

EMPLOYEE/EMPLOYER EXPECTATIONS: Criminal Justice/Public Safety Internship

The purpose of this document is to facilitate a conversation between faculty advisor, employer and student regarding expectations for the Internship. This form can be altered to address learning outcomes unique to a specific internship experience.

Name of Student: _____

Name of Employer Supervisor: _____

Beginning Date: _____

Organization Name: _____

Ending Date: _____

Organization Address: _____

Phone: _____

Email: _____

Prior to beginning the internship: Select **at least** four (4) areas below to focus on and document the **planned hours**.

At the completion of the experience, document the **actual hours** and complete the **Performance Rating** (Separate copies to be completed by Employer and Student).

Note: Employer Performance Rating is used for student assessment ONLY and NOT grading. Student Performance Rating is for the purpose of self-reflection.

LEARNING EXPECTATIONS	LEARNING OUTCOME(S)	LEARNING IMPLEMENTATION(S)	PLANNED HOURS	ACTUAL HOURS	PERFORMANCE RATING (RATE USING 5 AS HIGHEST)	
					EMPLOYER	STUDENT
Develop a foundational knowledge of the agency.	Demonstrate a basic knowledge of the agency and its role in the field of criminal justice.	Provide student with the opportunity to understand the mission and history of the organization, the population served, record keeping, hiring practices, and procedures.			1 2 3 4 5	1 2 3 4 5
Demonstrate personal and/or professional growth.	Demonstrate behavior appropriate to working in a criminal justice/public safety environment. Demonstrate an awareness of professional expectations within the agency. Exhibit social awareness, respect for privacy and responsible conduct.	Include student in meetings and conference calls, as appropriate. Make introductions to acquaint student with agency personnel.			1 2 3 4 5	1 2 3 4 5
Develop/improve time management skills.	Able to manage multiple projects and/or assignments and to budget time effectively such that assignments are completed thoroughly and on time.	Hold student accountable for completing projects/assignments in accordance with predetermined due dates.			1 2 3 4 5	1 2 3 4 5

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Develop/enhance written and verbal communication skills.	Able to understand and interpret agency documents (Rules and Regulations, Guidelines, Policies and Procedures, etc.).	Provide student with opportunities to write memos, prepare documents and contribute to discussions. Pull data from various groups within the agency in order to successfully complete a project. Communicate and obtain data from various divisions within the agency, as necessary, to complete a project.			1 2 3 4 5	1 2 3 4 5
Identify and understand the structure of the organization.	Demonstrate an understanding of individual and agency roles and responsibilities.	Provide student with an organizational chart and discuss roles and functions. Introduce student to key members of the agency.			1 2 3 4 5	1 2 3 4 5
Develop/improve leadership skills.	Able to function effectively as a member of a team to accomplish common goals.	Provide student with opportunities to enhance leadership skills, observe leaders in their roles, delegate tasks, and make decisions, as appropriate.			1 2 3 4 5	1 2 3 4 5
Relate theoretical foundations and concepts to agency responsibilities and accountabilities.	Demonstrate skills in critical thinking and problem solving.	Familiarize student with past/present cases; discuss procedures and options that could be used to bring a case to a successful conclusion. When appropriate, provide opportunities for student to observe case intake and to conjecture sequential steps for appropriate follow through. When possible, offer student opportunities to observe and/or participate in agency employee training.			1 2 3 4 5	1 2 3 4 5
Conduct research on the agency, its divisions and departments, and write reports.	Demonstrate an understanding of the organization's structure and interagency communication by way of written assignments.	Have student request data from departments/divisions within the agency to be used in completing assigned projects.			1 2 3 4 5	1 2 3 4 5

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	Employer may incorporate additional outcomes, as appropriate.				1 2 3 4 5	1 2 3 4 5
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Employer's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Advisor's Signature: _____ Date: _____

ADDITIONAL COMMENTS: _____

