

AGENCY INTRODUCTION TO INTERNSHIP PROGRAM
STUDENT/AGENCY EXPECTATIONS
FIELD EXPERIENCE - CJ4860

FROM: Dr. Bruce Bayley, Internship Supervisor
Weber State University, Department of Criminal Justice

TO: Agency Supervisor of Field Experience for Junior and Senior level criminal justice students.

RE: _____ (student)

ATTN: _____ (Agency Supervisor)

The Department of Criminal Justice faculty appreciate you accepting the above student into your agency this semester for an internship experience. The goal of this internship is to provide students with practical experiences with criminal justice professionals that are generally not achieved in a classroom setting. To assist you in understanding our program and our intern, the following documents are provided to you along with this letter:

- Class syllabus. This sets forth student requirements and expectations.
- A release of liability, signed by the student. One copy has also been retained at the university. The liability form has been approved by the Attorney General's Office and the State Office of Risk Management.
- Field Experience Agreement. Kindly review the contract with the student at the beginning of the internship.
- Student Progress Report to be filled out at the end of the internship.

We appreciate your willingness to act as a partner with WSU in providing this experience for our students. The expectations of the student and your agency are set forth below. These expectations are listed to provide our interns with the best possible learning experience.

EXPECTATIONS OF THE STUDENT:

- With the internship supervisor, set goals to guide the internship experience. Determine activities available through the internship to achieve the goals.
- Spend a minimum of **one hundred clock hours** in the agency. The time spent will be coordinated by the student with the agency so that a quality experience can occur without interfering with the day to day operations of the agency. The student will be responsible and punctual. If the student cannot avoid being absent or tardy for the internship, they will immediately notify the appropriate agency supervisor.
- Keep track of the time spent with the agency through the use of a daily log.
- Work hard and be teachable. Exhibit exemplary conduct at all times.
- Do not carry or use any equipment except as specifically authorized by their supervisor.
- Notify the supervisor of their whereabouts at all times.
- Immediately notify the supervisor and Dr. Bruce Bayley, the Internship Supervisor, of any problems or concerns regarding the internship.

EXPECTATIONS OF THE AGENCY:

- Provide meaningful criminal justice related activity for the student. Clerical work, filing, phone answering, etc., should be kept to a minimum.
- Do not use the student in an undercover capacity and, to the best of its ability, not to put the student in a life-threatening situation.
- Help the student set goals to guide the internship experience. Determine activities available through the internship to achieve the goals.
- Evaluate each intern during the semester.
- Address safety issues, policy and procedures, expectations and other relevant information with the intern at the beginning of the internship experience. Students need to know the procedures to follow when unexpected situations arise. Students should also be informed of specific conditions that may exist within your agency policy that may limit their involvement.
- Immediately notify Dr. Bruce Bayley, the Internship Supervisor, if any questions or problems arise with the student or the program itself.

If a problem should develop between the agency and the student during the course of the semester, please notify me immediately. I am the person responsible for the program and I will initiate corrective action. You may reach me at (801) 626-8134, email me at bbayley@weber.edu or contact our secretary, Faye Medd, at (801) 626-6146 and she can assist in contacting me.

We appreciate your support and dedication for our benefit. Many students in this program have developed contacts during the placement program that have ultimately resulted in their being hired by the respective agency, or reference to the experience has been a factor in their being hired in the field by another agency.

Thank you for your assistance,

Dr. Bruce Bayley
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