All CJ majors may complete an internship during his/her junior or senior year at a criminal justice focused agency.

Students are responsible for reaching out to agencies to ask if they are willing to host an intern. It is recommended the students look for sites that are in their emphasis area. A list of agencies that have hosted students in the past is available on the Legal Studies website. Students are welcome to contact other sites, but the Internship Professor will need to review the sites before approval.

If a site does not appear to be criminal justice focused (ex: Hospital, Manufacturer, Legislative Committee, Attorney’s Office) the student must submit an explanation (form available on the website) of how their academic knowledge will integrate with the assignments at that site. Applications for these sites will not be reviewed or approved until the explanation is submitted.

Once a student’s application has been approved and s/he has been enrolled in the course, students, can begin working and documenting their hours at the site. Any hours completed before you are enrolled in the course, will not be approved except in extraordinary circumstances. This option is intended to help students who want to start their internships prior to the start of the semester. For example, a student may apply in October for a spring semester internship and once approved and enrolled in CJ 490 for the spring semester can begin work at the internship site immediately.

Students should read the Internship Handbook before reaching out to potential internship sites. Always be professional when reaching out to sites and recognize that agencies are very busy. Be sure to log any contact with a site, including the date, who you spoke to and any comments they gave you. We recommend that you contact federal agencies a year before you plan to take your internship course, or even earlier. They have a very limited number of openings and competition is fierce.

For additional information about internships and the best way to contact agencies please consider working with the University’s Career Center http://career.olemiss.edu/ and sign up for the Handshake system to receive notifications about internship opportunities.
The following items must be submitted online by the dates indicated:

(1) Application to Enroll in CJ 490 (must be completed online);
   http://legalstudies.olemiss.edu/internship/cj-490-internship/

(2) Internship Learning Agreement – The Internship Learning Agreement form is located on the last two (2) pages of this document. A digital copy of those two (2) pages must be uploaded/attached to the Online Application to Enroll in CJ 490. Note both the student and the site supervisor must sign the Internship Learning Agreement.

Your application to enroll in CJ 490 will NOT be considered until both items are submitted.

To be eligible for an internship, you must have submitted both forms to the Internship Professor by the following dates:

- Summer intern: **Two weeks prior** to the beginning of full summer school – May 13, 2020
- Fall intern: **Two weeks prior** to the beginning of the fall semester – Aug 10, 2020
- Spring intern: **Two weeks prior** to the beginning of the spring semester - January 5, 2021

**If the Internship will be in Colorado or Texas, the student must notify the internship professor four (4) weeks before the internship starts.**

Students CANNOT enroll themselves in CJ 490. The department will enroll you once all documents are reviewed and approved. You should make sure there are NO holds before submitting your paperwork. You WILL NOT be enrolled if you have a HOLD in place.

Please be advised that by submitting this completed packet, you are giving permission to be registered for CJ490. If you wish to drop the course, you must make a written request to the CJ Internship Coordinator to officially drop CJ 490 from your schedule.

If you have questions or need more information about the process, please contact the Internship Coordinator:

- Prof. Anne M. Klingen, J.D.
- Adjunct Instructor, Department of Legal Studies
- annek@go.olemiss.edu
- 662-259-0834 (Leave a message)
- Make an appointment to speak with the professor in person or by phone-
  https://go.oncehub.com/MeetingwithProfKlingen
CJ 490 INTERNSHIP
EVERYTHING STUDENTS NEED TO KNOW

**STEP ONE**
Student decides what type of internship sites matches her emphasis area and future plans and when she would like to enroll in the CJ 490 course.

**STEP TWO**
Student begins to reach out to internship sites that interest her no later than 4 months prior to her goal semester. If interested in a federal internship, that should be one year.

**STEP THREE**
Student should approach the internship site search with the same care as if she was applying for a job. Stay professional and take notes about the process. Many sites will need follow-up or request additional details from the student/applicant.

**STEP FOUR**
Once an internship site has agreed to sponsor an intern, she needs the site to complete the CJ department’s Internship Learning Agreement.

**STEP FIVE**
Student will apply online to be enrolled in CJ 490 using the online application. Student must attach the completed Internship Learning Agreement to the application.

**STEP SIX**
CJ 490 Internship Coordinator will review the application & respond via email (1) requesting additional information about the site or (2) approving student’s request to enroll in the Internship course. If you do not receive an email within 7 days, follow up.

**STEP SEVEN**
The CJ department will enroll students in the course once the enrollment period opens. Check your course schedule to verify you were added to the course.

