

CRJU 492 INTERNSHIP ENROLLMENT FORM

Circle the semester in which you seek to enroll in an internship

Fall:	2009	2010	2011	2012
Spring:	2010	2011	2012	2013
Summer:	2010	2011	2012	2013

WARNING TO STUDENTS

A failure to **complete** this form properly and **submit** it to the Department of Criminal Justice Internship Coordinator **before** the applicable deadline **can prevent you from graduating on-time!** Be sure that you complete **ALL PARTS** of this form, paying special attention to the section atop the second page concerning **background investigations**.

Circle your current career goal

Court/Judicial Administration
 Police Officer
 Probation/Parole Officer
 Custodial Corrections Officer
 Lawyer

Other: _____

A. INSTRUCTIONS (read this section first, before you do anything else)

1. **ALL** sections of this form must be completed **BEFORE** it is submitted for approval.
2. Complete all of Section B (questions #1 though #5) either by typing or printing legibly.
3. Have an academic advisor from the CHHS Academic Advising and Resources Center (AARC) complete Section C of this form.
4. Staple or tape your Site Internship Supervisor's business card to the bottom of this page. Then, have your Site Internship Supervisor **complete Section D** and **sign Section E**, both of which are on the second page (reverse side) of this form.
5. After your Site Internship Supervisor has completed and signed this form, **you – the student – must also sign Section E the form.**
6. **Make two copies** of this form once completed. Keep the two copies for yourself and **submit the original** to the CRJU Department's Internship Coordinator. If your application is approved, a permit will be issued for you to register for CRJU 492. You must then give one of the copies you made to the faculty member who will supervise your internship placement; you retain the other copy for your own files.
7. Do **not** begin your internship prior to the start of the semester in which you enroll in CRJU 492 unless you have the prior approval of the Department of Criminal Justice's Internship Coordinator. Any hours that are worked prior to the date on which you are approved to begin your internship will not count toward satisfying the 130 hours required for all internships.

B. STUDENT INFORMATION (please type or print)

1. Student Name: _____

First Name	Middle Initial	Last Name
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2. CSUBL ID Number: _____
3. Mailing Address: _____

Street Number	Street Name	Apartment/Unit Number
City	State	Zip Code
4. Telephone Numbers: _____

Home Phone	Cell Phone	Work/Other Phone
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5. E-Mail Address: _____

Note: We highly recommend that you use your official CSULB email address for all professional communications, especially with internship supervisors and clients.

C. AARC ACADEMIC ADVISOR'S REVIEW
 (check all that apply and stamp):

1. _____ All Core CRJU Courses Completed
2. _____ CRJU 492 Is Final Course Needed to Graduate
3. _____ Internship Plus One Core Class Needed
4. _____ Internship Plus Two or More Core Classes Needed
5. _____ All GE Courses Completed (including capstones)
6. _____ Internship Plus One GE Capstone Class Needed

Stamp Area

D. SITE INTERNSHIP SUPERVISOR'S BUSINESS CARD

Affix Site Internship Supervisor's
 Business Card Here

D. INTERNSHIP INFORMATION (to be completed by the Site Internship Supervisor)

On behalf of the CSULB Department of Criminal Justice, thank you for becoming “a partner in education.” Well structured internships play a significant role in preparing students for the jobs they will be seeking after graduation. Our interns are required to complete a minimum of 130 hours during the semester in which they are enrolled in CRJU 492 (Internship) unless other arrangements have been made with the Department of Criminal Justice Intern Coordinator at least one month prior to the start of the semester. [Please take a moment to answer the following questions.](#) Responses will assist us in establishing a meaningful database for potential interns and measures of accountability for the one which you have decided to host. This document also establishes the fact that the University and Facility shall each be responsible for damages caused by the negligence of its employees and agents occurring in the performance of this internship and that workers compensations insurance shall be extended by the Facility to student interns.

1. Background Check: **Does this internship require a background investigation? (circle one)** **Yes** **No**
 If **yes**, please initial here if the background investigation has been successfully completed: _____

Note: If the background investigation has not been completed, the student may be allowed to register if a letter, on agency stationary, accompanies this document when it is submitted. The letter must state that the student will be temporarily placed in a position that does not require the background investigation until it is completed. Students will be dropped from class, with no credit, if the background investigation is negative (i.e., it reveals information that prevents the student from completing the internship).

2. Day/Time of Internship: (please check all that apply)

_____ We are flexible with the *days* on which the student interns so that we can accommodate his/her scheduling needs
 _____ We are flexible with the *hours* the student interns so that we can accommodate his/her scheduling needs
 _____ We have needs that prevent us from being flexible with the days/hours during which the student will intern

3. Technical Skills: Please circle the number reflects the level of importance to you with regard to the particular internship placement:

	Not at All Important	Minimally Important	Moderately Important	Very Important
a. Word Processing Software (e.g., Microsoft Word)	1	2	3	4
b. Spreadsheet Software (e.g., Microsoft Excel)	1	2	3	4
c. Presentation Software (e.g., Microsoft PowerPoint)	1	2	3	4
d. Database Software (e.g., Microsoft Access)	1	2	3	4
e. Statistical Software (e.g., SPSS)	1	2	3	4
f. Report Writing/Written Command of English Language	1	2	3	4

4. Skills Working with People: Please circle the number reflects the level of importance to you with regard to the particular internship placement:

	Not at All Important	Minimally Important	Moderately Important	Very Important
a. Adults (18 Years of Age and Above)	1	2	3	4
b. Teens (13 to 17 Years of Age)	1	2	3	4
c. Children (5 to 12 Years of Age)	1	2	3	4
d. Crime Victims	1	2	3	4
e. Probationers and/or Paroles	1	2	3	4
f. Males/Men/Boys	1	2	3	4

5. **Please describe** the proposed activities for this internship:

E. SIGNATURES

1. **Site Intern Supervisor's Signature:** _____ Date: _____

2. **Student's Signature:** _____ Date: _____