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OVERVIEW

This manual is to be utilized by Student Interns, Site Supervisors, and the Criminal Justice and Forensic Sciences Internship Supervisor. It summarizes the internship requirements and procedures as derived by the Criminal Justice and Forensic Sciences Department in regards to the expectations during the course of the internship. Directions for students and appropriate forms are also included. This manual summarizes the general expectations of the entities involved and serves as a guide to insure that internship expectations are met.

Internships provide all students with an opportunity to integrate academic studies with the day-to-day operations within a Criminal Justice or Forensic Sciences Agency¹. During an internship, students are similar to employees of the agency. They are assigned duties by a site supervisor and are expected to relate to that site supervisor as any employee would. Interns are not actual employees; however, site supervisors do expect some return on their investment in students and do assign work that is beneficial to the agency.

The primary purpose of the internship is for the student to experience the internal workings of the agency in as many capacities as possible. To facilitate this goal, the site supervisor will attempt to rotate the intern into as many capacities as possible within the agency. Interns usually begin with duties assisting line staff. Later, the intern may assist a department head and perhaps sit in on some meetings with other department heads and agency directors. After learning how the agency functions and contributing to the functioning of the agency, the intern may be assigned to a professional on the front lines. The intent is to expose the intern to as much of the agency's operation as is reasonable while assisting the agency in the work it performs. The description utilized is oriented towards a traditional facility such as a police department or a county jail. Nevertheless, the description applies across all types of agencies to the extent that an internship should include broad exposure to an agency in various capacities.

At the conclusion of the internship, the intern should have gained a considerable amount of knowledge regarding the workings of several aspects of the Criminal Justice and/or Forensic Sciences Field. Internships also provide students with the opportunity to develop professional contacts who can later provide letters of recommendation and at times introductions to potential employers. Internships provide excellent networking opportunities.

After completing an internship, students are in an excellent position to evaluate their interest, dedication, and desire to pursue additional activities in the field. The Criminal Justice and Forensic Sciences Internship Supervisor assists interns in several areas. Evaluative information concerning the student's progress on the internship is obtained by the Criminal Justice and Forensic Sciences Internship Supervisor and is integrated and synthesized with the student's performance.

¹ An "agency" is any public or private correctional facility, law enforcement department, court system or any related office such as, but not limited to, practicing attorneys. Any facility that works with offenders is a potential intern site. The facility need not be primarily designated as a Criminal Justice or Forensic Sciences facility. Working in a day care facility for the mentally challenged that includes a program for court referred offenders could, under the appropriate circumstances, be a placement site.

While students receive a credit/no credit (CR/NC) grade for the internship, they also receive professional feedback during the internship, an interim, and a final review at the end of the semester that will provide direction for further professional development.

The primary objectives of the internship are to:

- Provide an opportunity to integrate theory and practice
- Observe the functioning and interrelationships of various units of the Criminal Justice and/or Forensic Sciences Field
- Observe and learn skills utilized by the agency staff when interviewing, writing reports, problem solving, decision making, and interacting with non-agency individuals
- Observe and reflect on the administration of the agency
- Benefit the student and the agency by providing a learning experience for the student and the appropriate assistance for the agency

HOURLY REQUIREMENTS

Student interns may register for three to twelve university credit hours. Forensic Science majors must complete a minimum of three to nine hours (depending upon admission date to program). Each semester hour requires approximately forty-five on-site hours as denoted in table 1.0. Students should be flexible and willing to spend extra hours at the agency as needed.

Table 1.0 Credit Hours and Agency Site Hours

SEMESTER HOURS	TOTAL SITE HOURS
3	135
4	180
5	225
6	270
7	315
8	360
9	405
10	450
11	495
12	540

***EACH SEMESTER HOUR TRANSLATES TO 45 ON-SITE HOURS**

TYPES OF AGENCIES

Internships are available at the following types of sites:

Corrections	(adult & juvenile community or closed institutions)
Forensic Science	(crime labs, coroner's offices, other lab settings)
Law Enforcement	(local, state, and federal law enforcement agencies)
Legal Process	(local prosecutor's office, local law offices, and courts)
Loss Prevention	(government security or private sector companies)

Appendix A provides a partial list of potential internship sites. Other sites may be available depending upon student preferences and sites' needs. In general, internships are approved within a 200-mile radius of the University. However, sites beyond that range may be approved, and international internships are possible.

