

INTERNSHIP DOCUMENT SUMMARY

Criminal Justice CJ 4860 Field Experience Program

Welcome to the internship program in the Department of Criminal Justice at Weber State University. Our interest is that you have an educational experience that will not only benefit you in your professional career but will serve to give you the kind of work experience that employers ask for in today's hiring practices.

The requirements for the class are specifically set forth in the class syllabus. Because there are a number of documents that you are required to complete for this class, the following summary is provided:

SYLLABUS

The student should read the syllabus in its entirety as it sets forth the reporting dates and other important information about the class.

AGENCY INTRODUCTION TO INTERNSHIP PROGRAM

This form is to be given to the agency supervisor you will be working with. The form certifies that you are in the internship as part of a class at Weber State University. Put your name and the internship supervisor's name at the top and give it to the agency supervisor. Remember to attach a copy of the Syllabus, Field Experience Agreement, Release and Waiver of Liability, and Student Progress Report when you give it to the supervising agency.

FIELD EXPERIENCE AGREEMENT

You should fill out this form after carefully determining your internship goals. Fill out the second portion of the document with your agency supervisor and have it dated and signed by the agency supervisor and yourself. You should keep a copy of the agreement, the agency should be left with a copy of the completed agreement, and a final copy with original signatures must be returned to the field experience instructor. Ask your agency supervisor for a business card to attach to the copy that you return to the field experience coordinator.

RELEASE AND WAIVER OF LIABILITY

This form needs to be filled out in duplicate and witnessed by an adult after you have read it. Put your signature on it and return one copy with original signatures to the internship supervisor. Give a copy of this completed form to your agency supervisor.

STUDENT PROGRESS REPORT (SUPERVISOR'S EVALUATION)

This form needs to be filled out by the agency supervisor at the end of the internship and returned to the internship supervisor. The student is responsible to make sure the internship supervisor receives the report. The student is to provide to the agency supervisor with the initial packet of information and provide a second Student Progress Report to the agency supervisor upon request should the original form be lost.

To summarize, the following forms are to be given to the AGENCY SUPERVISOR at the beginning of the internship experience:

SYLLABUS

AGENCY INTRODUCTION TO INTERNSHIP PROGRAM (Fill in top portion)

FIELD EXPERIENCE AGREEMENT (Goals completed; fill out remainder with agency)

RELEASE AND WAIVER OF LIABILITY (Signed)

STUDENT PROGRESS REPORT (Turned in at the end of the semester)

Provide the following to the INTERNSHIP SUPERVISOR prior to the beginning of your internship experience:

FIELD EXPERIENCE AGREEMENT (Completed w/proposed work schedule)

RELEASE AND WAIVER OF LIABILITY (Signed)

STUDENT PROGRESS REPORT-SUPERVISOR'S EVALUATION (Assure it has been received from the agency with documented hours and supervisor signature)

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