



LAMAR UNIVERSITY

Guidelines for Receiving Internship Credit Criminal Justice Program

Internships are very important ways for students to gain experience while attending college. They can be rewarding and can lead to exciting careers. Real-world, practical experience can enrich an already top-notch curriculum.

Key Facts of the Course:

- Carries three hours of upper-level academic credit.
- Enrollment requires completion of Pre-Screening Form and Learning Agreement.
- If you do not currently have an Internship site, Career and Testing Center may assist you in the process.

For the CRIJ 4340 course, credit can be earned for Internships under the following conditions:

Guidelines for Approval:

- Must receive an orientation from the Faculty Internship Coordinator for the criminal justice program prior to applying to internship sites.
- Credit is not given for general work experience. It **must** be an Internship-not a job.
- Description of duties and assignments are required.
- The Internship should be a valuable learning experience.
- Students need a cumulative GPA of 2.0 or higher.
- Students must have completed a minimum of 90 academic credit hours.
- Students must agree to work a minimum of 125 hours during Internship.
- Students must have their internship site approved by the Faculty Internship Coordinator prior to participating in the Internship program.
- Only one Internship can apply toward your degree plan.

How to Register for Class:

All the necessary forms are available on the CRIJ 4340 Blackboard and the Faculty Internship Coordinator for the Criminal Justice Department. The following pages further list all materials and forms that must be submitted to Faculty Internship Coordinator before you can enroll in the course.



LAMAR UNIVERSITY

PRE-SCREENING FORM

PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THE FORM

The purpose of this form is to assist all parties with understanding the information needed prior to formal commitment to an Internship. The form should be completed by the Student and submitted to the Faculty Internship Coordinator

ART 1: STUDENT INFORMATION

Name _____ Major _____

Address _____ Telephone _____

_____ Email _____

GPA: _____ Classification _____

During which term and academic year will you be doing the Internship? _____

During which term and academic year will you be enrolling for academic credit? _____

PART 2: EMPLOYER INFORMATION

Organization _____

Address _____

Supervisor _____ Title _____

Email _____ Phone _____

PART 3: Duties and Assignments

Please attach a copy of the duties and assignments in which you anticipate accomplishing while participating in this internship.

I hereby request an Internship as described in Parts 2 and 3 above:

Student Signature

Internship Site (Print)

Faculty Coordinator Signature

Date

Date

Date



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LEARNING AGREEMENT

PLEASE BE SURE TO READ AND COMPLETE ALL PARTS OF THE AGREEMENT

Student Name _____

Major _____

Employer Name _____

Supervisor _____

The purpose of this agreement is to assist all parties with understanding mutual obligations involved in the Internship program for academic credit. Within the guidelines and provisions below, the parties hereby agree to the following:

1. Student Obligations

- *Student shall receive an orientation from the Faculty Internship Coordinator for the criminal justice program prior to applying to internship sites.*
 - 1.1 Student agrees to complete all forms required at the Orientation.
 - 1.2 Student must meet with the Faculty Internship Coordinator once Internship is secured.
 - 1.3 Upon accepting an Internship, the student is expected to fulfill the work experience. This means completing all reports, projects, and assignments by the deadline given by Faculty Internship Coordinator.
 - 1.4 Please see attached CRIJ 4340 Syllabus for class details for student criteria and responsibilities specific to this Internship program.
 - 1.5 Student should be covered by his/her own insurance, or by Employer's insurance if available.
 - 1.6 Student agrees to the terms listed in the attached Student's Waiver of Liability.
 - 1.7 Student agrees to follow the rules and regulations of the agency for which they work.
 - 1.8 Student agrees to complete a brief evaluation at the completion of the Internship.

2. Employer Obligations

- 2.1 Employer shall provide Student with a designated supervisor who will guide, mentor, monitor, and advise Student during the Internship process.
- 2.2 Employer is to provide Student with real "hands on" career-related work experience and give training sufficient enough so that Student has every opportunity to successfully perform his/her duties. Please do not expect Student to perform minor tasks or tasks others wish to avoid.
- 2.3 Supervisor will be expected to complete a brief evaluation at the completion of the Internship, which will be used to determine Student's final grade.

- 2.4 Supervisor shall agree to serve as a role model and to contribute his/her experience, knowledge, and leadership abilities to provide Student with an important practical learning experience.
- 2.5 Employer shall comply with all federal and state employment, safety, and civil rights laws applicable to the position.
- 2.6 Employer agrees to the terms listed in the attached Employer's Waiver of Liability.

3. Faculty Internship Coordinator Obligations

- 3.1 Faculty Internship Coordinator shall monitor Student's progress and assign a final grade for the Internship.
- 3.2 Faculty Internship Coordinator shall determine that Student meets all eligible criteria and that the Internship opportunities properly supplement Student's academic work.
- 3.3 Faculty Internship Coordinator shall allow adequate office time to meet with Student for guidance on assignments.

4. Career and Testing Center Obligations

- 4.1 Career Center Consultant shall assist students in locating Internship opportunities that provide experience in career-related positions to supplement their academic experience.
- 4.2 Career Center Consultant may visit Student's employment site.

All Parties agree to comply with all stipulations and requirements.

(Student Signature) (Date)

(Employer Signature) (Date)

(Faculty Internship Coordinator Signature) (Date)

Student's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

I, _____ (student name) in consideration of being permitted to participate in this internship and recognizing the current educational and potential career value and professional experience that I will reap from it. I, on my own behalf of my heirs and estate or any other person claiming through me, hereby voluntarily waive, release, and hold harmless Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] from any loss, claim, liability, or damage arising out of the Internship Program. I intend this waiver to include any and all losses I may suffer including personal injury, property damage or death. **I voluntarily** intend this waiver to be broadly interpreted in favor of the released parties. **Further, I intend hereby to waive any and all claims I may have that result from the ordinary negligence** of the Released Parties.

I fully understand that by signing this form, I am

- a). **giving up legal rights and/or remedies, that may be available to me for the ordinary negligence of Lamar University or any of the parties listed above; and**
- b). accepting and assuming all personal and property risks inherent to the activities of said course(s).

Student

Date

Employer's Waiver of Liability

Lamar University does not provide health or liability insurance coverage for Internship Students. If health and/or liability insurance coverage are required by the participating business it is the responsibility of the student to provide documentation of coverage.

The Employer, _____ (business name), in consideration of being permitted to participate in this internship and recognizing the value that business owner will reap from having access to an unpaid intern, providing their labor, will reap from it, hereby agrees not-to-sue Lamar University, the Texas State University System, their regents, employees, instructors, volunteers, and agents [the released parties] and to hold the Released Parties harmless and free from any loss, claim, liability, or damage arising out of the Internship Program pertaining to any and all actions undertaken by _____ (student name) while participating in the Internship. **Employer voluntarily waives any and all claims resulting from ordinary negligence**, on the part of the Released Parties.

The Employer fully understands that by signing this form, the Employer is:

- a). **giving up legal rights and/or remedies, that may be available to the Employer for the ordinary negligence of Lamar University or any of the parties listed above; and**
- b). accepting and assuming all personal and property risks inherent to the activities of said course(s).

Authorized Signature of Employer

Date