

NHTI - Concord's Community College
CRIMINAL JUSTICE DEPARTMENT

STUDENT INTERNSHIP GUIDE

CRMJ 270C - Criminal Justice Internship

Your guide to completing the internship successfully

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Welcome to Your Criminal Justice Internship

Welcome to CRMJ 270C. Your internship is an opportunity to move beyond the classroom and experience the work of a criminal justice-related agency firsthand. You will represent yourself, the Criminal Justice Department, and NHTI in a professional setting while learning from practitioners in the field.

The goal is not simply to accumulate 120 hours. Pay attention to how the agency operates, how professionals communicate and make decisions, how policy and law are applied, and how what you have learned in your Criminal Justice courses appears in actual practice. Ask appropriate questions, reflect on what you observe, and use the experience to learn more about both the profession and yourself.

This guide pulls together the student-facing requirements of the internship. Keep it available throughout the semester. Your logs, meetings, agency evaluations, and Final Report all contribute to successful completion of the course. If a question or problem develops at your internship site, communicate with me early.

James Sartell

Internship Coordinator

Internship at a Glance

Required field experience	At least 120 hours at the host agency
Internship format	Participant-observer or project-based
Internship log	One log for every agency visit/session; provide sufficient detail for each entry. Submit completed logs together monthly in Canvas.
Midpoint evaluation	Agency evaluation at approximately 60 hours
Final evaluation	Agency evaluation at approximately 120 hours
Internship meetings	Attend the initial session and additional scheduled internship meetings/seminars
Final Report	5-7 full pages of written content, plus title page, references, and required attachments

What You Should Gain from the Internship

By the end of the internship, you should be able to:

- Appreciate the agency's philosophy and goals in relation to the service it provides.
- Identify the formal and informal pressures and structures that shape the agency.
- Understand the agency's role in the broader criminal justice system.
- Identify the professional preparation and skills required by personnel performing different functions within the agency.
- Connect your internship experience to your academic education.
- Better define your own professional and career objectives as a result of the experience.

These objectives should also inform your Final Report.

Your Professional Responsibilities

- Become familiar with the regulations, mission, policies, and expectations of your host agency and adjust your conduct accordingly.
- Plan and prepare thoroughly for assignments.
- Be well groomed and appropriately dressed for all assignments.
- Be present and punctual for appointments and work assignments.
- Notify your agency supervisor well in advance if you must be absent.
- Be tactful, respectful, and courteous to everyone you encounter.
- Use discretion and maintain confidentiality at all times during and after the internship.
- Attend the initial internship session and all additional scheduled internship meetings/seminars.
- Maintain your internship log and submit entries as directed.
- Keep the Internship Coordinator informed of your agency schedule and progress, including when you expect to reach 60 and 120 hours.
- Contact the Internship Coordinator promptly if problems, unusual circumstances, or matters of special interest arise.

The Internship Process: Student Road Map

1. Read this guide thoroughly and make sure you understand the course requirements. The internship includes at least 120 agency hours in addition to meetings and written work.
2. Remember that you represent the NHTI Criminal Justice Department and the College. Your professionalism can affect future internship opportunities at the agency.
3. Consult with the Internship Coordinator for clarification, suggestions, and initial approval before beginning the placement process.
4. Contact an appropriate criminal justice-related agency. If you have difficulty locating a possible site, ask the Internship Coordinator for assistance.
5. Once the agency preliminarily accepts you, provide the Internship Coordinator with the supervisor/contact person's name, title, address, telephone number, and other relevant information.
6. Make sure the Confirmation of Internship Placement form is completed and returned. Internship hours may begin after the placement is approved and the required steps are complete.
7. Provide the Internship Coordinator with your internship schedule in writing.
8. Complete a separate log every time you report to the internship agency. Submit the completed logs together monthly in Canvas according to the current semester due dates.
9. Notify the Internship Coordinator as you approach 60 hours so the midpoint evaluation can be completed.
10. Continue your internship hours, logs, meetings, and Final Report preparation.
11. Notify the Internship Coordinator as you approach 120 hours so the final agency evaluation can be completed.
12. Complete and submit the Final Report and all required documentation by the assigned deadlines.

Milestone Checklist

- ☐ Placement approved / Confirmation of Internship Placement completed
- ☐ Agency supervisor/contact information provided to Internship Coordinator
- ☐ Internship schedule provided in writing
- ☐ Internship hours begun
- ☐ Weekly/session logs current and submitted as directed
- ☐ 60-hour midpoint evaluation completed
- ☐ Final Report planning/outline reviewed as directed
- ☐ 120-hour final evaluation completed
- ☐ Final Report completed
- ☐ All required forms/documentation submitted

Internship Log: Requirements and Guidance

Your log is the ongoing record of your field experience and is a required academic component of CRMJ 270C.