APPLICATION REQUIREMENTS

Undergraduate Internships

Those who apply for internships must not have had direct agency experience in the agency type for which they are applying. Thus, a working police officer or someone who had previously been employed as a police officer (excluding military service) could apply in Corrections or in Legal Process, but, would not be accepted as an intern at a police agency.

Students must have at least a senior standing (94 credit hours of University course work) and at least 15 hours of course work completed in the Criminal Justice and/or Forensic Sciences department prior to beginning the internship. Admission is by permission (a permit is required) and may be obtained in the Criminal Justice and Forensic Sciences Department office.

To be eligible to register for an internship the student must meet specific course requirements as indicated in Table 2.0. The Criminal Justice and Forensic Sciences Internship Supervisor and/or Criminal Justice and Forensic Sciences faculty may also evaluate courses taken in related disciplines prior to allowing the student to register for the internship. Table 3.0 indicates the courses to be completed by the student.

Table 2.0 Prerequisites for Emphasis Area Internships

INTERNSHIP	COURSE REQUIREMENTS
Corrections	2603 and either 3702, 3702/L or 4803
Law Enforcement	3714/L, 3715, 3719
Legal Process	3719, 3720, and either 5825 or 4890
Security/Loss Prevention	3751, 3715, and 4848
Forensic Science	Senior Standing; All required CRJUS and CHEM courses

Table 3.0 Course Numbers and Titles

NO.	TITLE	NO.	TITLE
2603	Corrections	3720	Legal Research
3702	Correctional Strategies	3751	Prevention Strategies
3702/L	Correctional Strategies Lab	4803	Correctional Case Management/Treatment
3714	Forensic Science Investigation	5825	Criminal Procedures/Constitutional Issues
3714/L	Forensic Science Invest. Lab	4848	Loss Prevention/Asset Protection Administration
3715	Criminal Justice Management Concepts	4890	Judicial Administration
3719	Criminal Law	*	See Forensic Science Curriculum Sheet for course descriptions

APPLICATION PROCEDURE

After reviewing this manual you should follow the directions (Appendix F) in this manual and/or specific directions from the Criminal Justice and Forensic Sciences Internship Supervisor. Complete the application and the Waiver of Liability forms. Your signature on the waiver form must be witnessed by a notary public prior to submission to the Criminal Justice and Forensic Sciences Internship Supervisor. Completion of these materials PRIOR to seeing the Criminal Justice and Forensic Sciences Internship Supervisor will prepare you to ask and answer questions relative to your internship. It is expected that the completed forms be typed and look professional in appearance.

The Criminal Justice and Forensic Sciences Internship Manual may be downloaded by visiting <http://www.yzu.edu>.

Your completed forms should be submitted in hard copy format. It is recommended that you retain a copy of all completed forms. Remember to submit your notarized application and resume to the Criminal Justice and Forensic Sciences Internship Supervisor. Also, you must submit a photocopy of either your University I.D. or valid driver's license.

Internships are usually available during all semesters; Fall, Spring and Summer. All internships commence at the beginning of a semester. Students are encouraged to investigate and locate internship sites if they have a preference (all sites are subject to approval).

The application for internship credit should be submitted at least two months prior to the anticipated starting date (some agencies require background checks which may take from six months to one year). During the initial conference your specific career goals and current academic progress will be discussed. The suitability of a particular placement possibility will be considered. If you have a particular agency in mind, you should be prepared to provide sufficient details about the prospective placement so that evaluation of suitability may be determined.

Your preferences for internship sites are honored to the extent possible. When the site or type of site requested is not available, the Criminal Justice and Forensic Sciences Internship Supervisor will attempt to identify a similar site and will discuss the site with you before proceeding with the application. A partial list of agencies that have recently participated in the internship program is contained in Appendix A.

Once you have submitted the appropriate materials and have obtained verbal permission to enroll in the internship, you are expected to contact the specific agency at which you desire to be placed. If feasible, a personal interview with the potential site supervisor is arranged. A hard copy of the internship application forms and Appendix C are to be taken to, or mailed to the agency for review by the site supervisor prior to the interview. These forms will serve as an introduction and will provide information to the agency staff for their evaluation of your capabilities.

Depending on the type of site and the nature of the work performed, the site personnel may conduct a background check including references and obtaining fingerprints that will be submitted to the Ohio Bureau of Criminal Identification and/or FBI Criminal Abstract Services. In most instances, interns are required to interview with the prospective site prior to placement.

