

The Department of Criminal Justice, Philosophy, and Political Science

CJ 4390: Internship in Criminal Justice

Internship Requirements, Application Process, and Expectations

CJ 4390 is one of three capstone course options available to criminal justice majors. The other two options are CJ 4391: Bachelor Paper and CJ 4392: Service Learning. Please see your course catalog or academic advisor for the requirements and expectations for these two options.

Students who choose to complete their culminating project through CJ 4390 work as interns in an approved internship agency or organization. The internship can be a salaried position or a non-salaried volunteer position. Usually it is a non-salaried volunteer position. Students work under the direction of the agency's field supervisor. CJ 4390 is writing intensive. Students must complete a significant writing assignment determined by and under the direction of the on-campus course instructor. The writing assignment will be informed by the student's internship experience. The course syllabus lays out the writing assignment requirements.

When to apply: Ideally, during advance registration for the semester you plan to do your internship. All applications must be vetted and approved, and an approved internship secured.

Requirements:

1. Senior in good academic standing (completed 90 credit hours prior to the start of the internship).
2. Completion of all prerequisite courses (with a grade of C or better) and examinations.
 - a. CJ 1200: Introduction to Law; CJ 2309: Survey of the Criminal Justice System; CJ 2316: Introduction to Criminology; CJ 4350: Research Design in Criminal Justice.
 - b. ENG 1360: Essentials of English Grammar; ENG 2100: Editing and Writing Non-Fiction; and ENG 2800: Writing Research Papers or ENG 2790: Business Writing.
 - c. Taken the English Qualifying Exam and the Reading Placement Exam; and passed any courses either exam might require.
3. GPA of 2.50 or better in all criminal justice courses.
4. Department approval.
5. *Criminal Justice Internships: Theory Into Practice* by Gary R. Gordon and R. Bruce McBride, 7th edition, Anderson Publishing. ISBN-13: 978-1437735024 or ISBN-10:1437735029.

Application Procedure:

First, meet with your academic advisor and confirm that you meet requirements 1 through 3 above.

Second, if you have confirmed with your academic advisor that you meet requirements 1 through 3 above, then submit a completed Internship Application form to the department chair. This form can be obtained from the department office in HWH 329.

Third, upon receipt of written approval from the department chair, begin looking for an internship position at an approved internship agency or organization. You will be provided with a list of approved agencies that students have used in the past. You can, however, complete your internship at an agency that is not on the list provided it is approved by your instructor.

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Fourth, register in the section of CJ 4390 assigned to you by the department chair.

Fifth, obtain a copy of *Criminal Justice Internships* (see requirement 5 above).

Sixth, attend the internship orientation meeting held by your on-campus instructor. Once you have registered in your assigned section of CJ 4390, you will be contacted by your instructor.

Expectations and Advice:

1. You must work a minimum of 120 verified hours to receive 3 credit hours for CJ 4390. Students may take CJ 4390 for up to 6 credit hours. In this case, students must work an additional verified 40 hours for each additional registered credit hour over 3. This means, for example, that if a student registers for 6 credit hours of CJ 4390, then she will have to complete 240 verified hours at the internship agency.
2. Instructors vary in how they require students to document their internship experience. Therefore, you must maintain and submit any weekly logs, journals, or participant observation reports your instructor requires.
3. You must complete your final paper or culminating project as required by the instructions set forth in your course syllabus.
4. You should keep in frequent contact with your instructor and attend all meetings, individual or group, required by your instructor.
5. You must complete all basic information forms required by the internship agency; and you must abide by all regulations and rules set forth by the internship agency.
6. You should maintain a professional working relationship with the internship agency and your supervisor.

philosophy and Political Science

Revised 4/14/2017

**Department of Criminal Justice
Application for Internship (CJ 4390)**

Please Print Legibly

Date: _____ CSU ID#: _____

Student Name: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number(s): _____

CSU E-mail: _____

Internship Semester: _____

Preferred Internship Agency/Organization (official name): _____

Option 1: _____

Option 2: _____

I have read and understand the CJ 4390 internship requirements and procedures as provided by the department ("Application/Enrollment Procedures and General Expectations") and agree to proceed accordingly. Among other things, that means that I meet all of the prerequisites needed to take CJ 4390 in the upcoming semester, will seek an appropriate internship site, and will initiate and maintain communication with the professor assigned to my section of the course.