Required Structure

- Complete one separate log every time you report to the agency.
- There is no required word count. The depth of each entry should be appropriate to the length and substance of the internship session.
- Record the date and your time in and time out.
- Divide the entry into an Objective Description and a Subjective Analysis / Relationship to Learning.
- Use your own name, but do not identify individuals encountered through the internship by name. Use general descriptions or fictitious names when necessary.
- Agency supervisors are entitled to review your logs at any time.
- Initial entries should help establish the setting: agency type, staffing, your responsibilities, and other relevant context.

Objective Description: What Happened?

Be clear, specific, and detailed. Record relevant activities, interactions, meetings, issues, topics discussed, outcomes, decisions, and the environment surrounding the event. The objective section should allow a reader to understand what occurred without including confidential or unnecessary identifying information.

Subjective Analysis: What Did You Learn?

This is where you move beyond description. Consider:

- Did I describe the event specifically?
- What options were available and why were particular responses chosen?
- How might the situation have been handled differently?
- Why did the people involved respond as they did?
- What did I contribute to the event?
- What did I learn?
- How does this connect to courses or concepts I have studied?
- What role did discretion, law, policy, ethics, communication, or organizational expectations play?
- Where relevant, what legal basis or probable cause supported an agency response?
- How might the event affect the agency or profession?

Whenever practical, make notes during the day while details are fresh, consistent with agency rules and confidentiality requirements.

Monthly submission: Each agency visit requires its own completed log. At the monthly Canvas due date, submit all individual logs completed since the previous monthly submission.

CRMJ 270C - INTERNSHIP LOG

Student: _____

Agency: _____

Session Date: _____

Time In: _____ **Time Out:** _____ **Hours This Session:** _____

Cumulative Internship Hours: _____

OBJECTIVE DESCRIPTION OF EVENTS

Describe what occurred: activities, observations, interactions, meetings, assignments, and relevant context. Do not include confidential or identifying information.

SUBJECTIVE ANALYSIS / RELATIONSHIP TO LEARNING

Explain what you learned, why events unfolded as they did, alternatives you considered, and connections to Criminal Justice coursework, law, policy, ethics, discretion, communication, or professional practice.

Provide sufficient detail to document the experience and what you learned. A simple list of activities or a few sentences without meaningful reflection will not satisfy the log requirement.

Final Report Guidelines and Rubric

Purpose of the Final Report

The Final Report is the academic capstone of your Criminal Justice Internship. It is not simply a summary of your hours or a chronological account of what you did.

Most importantly, the Final Report must demonstrate specific integration of academic knowledge with your professional internship experience.

Your report should demonstrate what you learned about the host agency and the criminal justice profession, connect field experiences with concepts learned throughout the Criminal Justice program, and reflect on your own professional development.

Final Report Requirements

- 5-7 full pages of written content, not including the title page, references, or required attachments.
- 12-point Times New Roman font, double-spaced, with 1-inch margins.
- Clear section headings.
- APA style for citations and references.
- Professional, objective writing.
- Academic sources, agency materials, policies, or other appropriate sources when relevant.
- Appropriate confidentiality regarding the agency and individuals encountered during the internship.
- Required internship documentation and agency evaluation as directed by the Internship Coordinator.

Section I - Agency Overview and Criminal Justice System Context

Suggested length: approximately 1 page

- Type and purpose of the agency.
- Population, community, or jurisdiction served.
- Mission, responsibilities, and primary functions.
- Basic organizational structure and chain of command.
- Division or unit in which you completed your internship, if applicable.
- How the agency interacts with other components of the criminal justice system or related organizations.

Demonstrate that you understand where the host agency fits within the larger criminal justice system rather than simply repeating information from the agency's website.

Section II - Internship Experience and Responsibilities

Suggested length: approximately 1½ pages

- Types of duties or activities in which you participated or observed.
- Skills you used or developed.
- Interactions and communication with agency personnel, members of the public, or other professionals, as applicable.
- One or two significant learning experiences that helped you better understand the profession or the work of the agency.

Do not reproduce your internship journal or provide a day-by-day list. Explain what you learned from doing or observing the work.

Section III - Connecting Coursework to Professional Practice

Suggested length: approximately 2 pages

This is the most important academic component of the Final Report.

Identify and discuss at least three specific concepts, theories, principles, or skills from your Criminal Justice coursework and connect them to actual experiences or observations during your internship.

- Criminal justice ethics
- Constitutional principles
- Criminal or procedural law
- Community policing
- Police discretion
- Procedural justice
- Criminological theory
- Investigations
- Courts and corrections
- Juvenile justice
- Communication
- Report writing and documentation
- Organizational structure and leadership
- Professional standards
- Due process
- Evidence and procedure

Simply naming a course or concept is not enough. Explain the connection between academic learning and field experience. Consider whether practice reflected classroom learning; what practical factors affected application; whether policy/theory differed from practice; and whether staffing, resources, time, discretion, culture, or legal requirements influenced what you observed. Address relevant ethical considerations when applicable; you are not expected to manufacture an ethical problem if none occurred.

