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 agency (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 located on the CJ 490 website. The application 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 14, 2024
- Fall intern: **Two weeks prior** to the beginning of the fall semester – Aug 12, 2024
- Spring intern: **Two weeks prior** to the beginning of the spring semester - January 8, 2025
- Summer intern: **Two weeks** prior to the beginning of full summer school – May 14, 2025

*If the Internship will be in Colorado 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 CJ 490.

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
- 662-259-8222 (Leave a message)
- Make an appointment to speak with the professor in person or by phone or zoom - https://calendly.com/anneklingen/15min
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.

| Internship Agency: |
| Street/PO Box: |
| City, State & Zip: |

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

| Supervisor’s Name: |
| Supervisor’s Job Title: |
| Supervisor’s Email: |
| Supervisor’s Phone #: |
| Supervisor’s Emergency Phone Number: |
| Site’s Fax Number: |

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

Is Supervisor related to the internship student?

□ NO, supervisor is not related to student. □ YES, supervisor is related to student.

| Estimated Start Date of Internship: |
| Estimated End Date of Internship: |

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.
INTERNESIS 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.

    [https://www.dol.gov/whd/regs/compliance/whdfs71.pdf](https://www.dol.gov/whd/regs/compliance/whdfs71.pdf)

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

    [http://legalstudies.olemiss.edu/internship/internship-information-for-agencies/](http://legalstudies.olemiss.edu/internship/internship-information-for-agencies/)

**Approving Signatures**

Site Supervisor ___________________________ Date _____________

Internship Student _________________________ Date _____________
ASSUMPTION OF RISK, WAIVER AND RELEASE OF LIABILITY

READ THIS WAIVER AND RELEASE OF LIABILITY BEFORE YOU SIGN IT. IT AFFECTS YOUR LEGAL RIGHTS.

I, ____________________________ [print student’s name], agree to act in a responsible and safe manner when I participate in a Criminal Justice or Legal Studies Internship Program. I understand that my participation is voluntary, and I may be exposed to risks and hazards that could result in serious illness, bodily injury, disability, or death. These risks and hazards may include but are not limited to: (i) vehicular, pedestrian, or other accidents, (ii) storms, floods, fires, earthquakes, and other natural disasters, (iii) infectious diseases or viruses, including but not limited to COVID-19, (iv) limited or inadequate medical care, (v) different standards of design, safety, and maintenance of buildings and public places, (vi) terrorist activities, and (vii) allergic reactions to food, insects, or other allergens. I acknowledge and agree that the University of Mississippi (including its faculty, employees, and representatives) and the Mississippi Board of Trustees for State Institutions of Higher Learning (collectively “UM”) cannot forecast or foresee all potential risks.

I knowingly and voluntarily assume all risks associated with my participation in the ________North Mississippi Rural Legal Services________________ [insert internship/practicum site], including any related travel to and from any internship/practicum destination, events, or activities. I knowingly and voluntarily waive and release UM from all present and future claims of any type for any harm or loss, including economic loss, personal injury, death, or property damage suffered by me and arising out of my internship/practicum. I agree to indemnify, hold harmless, and covenant not to sue UM for any damages, personal injury, death, medical expenses, disability, lost wages, loss of capacity, property damage, court costs, attorney’s fees, or any other loss of any kind. I acknowledge and agree that: (i) this WAIVER AND RELEASE OF LIABILITY is intended to be as broad and inclusive as authorized under law, and (2) if any part of this WAIVER AND RELEASE OF LIABILITY is deemed by a court to be invalid, the remaining provisions of the WAIVER AND RELEASE will continue in full force and effect.

I am aware of no health condition that precludes or restricts my participation and/or travel. I understand that UM does not provide medical or accident insurance for me and has advised me to obtain insurance. If the circumstance presents, I authorize UM to seek emergency medical, rescue, or evacuation services for me should I become injured, ill, or incapacitated and lack the ability to make such decisions for myself. I understand that I am financially responsible for any medical or other expenses incurred because of my illness, injury, or incapacitation. I agree to reimburse UM for any such expenses incurred on my behalf. I further agree to release, hold harmless, and covenant not to sue UM for any damages, injury, loss, expenses, disability, or death arising out of any emergency medical, rescue, or evacuation services that I receive.
CHECK the appropriate statement.

____ I certify that I am at least eighteen (18) years old. I have read and understand this ASSUMPTION OF RISK, WAIVER AND RELEASE OF LIABILITY and agree to its terms. I further understand that this ASSUMPTION OF RISK, WAIVER AND RELEASE OF LIABILITY shall be legally binding upon me, my family, estate, representatives, heirs or assigns.

____ I am under eighteen (18) years old. I understand that my parent or legal guardian must consent to and execute this WAIVER AND RELEASE OF LIABILITY on my behalf.

Student’s Name(Please Print): __________________________________________________________

Student ID# ______________________

Primary Address _________________________________________________________________

City: __________________________________________ State________ Zipcode________________

Phone _________________________ Email: ______________________________________________

______________________________

Student’s Signature ___________________________ Date __________________________

The student’s parent or legal guardian must complete and sign this WAIVER AND RELEASE OF LIABILITY if the student is not eighteen (18) years old.

I certify that I am ________________________________’s [print student’s name] parent or legal guardian. I have read, understand and agree with the terms of this WAIVER AND RELEASE OF LIABILITY and execute it on the student’s behalf. I further understand that this WAIVER AND RELEASE OF LIABILITY shall be legally binding upon the student, me, and our family, estates, representatives, heirs, or assigns.

Parent or Guardian Name (Please Print) ________________________________________________

Parent or Guardian’s Signature ___________________________ Date __________________________