After you have received verbal approval from the supervising agency, you and the Site Supervisor will complete the Agency Expectations Form (Appendix C). You, the agency Site Supervisor, and the Criminal Justice and Forensic Sciences Internship Supervisor will sign the completed form within one week of the start date of your internship.

INTERNSHIP REQUIREMENTS AT THE PLACEMENT SITE

Site Supervisors are similar to work supervisors in an employment setting. You are primarily responsible to the Site Supervisor for job assignments, clocking in and out, and for general guidance. Any problems at the site are to be discussed with the Site Supervisor before any other action is taken. At times things may happen in the agency that seem confusing. Before taking action in such situations, you should discuss the situation with the Site Supervisor. It is likely the behavior observed is acceptable and may be standard practice at the agency. Rather than experiencing uncertainty, you should discuss the situation with the Site Supervisor. If there are

concerns, the Site Supervisor will know the most appropriate action to be taken and will advise you accordingly. If concerns still exist, contact the Criminal Justice and Forensic Sciences Internship Supervisor immediately.

Site Supervisors complete evaluations of your work (Appendix D). As is demonstrated by the evaluation form, you are evaluated in many areas and acceptable evaluations are required in order to receive credit. You may be identified to the public as a YSU intern whenever identification is needed. Therefore, you are an example of the professional demeanor presented by the University and the profession itself. It is expected that you will dress and act in accordance with the highest standards of the profession.

REQUIREMENTS FOR COURSE CREDIT

The Criminal Justice and Forensic Sciences Internship Supervisor guiding the intern's effort will visit the internship site (if feasible) during the internship. These site visits are for the purpose of discussing the intern's progress with the Site Supervisor and to observe the intern at work. Site visits need not be announced to the student. The Criminal Justice and Forensic Sciences Internship Supervisor will evaluate your performance based on attendance, direct observation at the site, comments and evaluations received from the Site Supervisor, and an internship paper.

Grades are assigned on a Credit/No Credit basis for each intern. Acceptable completion of the evaluative component discussed above leads to a passing grade. Unacceptable performance can lead to a failing grade depending upon the level of importance of the area.

STUDENT RESPONSIBILITIES

You should contact the Criminal Justice and Forensic Sciences Internship Supervisor guiding the internship at least every four weeks during the course of the internship. This can be conducted via telephone, email, or by an appointment. You will be required to attend an orientation session coordinated and conducted by the Criminal Justice and Forensic Sciences Internship Supervisor.

Each intern is required to complete a paper directly related to his/her internship experience. The paper is a formal paper and should be at least 20 pages in length. It is to be word-processed, spell checked, and grammatically correct. This paper will describe the learning process experienced by the intern. Specifically, it will discuss the interface between the student's firsthand observations and experiences while in the "field", along with academic material studied in the classroom. The agency may also have required reading, such as policy and procedure manuals.

An Internship Paper Outline (Appendix F) is on Page 19. The first half of the paper is due at the midpoint of the semester. The remainder of the paper is due the last formal instructional day of the term (the last day of class before final exam week; in the summer, it is due the last day of class). Papers may be delivered in person or sent by U.S. mail or email.

You are also required to present a brief overview of your internship experience to one (1) Criminal Justice and Forensic Sciences class during the semester in which you are interning. A class presentation schedule will be developed and discussed with each intern on an individual basis.

In addition to the paper, you will be expected to complete time log sheets. You are expected to complete an interim and final evaluation of the internship (see Appendix E). The Site Supervisor completes an evaluation of your performance at the midpoint and the end of the internship (Appendix D). Specific requirements and deadlines will be discussed at the orientation session prior to the start of your internship. (Once you officially register for the internship course, you will receive notification regarding the orientation session.)

