

## **Internship in Criminal Justice CRIM 499**

This class affords students the opportunity to have a work experience in the community for a semester. These courses are a good transition from undergraduate learning to employment. The course is 3 credit hours and may be taken twice. CRIM 499 counts as a 300/400 level elective for the CJS major. This course counts toward the university's 39 hours of 300/400 level courses. Prerequisites are nine hours in criminal justice, a GPA of 2.5, and the consent of the instructor.

The supervisor of the agency, the faculty-advisor, and the student must mutually agree upon the placement. The following are agencies that have been utilized in the past. Internships are not limited to these and students can propose others.

### **Public Assistance Programs**

- Department of Family & Children Services (public welfare, adoptions)
- Community Action Program – Evansville (CAPE)
- Catholic Charities Bureau
- Rescue Mission
- The Salvation Army
- Evansville Christian Life Center
- Tri-State Food Bank
- Ireland & Luzzio Behavioral Services (In-Home Family Therapy)
- Aids Resource Group
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### **Social Services for Youth**

- Hillcrest-Washington Home
- Youth Service Bureau
- United Methodist Youth Home
- Youth Resources of Southwestern Indiana
- Big Brothers/Big Sisters
- Chaney House for Boys (Henderson)
- West Home for Girls (Henderson)
- Child Protection Services (Vanderburgh)
- YMCA and YWCA (Youth programs)
- The Villages (Foster Care)
- Job Corps (Morganfield, KY)
- ARK Crisis Nursery (Child Care)
- USI Child Care Center
- Impact Ministries
- Carver Community Organization (Child Care and Tutoring)
- Evansville Psychiatric Children's Center

### **Social Services for the Elderly**

- Southwestern Indiana Regional Council on Aging (SWIRCA)
- Henderson County Senior Citizens Outreach
- Nursing Homes (Holiday, Woodlands, Parkview, Newburgh Health Care)
- Solarbron (near USI) Independent Living

### **Social Service for Mentally and Physically Challenged People**

- Southwestern Indiana Mental Health Center (Group Homes)
- Rehabilitation Center (Group Homes and Youth Programs)
- Res-Care Normal Life (Group Homes)
- Goodwill Industries
- Evansville ARC
- Blind Association
- Literacy Center
- Southern Indiana Rehabilitation Services, Inc.(SIRS) (Boonville)
- Evansville State Hospital

### **Police Work (A student cannot have an arrest to be in a police agency.)**

- Vanderburgh County Sheriff's Department
- Henderson Police Department
- Evansville Police Department
- Warrick County Sheriff's Department
- Gibson County Sheriff's Department
- Indiana State Police Department
- Dubois County Sheriff's Office
- Lawrence County Police Department
- Knox County Sherriff's Office
- Wayne County Sherriff's Office
- Madison Police Department
- Clark County Sherriff's Office

### **Other Criminal Justice Work**

- Federal Probation Office
- State Probation Office
- Posey County Probation
- Posey County Community Corrections
- Dubois County Community Corrections
- Prosecutor's Office (Victim's rights and other legal matters)
- Hi-Tech Investigations: A Private Investigation Agency
- Vanderburgh County Community Correction (SAFE House)
- Legal Aid Society
- Wabash Valley Correctional Facility (Prison at Carlisle, IN)

- Branchville Correctional Facility (Prison in Tell City, IN)
- Vanderburgh Superior Court Juvenile and Probate Division
- Vanderburgh County CASA (Court Appointed Special Advocate)
- IN Dept. of Child Services Vanderburgh County Office
- State of Indiana Prosecuting Attorney 49th Judicial Circuit
- Vanderburgh County Adult Probation
- Deaconess Security
- Vanderburgh County Coroner's Office
- Saline County Jail
- Kinkade Law, LLC

### **Other Opportunities**

- United Way
- Albion Fellows Bacon Center (women's shelter)
- YWCA (women's programs)
- ECHO Health Care
- Evansville-Vanderburgh School Corp.
- Habitat for Humanity of Evansville, Inc.
- Ozanam Family Shelter
- House of Bread and Peace
- Human Resource Departments of companies
- Vanderburgh Humane Society
- American Red Cross
- Deaconess/Ohio Valley Hospice
- Visiting Nurses Hospice
- Vista Hospice
- Southern Health Care Hospice
- St. Anthony's Hospice - Henderson
- Private Industry Council (PIC)
- Southern Indiana Historic Travel Sites (Anywhere in southern half of state)
- Southeastern Illinois Counseling Centers, Inc.
- WillowTree of Posey County
- National Park Service
- Guardian ad Litem Office
- Cox Law Office

**Additionally, a student can propose any agency or company to be considered for a possible internship.**

## General Guidelines

1. During pre-registration the student should talk to the professor about possible internships and the **student should contact the appropriate agencies**.
2. For enrollment into the course, the supervisor must send a letter to the professor to detail the duties and responsibilities of the student.
3. After enrollment into the class, the student must report the internship in Career Launch in MyUSI.
4. The student is responsible for **150 hours of work** at the agency. In some cases these hours are paid. The student will conduct himself/herself in a professional manner, and keep any private information learned **confidential**.
5. The student **must keep a journal** of his/her activities and share it with their professor. The journal should be about the student's duties, responsibilities, and insights. The **journals should be emailed each week** to the professor for review.
6. During the **Fall and Spring** the student will make an **appointment every two-three weeks** with the professor to discuss the internship and the journal. For **single semester summer** internship meetings will be **weekly**.
7. The student should meet with their supervisor as often as necessary. . If there are **any problems**, the supervisor and/or student should call (812-464-1723) or email ([tschroer@usi.edu](mailto:tschroer@usi.edu) ) **Dr. Todd Schroer** immediately.
8. The professor might visit the site during the time of the internship.
9. During the last week of classes, the supervisor should send a letter evaluating the student's performance and that lists the number of hours completed. It is the student's responsibility to remind his/her supervisor about the letter. NO supervisor letter equals a failing grade.
10. Also, during the last week of class, the student needs to submit a typed **5-6 page paper**, which organizes and analyzes the entire internship by bringing together the journals, the discussions, and the experiences into a larger perspective. NO final paper equals a failing grade.
11. The final grade is assigned by the professor and will be based on hours completed, thoroughness of the journal, discussions, the final paper, and the supervisor's evaluation.