Student Signature

Date

Academic Advisor Signature

Date

Department Chair Signature

Date

Print and Submit to _____

Revised 4/3/2013

CJ 4391 Bachelor Paper -- Background and Expectations

Like CJ 4390/*Internship* and CJ 4392/*Service Learning*, CJ 4391/*Bachelor Paper* serves as a choice for the writing intensive, capstone, culminating project course that criminal justice majors take as one of their final (and most important) requirements for graduation. The catalog description of CJ 4391/*Bachelor Paper* appears as follows:

BACHELOR PAPER (3) Writing intensive course culminating in a substantial paper. May be taken as an alternative to the practicum/internship. Writing emphasis course. Prerequisite: For declared majors who have worked a minimum of six months in a criminal justice agency. Consent of department. Completion of 105 credit hours, including CJ 1200/200, 2309/309, 2316/316, and ENG 1280/128, 2280/228, 2790/279, and 2800/280; and required courses in mathematics and reading. Must have an overall GPA of 2.0 and a major GPA of 2.5.
3.000 Credit hours
3.000 Lecture hours
3.000 Other hours

Students wishing to pursue CJ 4390 as their culminating project course must satisfy all of the prerequisites as stated above, and supply appropriate confirmation of relevant work in a criminal justice agency of at least six months duration.

Expectations for student performance follow from the preceding background. Students take CJ 4391 as a serious and challenging course with major writing requirements. As currently designed, CJ 4391 provides for two options for the bachelor paper.

Option 1 has the student reflect on her or his experience working in a criminal justice agency to write a substantial paper exploring the dynamics and significance of that work, organization, and field of criminal justice practice. Students rely on retrospective participant observation, integrated with review of the relevant research literature, to prepare the paper.

Option 2 provides for the student to choose any appropriate issue on which to write an original, substantial paper based on a major review of the relevant research literature. For either option, frequent meetings and other communication with the instructor facilitate the semester-process process of conducting the necessary research and writing the paper. As a noteworthy and grounded document, the paper takes at least 10,000 words of basic narrative (plus bibliography, appendices, tables, and so forth) to complete.

The basic books required to begin would include entries such as the following for Option 1:

- Bailey, Carol. *A Guide to Qualitative Field Research*. Second Edition. 2007. Thousand Oaks, California: Pine Forge.
- Gordon, Gary and Bruce McBride. *Criminal Justice Internships: Theory Into Practice*. Seventh Edition. 2012. Waltham, Massachusetts: Anderson.
- Graff, Gerald and Cathy Birkenstein, "They Say/I Say": *The Moves That Matter in Academic Writing*, Second Edition. 2010. New York: Norton.
- Lipaky, Michael. *Street-Level Bureaucracy: Dilemmas of the Individual in Public Services*, Expanded Edition. 2010. New York: Russell Sage Foundation.

For Option 2, the basic books begin with entries such as the following:

- Graff, Gerald and Cathy Birkenstein, "They Say/I Say": *The Moves That Matter in Academic Writing*, Second Edition. 2010. New York: Norton.
- Hart, Christ. *Doing a Literature Review: Releasing the Social Science Research Imagination*. 1998. Thousand Oaks, California: Sage.

Since this option requires a major literature review, the additions to the bibliography will accumulate significantly and rapidly as the student identifies and delves into relevant sources.