APPENDIX A

POTENTIAL INTERNSHIP SITES

11th District Court of Appeals
17th District Congressional Office
Adult Parole Authority
Allegheny County Coroner's Office
Allegheny County Sheriff's Office
Ashtabula County Adult Parole Authority
Ashtabula County Sheriff's Department
Atty. James Gentile
Atty. Jeralyn Goldberg Mercer
Atty. Hiedi Hanni
Atway & Cochran, LLC
Austintown Police Department
Betras, Maruca, Kopp & Harshman
Boardman Police Department
Bureau of Alcohol, Tobacco, Firearms
and Explosives
Canfield Police Department
Columbiana Coroner's Office
Columbiana County Court of Appeals
Columbiana County Sheriff's Department
Community Corrections Association, Inc.
(CCA)
Community Legal Aid Services, Inc.
DEA
Elyria Municipal Court
Elyria Police Department
Engler & Associates
Eastern Ohio Corrections Center
Hermitage Police Department
Howland Police Department
Humility of Mary Health Partners
Jefferson County Sheriff's Department
Lawrence County Adult Probation
Lawrence County Coroner's Office
Lisbon Police Department
Lorain County Domestic Relations Court
Lorain County Municipal Court
Lorain County Police Department
Lorain County Prosecutor's Office
Lorain County Sheriff's Department
Lorain County Urban League
Mahoning County CASA, Guardian and
Litem Program
Mahoning County Coroner's Office
Mahoning County Court of Common Pleas
Mahoning County High School
Mahoning County Probate Court
Mahoning County Sheriff's Department
Mahoning County T.A.S.C.
Mahoning Valley Law Enforcement
Task Force
Martin P. Joyce Juvenile Justice Center
Materials Research Laboratories, Inc.
Mercer County Court of Common Pleas,
Juvenile Division
Mercer County DA's Office/Public Defender
Mercer County Regional Correctional Facility
Milton Township Police District
NEOCAP
Niles Police Department
Northeast Ohio Corrections Center
Ohio BCI
Ohio State Penitentiary
Poland Township Police Department – Juvenile
Diversion Program
Rite Aid
Rogers Group Center
Sharon Police Department
Stark County Crime Lab
Stark County Sheriff's Department
Summit County Medical Examiner's Office
The Solace Center
Toxicology Enterprise, Inc.
Trumbull County Adult Probation Department
Trumbull County Educational Service Center
Trumbull County Prosecutor's Office
U.S. Marshals Northern Ohio Violent Fugitive
Task Force
Union Township Police Department
Warren Municipal Court
Warren Township Police Department
Youngstown Police Department
Youngstown P.D. Family Investigation
Services Unit
Youth Development Center (YDC)
YSU Biological Sciences Department
YSU Chemistry Department
YSU Police Department

APPENDIX B

CRIMINAL JUSTICE/FORENSIC SCIENCES INTERNSHIP APPLICATION FORM

Criminal Justice and Forensic Sciences Department
Youngstown State University

Please type all information and sign where indicated.

Date _____

PERSONAL INFORMATION:

Name _____ Social Security No _____
Address _____ Telephone _____
_____ Date of Birth _____ Age today _____
_____ Marital Status _____ Gender _____

What are your career goals? State what you expect to be doing five years after you graduate.

Some agencies require a background check, which may include an assessment of your character and criminal records search. By submitting this application you are granting permission for the agency to conduct such background checks as the agency may determine are necessary or appropriate. The following information is required to assist such an investigation.

List dates and addresses of residence for the last five years:

From To Street Address, City, State, Zip Code

List last 3 most recent jobs, beginning with most recent:

From To Job title Employer's Name, Address & Phone No.

Do you have a prior juvenile record? ____No____ Yes **If yes, please explain below:**

Do you have a prior adult record? ____No ____Yes **If yes, please explain below:**

Are you currently under indictment or investigation for a felony or major misdemeanor?

If yes, please explain below:

Do you suffer from any disorder or disability that would impair your ability to perform the activities of a professional person who works at the agency to which you have applied?

If yes, please explain below:

List three personal references (excluding relatives, and prior employers):

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

ACADEMIC INFORMATION:

Total Semester hours completed _____ Overall GPA (end of last semester) _____

Major: Emphasis area _____ Sem. hrs. completed _____ GPA _____

Minor: Emphasis area _____ Sem. hrs. completed _____ GPA _____

Expected graduation date _____

Type of Internship for which you are applying _____

Preferred agency (give name or type) _____

Other information which describes your preferences:

How many semester hours of credit (3-12) are you applying for? _____

Do you expect to take any other courses during the internship? _____ Yes _____ No

If you will be taking courses, list the courses and meeting times if known. The maximum number of semester hours, including the internship, should not exceed 18 hrs.

