information:** Note – Dr. Parker is best contacted by email.
Dr. Parker, Internship Coordinator, Department of Sociology and Criminal Justice
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