

## JUSTICE STUDIES (including CJ 469/SEC 469/FS 469)

15 HOURS CLASSROOM TIME/ 120 HOURS WORKED AT INTERNSHIP

### Preregistration:

- Complete the Career Planning Seminar.
- Secure internship.
  - Obtain job description from your employer. \*Note-the internship duties must be academically-rigorous work within the student's major. An internship will not be approved for credit if the student is primarily doing basic office or clerical work – he or she must be practicing and developing relevant, practical skills related to a career in his or her major
- Confirm Site Supervisor and contact information.

**Site Supervisor:** a member of the organization you are working for that will be directly supervising your internship and providing feedback. They must have a background in your field, sign off on initial registration paperwork sent via Handshake and complete a mid-semester and final evaluation during the internship.

---

### Registration (two-step process):

- **Step 1: Enter your internship information in Handshake.**
  - - Complete the Experiences form by clicking on Career Center>Experiences>Request an Experience in Handshake.
  - Please be sure to fill out job description and learning objectives accurately:
  - Learning objectives: goals that outline what you hope to gain from your internship experience. Each learning objective consists of: the goal/objective, means of accomplishment, and means of measurement.
  - An electronic approval process will be initiated which requires virtual approval from your site and practicum professor.
- **Step 2: Register for the practicum class.**
  - Rena Piller-Thurston will notify the practicum instructor when the internship is fully approved. The student will then be added to the practicum class.

---

### Helpful Tips/Info:

- It is recommended that you begin your internship search at least a full semester before the semester you plan to complete your internship. It takes time to search for an opportunity, interview and register. Your career advisor in the CCPD can assist you.
- Be aware of the tuition cost for internships. An internship will be included in your fall/spring tuition, if you are taking 19 credits or under. It will result in a separate tuition bill if taken during the Summer/Winter terms.
- The deadline to register for your practicum class/internship is the same add/drop deadline as regular classes.