For more information regarding CJ 4391/*Bachelor Paper*, please feel free to confer with me in person, or by e-mail and telephone, per the following contact information:

Douglas Thomson

Douglas Thomson, Ph.D.
Professor of Criminal Justice and Sociology
Chicago State University (HWH 229 or HWH 243)
773-995-3511
dthomson@csu.edu

Douglas Thomson October 29, 2013

CRIMINAL JUSTICE INTERNSHIPS AS OF MAY 2016

	Agencies/ Organizations	Website	Address	Telephone Number	Contact Person
1	Broader Urban Involvement & Leadership Development	www.bulldchicago.org	5100 W. Harrison St. Chicago, IL 60644	(773)269-6020 Fax: (773)227-3012	Ms. Roslind Blasingame-Buford, Ed.D. Executive Director
2	Blue Island Emergency Management	www.blueisland.or/government/cit-departments/police-department www.cgla.net	2340 Vermont St. Blue Island, IL 60406	(708)396-7000	Mr. John Rita
3	Cabrini Green Legal Aid Clinic		740 N. Milwaukee Chicago, IL 60642	(312)738-2452 (312)374-6195 - For Ms. Ryann Moran	Ms. Ryann Moran Civil Supervising Attorney
4	Chicago Legal Clinic	www.ciclaw.org ltorres@ciclaw.org	2938 E. 91 st Street Chicago, IL 60617	(773)731-1762	Ms. Lucy Torres Volunteer Coordinator
5	Chicago State University Campus Police Department	www.csu.edu	9501 S. King Drive, Chicago, IL 60628	(773)995-2111	Sergeant Veronica Harris
6	Chicago State University Office of Judicial Affairs	www.csu.edu	9501 S. King Dr. Chicago, IL 60628	(773)995-3972	Ms. Deldra Cato Esquire
7	Cook County Juvenile Temporary Detention Center	www.cookcountycourt.org	1100 S. Hamilton Chicago, IL 60612	(312)433-7102	Ms. ShaRonda Hatcher Project Manager
8	Cook County Public Defender's Office - Sixth Municipal Division	www.cookcountycourt.org	16501 S. Kedzie Parkway Markham, IL 60428	(708)232-4170 TTY: (312)603-6673	Mrs. Melanie Wheeler Director of Support Service
9	Cook County Public Defender's Office - Criminal Investigations Unit	www.cookcountygov.com/portal/server.pl/community/public_defender_law_office_of/260/employment_within_the_public_defender	69 W. Washington Suite 1600 Chicago, IL 60602	(312)603-0600	Mrs. Daynia Sanchez-Bass Project Director
10	Cook County Sheriff's Office 4 th Municipal District	www.cookcountysheriffs.org Employment Information & Internship opportunity, click on the right hand side quick link for online application	50 W. Washington, Chicago, IL 60602	(312)603-6444 Main Number (773)674-8425 Ms. T. Thomas	Ms. Teneshia Thomas Senior Talent Acquisition Coordinator

11	Cook County Sheriff's Office Woman Justice Services	www.cookcountysheriffs.org Employment Information & Internship opportunity, click on the right hand side quick link for online application	Human Resources 3026 S. California, Chicago, IL 60608 Bldg. 2 Room 104	(312) 603-5040 (773) 674-8425 Ms. T. Thomas	Ms. Teneshia Thomas Senior Talent Acquisition Coordinator
12	Cook County State's Attorney's Office - Victims Assistance Program	www.statelawyer.org	69 W. Washington Suite 3200 Chicago, IL 60602	(312) 603-9689	Mail Only
13	Court Appointed Service Advocates	www.casapcookcounty.org beatriz.valdez@casapcookcounty.org	1100 S. Hamilton Suite 8-W Chicago, IL 60612	(312) 433-4928 Call for appointment	Beatriz Valdez Director of Programs
14	Dixmoor Police Department		170 West 145 th Street Dixmoor, IL 60419	(708) 388-3340	Chief Samuel Griffin
	Dolton Police Department		14030 Park Avenue Dolton, IL 60419	(708) 841-2533	Chief Robert Collins Jr.
15	Federal Bureau of Investigation Honors Program/Volunteer Internship	www.fbijobs.gov	2111 W. Roosevelt Rd. Chicago, IL 60608	(312) 421-6700	Apply online
16	First Defense Legal Aid	www.first-defense.org	5100 W. Harrison Chicago, IL 60644	(773) 354-8581	Ms. Eliza Slowiej Executive Director
17	Home Depot: Asset protection Internship Program	N/A			
18	Illinois Legislative Staff Intern Program She has two openings for this year.	www.ils.edu/illaps/llsfp (the application can be down loaded)	One University Plaza MS PAC	Main (217) 206-6579 Ms. Barbara Van Dyke-Brown (217) 206-6600	Ms. Barbara Van Dyke-Brown Director, Legislative Internship & Advocacy Programs
19	Independent Review Authority of the City of Chicago Police Department	www.cityofchicago.org	1615 W. Chicago Ave. 4 th Floor Chicago, IL 60622	(312) 746-2609 Extension: 1045	Ms. Lakenya White Investigator
20	John Marshall Law School of Chicago, Fair Housing Internship Program Marshall - Loss Prevention	www.jmls.edu	315 S. Plymouth Court Chicago, IL 60604	(312) 427-2737	Career Services
21	Metropolitan Correctional Center	www.mcc.gov	71 W. Van Buren St. Chicago, IL 60605	(312) 322-0567	Apply online
22	Naval Criminal Investigative Services	www.ncis.mil/career/internships NCIS_Internship@ncis@ navy.mil	Mail all applications to Naval Criminal Investigative Services/ Attn:	N/A	Apply online