<u>Dept.</u>	<u>Cat#</u>	<u>Credits</u>	<u>Day / Time</u>	<u>Course Name</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List below the courses that you have completed that appear to be related to the internship for which you have applied. Begin with relevant Criminal Justice course work:

<u>Dept.</u>	<u>Cat#</u>	<u>Credits</u>	<u>Day / Time</u>	<u>Course Name</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I understand there is no obligation on the part of any agency or internship site to accept a student for an internship, nor to maintain the student on the internship. I further understand that the Criminal Justice and Forensic Sciences Internship Supervisor, the Site Supervisor of the internship, or the Chairperson of the Criminal Justice and Forensic Sciences Department may at any time for any reason terminate a student's internship if it is not in the interest of the Department, the Agency, or the University to continue the relationship between the intern and the internship site.

I declare that all information provided here is accurate and truthful to the best of my knowledge.

Student's Signature _____ **Date**_____

**WAIVER OF LIABILITY
for
CRIMINAL JUSTICE/FORENSIC SCIENCES FIELD WORK and OBSERVATION**

I, _____, the undersigned, a student enrolled at Youngstown State University, in consideration of certain opportunities given to me in completing the Criminal Justice and Forensic Sciences Internship (CRJUS 4807, CRJUS 3799, CJRUS 6955 or CJRUS 6995), do hereby release Youngstown State University, its employees, the State of Ohio, and its representatives and employees, and any private entity or governmental agency, federal, state, or local, to which I am assigned as an intern in said Criminal Justice and Forensic Sciences Course from any and every liability of whatever nature for any and every injury, physical and/ or mental, that I may suffer while pursuing my studies as an enrolled student, on or off campus.

(Please Print)

Student's Name _____ Soc. Sec. No. _____

Student's Address:

 _____ Phone _____

Notify in case of emergency:

_____ Phone _____

Student's Signature _____ Date _____

TO BE COMPLETED BY A NOTARY PUBLIC:

BEFORE ME, a notary public in and for the county of _____, State of Ohio, personally appeared _____, who is personally known to me to be the person who subscribed this waiver, and who acknowledged that they did sign same and that the execution there of is their free act and deed.

(seal) IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal at:

 _____,
 (City) _____ (State)

the _____ day of _____, 20_____

 (Signature of Notary)

Appendix B-5

APPENDIX C

AGENCY EXPECTATIONS

Please print or type all information.

Student's name _____ Soc. Sec. No. _____

Semester of placement: _____ Fall _____ Spring _____ Summer _____ Year

Agency Address _____

On-Site Supervisor--Name and Title: _____

_____ Telephone _____

This section should be completed with the Site Supervisor.

List below the specific goals and duties to be performed and/or observed during the internship period as agreed between you and your Site Supervisor. Duties that are intended to be agency related need to have a goal associated with them:

Goal	Duties
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

List of required reading by the Agency:

Author	Title	Source
1. _____	_____	_____
2. _____	_____	_____

The following schedule has been arranged:

<u>Day</u>	<u>Hours</u>		<u>Total Hours</u>
<u>Monday</u>	From _____	To _____	_____
<u>Tuesday</u>	From _____	To _____	_____
<u>Wednesday</u>	From _____	To _____	_____
<u>Thursday</u>	From _____	To _____	_____
<u>Friday</u>	From _____	To _____	_____
<u>Saturday</u>	From _____	To _____	_____
<u>Sunday</u>	From _____	To _____	_____
Weekly Total _____			

Beginning date of internship _____

Ending date of internship _____

Student: Please read the following statement and sign your name below:

I have read the Criminal Justice and Forensic Sciences Internship Manual and am fully aware of, and agree to meet all of the requirements for the course as outlined in this manual and internship description.

Student's Signature

Date

Site Supervisor's Signature

Date

Site Supervisor's Name and Title (printed)

Date

Criminal Justice and Forensic Sciences Internship Supervisor's Signature

Date

**This form must be completed within one week of the start date of your internship.
Submission of this form is your responsibility.**

APPENDIX D

ON-SITE SUPERVISOR'S INTERIM EVALUATION OF INTERN

S A M P L E

Please rate the student intern on the items below. In evaluating the intern, please consider your own personal observations and also feedback from others involved with the intern. Students complete the internship on a credit/no credit basis. Therefore, your opinions will be most beneficial as student interns attempt to improve their performance and personal development.

