

INTERNSHIP FREQUENTLY ASK QUESTIONS

If you need this document in an alternate format, please contact Dr. Brent Paterline at brent.paterline@ung.edu or call 770-401-5146

Questions

Do I have to do an internship?

Yes. All criminal justice majors are required to complete an internship. It is a requirement for graduation.

What are the eligibility requirements to do an internship?

There are five requirements you must meet before you are eligible to enroll in a criminal justice internship.

1. Only criminal justice majors enrolled in the Bachelor of Science Degree on UNG's Dahlonega Campus can participate in the criminal justice internship course. Students enrolled in the Associates Degree on the Gainesville Campus cannot participate in the criminal justice internship.
2. You must have completed all of area F in your criminal justice plan of study.
3. You must have taken and completed CRJU 3601 (Research Methods)
4. You must have completed a minimum of 18 hours of criminal justice classes
5. Students must have a GPA of at least 2.0 overall and in their major.

Is the internship an actual course?

Yes. The internship is a 12 credit hours course that you must register for. The course is CRJU 4850. The course is offered online on D2L. Students doing an internship will have to complete three journals and three research papers while working at their internship agency.

Who is the contact person for the internship?

Dr. Brent A Paterline
Criminal Justice Internship Coordinator
Email: brent.paterline@ung.edu
Cell Phone: 770-401-5146.

When should I take the internship course?

The internship course can be taken in the Fall, Spring, or Summer semesters. It is recommended that students complete their internship during their last semester. The reason of the recommendation is that many students are offered a job immediately following the completion of their internship. However, if the intern is, for example, a junior, the agency will not be able to hold the position for year until the student graduates.

Can I take other courses while I do my internship?

Students taking the internship during the fall or spring semester can register for two additional courses if they wish. It would be best for the student if these courses were online. Students registered for the internship course during the summer semester may not take any additional courses during the summer semester. Exceptions will depend on the students overall GPA, graduation plans, and the discretion of the Internship Coordinator.

How to I obtain an internship?

The steps for students to follow to obtain an outline are discussed in the Internship Handbook. Please read the entire Criminal Justice Internship Handbook before beginning the process of looking for an internship agency.

Prior to the semester a student wishes to do his or her internship, the student should contact the internship coordinator via email and ask the coordinator for a list of acceptable internship agencies. The internship coordinator maintains an up-to-date list of all host agencies that have participated in the UNG internship program over the last 10 years.

When should I start looking for an internship agency?

You should begin to plan your internship at least four months in advance. Some agencies, such as the GBI, require earlier preparation. Please go to the agency website for more information

Fall Internships: Application materials should be submitted by May 15

Spring Internships: Application materials should be submitted by September 15

Summer Internships: Application materials should be submitted by February 15.

What UNG Forms to I need to complete in order to do an Internship?

After you have been given a “green light,” by an internship agency, there are two forms that you need to fill out: (1) **Letter or Agreement Form** and (2) a **Student Agreement Form**. Both of these forms can be found on the Criminal Justice Internship Webpage.

Fill out the Letter of Agreement form and have it signed by your supervisor. Please email both of these forms to the internship coordinator. Do not fax them. Please do not use letter of agreements from career service at UNG.

Dr. Brent Paterline

Internship Coordinator

Email: brent.paterline@ung.edu

Deadlines for Letters of Agreements are as follows

- Fall Internships: August 15
- Spring Internships: December 15
- Summer Internships: May 15

How many hours do I have work at my internship agency?

Students enrolled in the internship course (CRJU 4850) are required to work a total of 320 hours at their internship site during the semester in which they are enrolled in the course. Students can work full time (40 hours a week for eight weeks) or part-time for 15 weeks (20-22 hours a week). Keep in mind that the summer semester is only eight weeks long. The spring and fall semester are 15 weeks long. Students doing their internship during the summer may start their internship early (after May 14) with the approval of the internship coordinator.

Can I intern out of state?

Yes. We have had many students intern out of state, especially in the state of Florida.

Can I intern where I currently work?

Students working full-time or part-time at a criminal justice agency may use their work hours as internship. However, students cannot count past work hours (hours worked before enrolled in the course) toward their internship course. Students who are undergoing field training, such as FTO with a police agency, can count their field training toward their internship course as long as they are enrolled in the course. Students cannot count any hours at a police academy or military training as internship hours. Some internship agencies require training that is to be completed before a student begins his or her internship. In this case, training hours will count toward the 320 hours required for the course. Please remember: Any internship hours completed while not enrolled in an internship course are completed as a community member and not in the capacity of a Criminal Justice Intern, so they will not count towards students' required hours.

Can I count past worked hours towards my internship?

The Department of Criminal Justice at the University of North Georgia does not give internship credit for previous occupational or training experience. The objective of the internship program is to allow students to utilize the knowledge from their course work and apply it to real life situations. As an intern, the student is a field researcher, in which he or she takes field notes about their observations and experiences, assesses his or her internship agency, and writes research papers relating to the operation of the internship agency. Most of this research cannot be done retroactively.

Can I participate in field training (e.g. firearms training, SWAT training) while doing my internship?

Students can elect to participate in any training at their agency under the direction of their supervisors. Students, for example, at a law enforcement agency may participate in SWAT training, firearms training, bicycle training, field sobriety training, or K9 training. Such training

is considered elective and UNG is not liable for any injuries that may occur while an intern participates in such training activities. The host agency is responsible for the safety of the interns. If an intern feel that a training session may be “too risky” she or he has the right to refuse to participate in the training.

Can I count lunch hours and drive times towards my hours worked?

Students can count lunch hours or breaks toward the 320 hours. Student cannot count drive times to and from their agency. However, if “on call” or “on the clock,” an intern can count hours driving to a training facility, a crime scene, or other work related site.

Are there forensic internships?

In short, there are very few forensic internship in the state of Georgia. Currently, there are only three opportunities: (1) the Gwinnett Police Department offers two CSI internships per semester, (2) the Fulton County Medical Examiner’s Office, and (3) the GBI crime lab. It is also recommended that students who are interested in forensics apply to the GBI internship program to intern at a local field office. Every GBI field office has a CSI team.

What if the internship agency requires a letter of recommendation?

Some agencies require a letter of recommendation from the internship coordinator. Should a student be required to obtain such a recommendation in order to complete their application for an internship, they should simply email the internship coordinator and request a letter of recommendation for an internship. The internship coordinator should email a letter of recommendation within three days. If a student does not receive a letter of recommendation after three days, he or she should email to the internship a second request as a reminder.

What happens if I am fired from by my internship agency?

If a student is removed from their internship site, the student will automatically receive a grade of F for the course and will not be allowed to continue his or her internship with another agency. The student will also not be permitted to participate in any future internships. A student who removed from their internship may be allowed to fulfill his or her graduation requirements by taking an equivalent number of academic courses. The student must take 12 hours of 4000 level courses (four 4000 level courses) to replace the internship requirement.