23	Office of the Executive Inspector General of the State of Illinois	www.2.illinois.gov	32 W. Randolph St. Suite #1900 Chicago, IL 60604	(312)814-5600	Ms. Denise Vieaux HR Supervisor
24	Office of United States Senator Mark Kirk (R-IL)	www.kirk.senate.gov	230 S. Dearborn St. Suite #3900 Chicago, IL 60604	(312)886-3506	Mrs. Emma Clavarella Staff Assistant & Internship Coordinator
25	Office of United States Senator Richard Dick Durbin (D-IL)	Submit application online www.durbin.senate.gov		(312)353-4952 Fax: (312)353-0150	Ms. Alicia Johnson Internship Director
26	Phoenix Police Department		629 East 151 st Street Phoenix, IL 60426		Chief George Johnson
27	Riverdale Police Department	Internships are on hold due to State budget. Check back at a later date.	725 West 138 th Street Riverdale, IL 60827	(708)841-2203	Chief David Demic Sergeant Lundy Internship Contact
28	Safer Foundation	www.saferfoundation.org Submit application online	571 West Jackson Blvd Chicago, IL 60661	(312)922-2200 Fax (312)922-0839	On-line Application
29	Security Training Concepts		455 West 79 th Street Chicago, Illinois 60620		Mr. Michael Brown
30	State Representative Christian Wittchell for 26 th District	Mitchellcdistrict26@att.net	449 E. 35 th Street Chicago, IL 60616	(773)924-1755 Fax: (773)924-1775	Ms. Jeanine Robinson Chief of Staff
31	Target Asset Protection Internship Program				
32	Treatment Alternatives for Safe Communities (TASC)	www.2.tasc.org	1500 N. Halsted Chicago, IL 60642	(855)827-2444	Mr. Albert Pizza Administrator
33	United States Postal Service Inspector General's Office	www.uspsola.gov/	Apply online	N/A	Apply online
34	United States Secret Service	www.secretservice.gov	525 W. Van Buren St. Chicago, IL 606	(312)353-5431	Contact field office directly for application
35	Walgreens - Student Internship Program	www.walgreens.com	N/A	N/A	Apply online
36	Walmart- Asset Protection Internship Program	www.walmart.com	N/A	N/A	Apply online
37	National Alliance for the Empowerment of the Formerly Incarcerated	N/A	4540 W. Washington Chicago, IL 606	(773)593-2540	Mr. Benneth Lee "Benny Lee" Executive Director

Safer Foundation Students must submit applications on line only	www.saferfoundation.org Submit application online	571 West Jackson Blvd Chicago, IL 60661	(312)922-2200 Fax (312)922-0839	Mr. Aaron Freed Human Resources Direct contact for Chair only
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