The rating system is as follows:

5 = Superior Performance	2 = Acceptable Performance/Needs Work
4 = Good Performance	1 = Unsatisfactory Performance
3 = Satisfactory/Average Performance	0 = Not Observed/Does Not Apply

- 1. Understands and follows policies and procedures of the agency.
- 2. Utilizes knowledge of the agency and community resources.
- 3. Functions cooperatively with professional staff.
- 4. Functions cooperatively with non-professional staff.
- 5. Is positive and open in response to on-site supervisor's directives.
- 6. Demonstrates the ability to collect and organize data.
- 7. Demonstrates the ability to conduct interviews.
- 8. Demonstrates the ability to make oral presentations
- 9. Demonstrates the ability to create written reports.
- 10. Demonstrates the ability to relate to clients.
- 11. Demonstrates the ability to integrate university course work on the job.
- 12. Demonstrates appropriate judgment in dealing with situations requiring supervisory assistance.
- 13. Identifies with the purpose/ethics of the agency/profession.
- 14. Demonstrates the ability to complete assignments in a timely manner.
- 15. Demonstrates the ability to adapt to new situations and assignments.
- 16. Demonstrates aptitude for working in this type of situation/profession.
- 17. Overall performance.

18. Please make any additional comments that would identify course work that would benefit the intern.

19. If a position were available within your agency and this intern applied for it, what would your recommendation be?

- Strongly Recommended for Employment
- Recommend for Employment
- Could Not Recommend for Employment at this Time

Thank you for completing this evaluation form and for supporting the Criminal Justice and Forensic Sciences Internship Program at Youngstown State University.

NAME(please print): _____

SIGNATURE: _____

DATE: _____

APPENDIX E

FINAL STUDENT EVALUATION OF INTERNSHIP

S A M P L E

NAME _____ SEM _____ DATE _____

INTERNSHIP SITE _____

ON-SITE SUPERVISOR _____

This evaluation is intended to provide both the Criminal Justice and Forensic Sciences Internship Supervisor and the On-Site Supervisor with the valuable insight regarding your perception of your internship experience. Please respond to the following questions accurately and honestly.

Responses will not impact your academic grade for this experience.

SECTION I

The assessment scale is as follows:

1 = Excellent 2 = Very Good 3 = Satisfactory 4 = Needs Improvement

1. The orientation and training provided at the internship site was: _____
2. The On-Site Supervisor's performance expectations for specific duties were: _____
3. The On-Site Supervisor's guidance and weekly communications were: _____
4. The relevance of course work to this internship was: _____
5. The academic expectations of the internship were: _____
6. The amount of knowledge gained as a result of the internship was: _____

FINAL STUDENT EVALUATION OF INTERNSHIP

SECTION II

1. The most beneficial aspect of this internship was . . .

2. Suggested changes that would have improved my internship experience include . . .

3. Advice that I would share with future interns is . . .

APPENDIX F

INTERNSHIP PAPER

Education + Experience = Excellence

- I. What is the name of the agency and where is it located?
How did the student obtain the internship, and when was the internship done?
- II. Mission, goals, and objectives of the agency
 - A. What is the stated purpose, mission, goals, and objectives as stated in public documents?
 - B. Who are the clients the agency is designed to serve and what are their expectations for the agency?
 - C. Who makes the work demand on the agency and what do they want the agency to do for them?
- III. How does the agency attempt to accomplish the missions, goals, and objectives?
 - A. How is it organized? Provide organizational chart.
 1. How does the organization interact with the community?
 2. How does the organization work with other organizations?
 3. How does it receive demands from clients?
 4. How does it deliver service to clients?
 5. How is the organization divided into units?
 - a. Functional organization?
 - b. Chain of command?
 - B. What are the job descriptions of the key positions?
- IV. What did you do in the agency during the internship?
 - A. In what unit(s) did you work?
 - B. What is your job description?
 - C. What work did you do?
 - D. How did this work contribute to the agency?
- V. Statistical description of the program
 - A. What are the resources of the agency? Provide budget.
 - B. How many individuals does the agency employ?
 - C. How much work does the agency have, and what type of work, e.g. police calls for service, probationers on intensive supervision, etc.?
 - D. How does the agency measure success, e.g. clearance rates, recidivism rates, etc.? (This information is to be based on public information).
- VI. Compare the experience of working in the agency with information learned in the classroom.
 - A. What is new on the job?
 - B. How does the organization apply theories, concepts, and administrative practices learned in course work?
 - C. What is different about this organization from those learned about in the classroom?
- VII. Conclusions and Recommendations
 - A. Summarize key points.
 - B. Would you recommend this agency for future interns?
 1. Was your internship a good learning experience?
 - a. What skills and abilities were acquired/improved upon (writing, computer, interviewing, etc.) as a result of your internship experience?
 - b. What knowledge did you acquire?
 2. Were you able to make a useful contribution to the agency, or were you merely doing observation and busy-work?