Section IV - Personal Reflection and Professional Development

Suggested length: approximately 1-1½ pages

- Whether you achieved your original internship learning objectives.
- Professional strengths you identified or demonstrated.
- Skills or areas in which you need continued improvement.
- Your interpersonal and professional communication skills and adjustments you made.
- What you learned about the skills and abilities necessary to succeed in the profession.
- How the internship affected or confirmed your career goals.
- Specific steps you can take to continue developing professionally.

Go beyond saying that you enjoyed or did not enjoy the internship. Evaluate what the experience taught you about yourself as a future criminal justice professional.

Conclusion and Recommendations

Briefly summarize the most important lessons you are taking from the internship. Where appropriate, provide professional and thoughtful observations or recommendations concerning your internship experience, the NHTI Criminal Justice Internship Program, and/or the host agency.

Confidentiality

Confidentiality is required.

- Do not identify victims, suspects, defendants, clients, juveniles, members of the public, or other individuals encountered through the internship by name.
- Agency personnel generally should not be identified by name unless necessary and appropriate, such as acknowledging an internship supervisor.
- Do not include confidential, privileged, personally identifying, investigative, law-enforcement-sensitive, medical, or otherwise protected information.
- Include only the information necessary to explain and analyze what you learned. Fictitious names or general descriptions may be used when necessary and should be identified as such.
- Remember that Final Reports may be shared with the host agency.

Final Report Grading Rubric - 100 Points

Criteria	Points	Exemplary	Proficient	Developing	Needs Improvement
Agency Overview & CJ System Context	15	Thorough and accurate understanding of the agency, its structure, responsibilities, and relationship to the larger criminal justice system.	Clearly describes the agency and major functions/relationships, with minor areas lacking detail.	Basic description with limited organizational or criminal justice system context.	Agency, structure, or system context is substantially incomplete or inaccurate.
Internship Experience & Responsibilities	20	Specific, meaningful discussion of duties, observations, skills, and significant learning experiences; explains what was learned rather than simply listing activities.	Clearly explains internship activities and learning, although some discussion remains descriptive.	Primarily summarizes or lists activities with limited discussion of significance.	Minimal or incomplete discussion of the internship experience.
Coursework & Theory-to-Practice Integration	30	Specific, well-developed connections between multiple academic concepts and field experiences; analyzes application and recognizes relevant complexities or differences.	Appropriate connections between coursework and field experience with adequate explanation of application.	Identifies academic concepts but provides limited explanation or analysis of their relationship to field experience.	Little or no meaningful connection between academic learning and professional experience.
Personal Reflection & Professional Development	20	Thoughtful self-assessment of strengths, areas for development, communication, learning objectives, and career direction, supported by specific internship experiences.	Meaningful reflection on personal and professional development with adequate supporting detail.	General reflection with limited self-assessment or consideration of professional growth.	Reflection is minimal, unsupported, or primarily describes the agency rather than the student's development.
Writing, APA, Organization & Requirements	15	Professional, clear, well-organized, and appropriately supported. APA and formatting requirements are consistently followed; all assignment and confidentiality requirements are satisfied.	Clear and organized with minor writing, APA, or formatting errors; requirements are substantially satisfied.	Repeated writing, organization, citation, APA, or formatting problems detract from the report, or some requirements are missing.	Significant deficiencies; major requirements missing; or confidentiality requirements violated.

Final reminder: Your internship journal documents what you did. Your Final Report should explain what you learned, how your Criminal Justice education helped you understand what you experienced, and how the experience contributed to your development as a criminal justice professional.

How Your Grade Is Determined

Current-semester due dates are posted in Canvas. The permanent guide intentionally does not list semester-specific dates.

Assignment	Percentage	Points
60-Hour Evaluation	25%	25
120-Hour Evaluation	25%	25
Monthly Logs	20%	20
Final Report	30%	30
TOTAL	100%	100

Forms and Documentation You May Need

The complete internship packet includes several forms used to establish and document the placement. Your Internship Coordinator will direct you regarding when and how each form is used.

- Confirmation of Internship Placement - completed as part of establishing the approved internship site.
- 60-Hour Midpoint Evaluation - completed by the agency supervisor.
- 120-Hour Final Evaluation - completed by the agency supervisor.
- Release and Waiver / Release Waiver - may be required in connection with agency participation.
- Educational / Background Information Authorization - authorizes an agency background check and release of appropriate academic or student information when required.
- Final Grade Sheet - used to summarize the graded components of CRMJ 270C.

Before You Finish: Final Student Check

- ☐ I completed at least 120 approved internship hours.
- ☐ I maintained a log entry for every internship session/day.
- ☐ My logs are current and submitted as directed.
- ☐ I attended required internship meetings/seminars.
- ☐ My 60-hour evaluation was completed.
- ☐ My 120-hour evaluation was completed.
- ☐ My Final Report addresses all required sections and includes at least three specific coursework-to-practice connections.
- ☐ I reviewed my Final Report for confidentiality.
- ☐ I used APA citations/references where required.
- ☐ I submitted all required forms and attachments.

Questions or concerns? Contact James Sartell, Internship Coordinator
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