**STEP EIGHT**
Student will complete assignments in their online class & will hours at their internship site.

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**DEADLINES**

STUDENTS MUST SUBMIT THEIR APPLICATIONS TO ENROLL PRIOR TO THE DEADLINE DATES*

- May 13, 2020
- August 10, 2020
- January 5, 2021

*Two weeks prior to the beginning of the semester they wish to enroll (fall, spring or full summer semesters).
**DETAILS ABOUT THE PROPOSED INTERNSHIP SITE & SUPERVISOR**

Students will need these details to complete the Online Application to Enroll in CJ 490

If a site does not appear to be criminal justice focused agency (ex: Hospital, Manufacturer, Legislative Committee, Attorney’s Office) the student must submit an explanation of how their academic knowledge will integrate with the assignments at that site. Applications for these sites will not be reviewed or approved until the explanation is submitted. The Request to Intern at an Alternative Site form is located on the CJ 490 Internship website.

<table>
<thead>
<tr>
<th>Internship Agency:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street/PO Box:</td>
<td></td>
</tr>
<tr>
<td>City, State &amp; Zip:</td>
<td></td>
</tr>
</tbody>
</table>

*If the Internship is in Colorado or Texas, the student must notify the internship professor four (4) weeks before the internship starts*

<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Job Title:</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Email:</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Phone #:</td>
<td></td>
</tr>
</tbody>
</table>

Supervisor’s Emergency Phone Number:

| Site’s Fax Number:       |   |

Supervisor has at least **5** years of experience as a criminal justice professional. □ Yes □ No

<table>
<thead>
<tr>
<th>Is Supervisor related to the internship student?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ NO, supervisor is not related to student.</td>
</tr>
<tr>
<td>□ YES, supervisor is related to student.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Start Date of Internship:</th>
<th>Estimated End Date of Internship:</th>
</tr>
</thead>
</table>

NOTE: The two following pages should be completed in cooperation with the proposed internship site.

All blanks on the form should be completed and appropriate signatures should be affixed before submission. The student will submit a digital copy of the two pages along with the online application.

The Online application can be found at: [http://legalstudies.olemiss.edu/internship/cj-490-internship/](http://legalstudies.olemiss.edu/internship/cj-490-internship/)
INTERNSHIP LEARNING AGREEMENT

Please complete the following information. If handwritten, please block print.

THIS AGREEMENT, dated ________________________________, by and between
_____________________________________________________________, (Site Supervisor) and
_____________________________________________________________, (Student Intern),
shall constitute the general terms of the internship at (Proposed Internship Site)
________________________________________________________________________

THE TERMS OF THE AGREEMENT SHALL BE AS FOLLOWS:

1. Student Intern agrees to work for Site Supervisor for approximately ______________
hours per week for approximately ______________ weeks,
   for a total of at least □ 135 hours (3 hours of academic credit) or
   □ 270 (6 hours of academic credit).

2. The internship student will begin work on ________________________ (date)
   and will complete their work by __________________________. (date)

3. The actual work hours shall be arranged between the parties at mutually convenient times.

4. Student Intern agrees to maintain the highest standard of ethical conduct in word, deed, action,
   and conversation while completing the internship and in connection with all matters regarding
   the internship experience upon completion of the internship.

5. Student Intern agrees to hold all information concerning the business at Internship Site
   confidential. The Student Intern affirms s/he will maintain the highest level of care to ensure
   s/he does not divulge, disclose, or in any way reveal any confidential information.
6. Student Intern agrees to perform tasks, with input from the Site Supervisor, to the best of their ability.

7. Site Supervisor agrees to give Student Intern tasks associated with the usual business practices of the abovementioned Internship Site included but not limited to the following:

8. Site Supervisor agrees to meet with intern on a regular basis to give feedback and supervision to the Student Intern.

9. Site Supervisor agrees to complete an evaluation of the intern’s work and return it to the department by the end of the internship.

10. The above-named agency
    □ will not provide compensation for this work.
    □ will provide compensation for the work performed. The compensation will be as follows:

    If an internship is unpaid, this should be made explicitly clear to the student, and the internship should adhere to Fair Labor Standards Act guidelines.

    [Link to Fair Labor Standards Act guidelines]

11. Additional information for agencies about internships is available at:

    [Link to internship information for agencies]

**Approving Signatures**

Site Supervisor ___________________________ Date ______________

Internship Student ___________________________ Date ______________