APPENDIX G

BACKGROUND CHECKS (September 2013)

CRIMINAL BACKGROUND CHECKS

1. Go to the Mahoning County Justice Center (Sheriff's Office), 110 Fifth Ave, Youngstown, OH 44503
2. Background checks and fingerprinting are done on Tuesdays thru Fridays between 9:00 a.m. to 3:00 p.m.
3. You will need a valid driver's license or state issued identification card and your Social Security Card.
3. Ask for the Records Room.
4. Have a stamped envelope with the address of the internship site typed on the envelope, attention to the name of your site supervisor.
 - In order to obtain fingerprints for the Bureau of Criminal Investigation; State of Ohio only, there is a \$27.00 fee.
 - In order to obtain fingerprints for the Federal Bureau of Investigation, there is a \$30.00 fee.
 - These fees are payable by money order only. Make payable to the "Mahoning County Sheriff". No other forms of payment will be accepted.
 - Manual Fingerprint cards: Self provided cards are \$5.00 per card, MCSO provided cards are \$10.00 per card.

CHILD ABUSE BACKGROUND CHECKS

1. Visit the Ohio Department of Job & Family Services online at <http://jfs.ohio.gov/>
2. Select "A-Z Index of Services" at the top of the page.
3. Scroll down to "P" and select "Public Records Request".
4. Follow the instructions to submit an online request or call (614) 466-4605 and inform them that you need a background check on whether or not you have abused a child or ever had a complaint filed against you for your internship supervisor.

APPENDIX H

Steps to a Successful Internship Experience

1. Complete Internship Intent Form.
 - ▶ Available in the Criminal Justice and Forensic Sciences Office
 - ▶ Should be submitted one to two semesters prior to the semester you would like to intern.
2. Contact Diane Hritz at: (330) 941-3570 or (330) 941-3279.
 - ▶ Should be done at least one semester prior to the semester you would like to intern.
3. Visit <http://www.yosu.edu> to download the Criminal Justice and Forensic Sciences Internship Manual.
 - ▶ Should be done at least one semester prior to the semester you would like to intern.
4. Read the entire manual.
5. Complete the Application and Waiver Forms included in the Criminal Justice and Forensic Sciences Internship Manual - Appendix B.
 - ▶ Application must be signed in the presence of a Notary of Public.
 - ▶ Attach a photocopy of your Youngstown State University ID card or valid driver's license.
6. Submit the original copy of your notarized application to either the Criminal Justice and Forensic Sciences Department or directly to the Criminal Justice and Forensic Sciences Internship Supervisor.
7. Schedule an appointment to meet with the Criminal Justice and Forensic Sciences Internship Supervisor.
 - ▶ To review your application/wavier and discuss specifics regarding your internship.
 - ▶ During this meeting you should be prepared to discuss the name of the agency at which you propose to intern and specific duties you will perform.
8. Student and Criminal Justice and Forensic Sciences Internship Supervisor agree upon suitable internship site.
9. Student schedules an appointment with the Site Supervisor of selected site for an initial interview.
10. Student and Site Supervisor complete Agency Expectations Form included in the Criminal Justice and Forensic Sciences Internship Manual - Appendix C.
11. Submit signed Agency Expectations Form to the Criminal Justice and Forensic Sciences Department or directly to the Criminal Justice and Forensic Sciences Internship Supervisor.

STEPS 1-10 must be completed before you begin your internship.
STEP 11 must be completed within one week of the start date of your internship.

Appendix H-1

A final word . . .

Once you officially register for the Internship, you will receive notification of a mandatory orientation session which you must attend. Specific requirements, assignments, deadlines, etc. will be discussed at the orientation session which will be conducted by the Criminal Justice and Forensic Sciences Internship Supervisor.

Please contact either the Criminal Justice and Forensic Sciences Department or the Criminal Justice and Forensic Sciences Internship Supervisor at anytime during the aforementioned process if you have any questions/concerns.

Please note:

If you are interested in interning with either a state or a federal agency, you should begin the outlined process approximately one year prior to the time that you would like to intern. This time frame is necessary due to the extensive application/background investigation process that most state/federal agencies adhere to.