Criminal Justice CJ 4860
Field Experience Program

Welcome to the internship program in the Department of Criminal Justice at Weber State University. Our interest is that you have an educational experience that will not only benefit you in your professional career but will serve to give you the kind of work experience that employers ask for in today’s hiring practices.

The requirements for the class are specifically set forth in the class syllabus. Because there are a number of documents that you are required to complete for this class, the following summary is provided:

SYLLABUS
The student should read the syllabus in its entirety as it sets forth the reporting dates and other important information about the class.

APPLICATION FORM CJ4860 FIELD EXPERIENCE
One copy of the first page of this form is to be returned to the field experience coordinator. The completed application should be given to the agency. Under the section where you are required to list all CJ courses completed, list the criminal justice classes that relate to the agency you will be working with.

AGENCY INTRODUCTION TO INTERNSHIP PROGRAM
This form is to be given to the supervisor you will be working with. The form certifies that you are in the internship as part of a class as Weber State University. Put your name and the supervisor’s name at the top and give it to the supervisor. Remember to attach a copy of the Syllabus, Application Form, Waiver, Field Experience Agreement and Evaluation when you give it to the supervising agency.

FIELD EXPERIENCE AGREEMENT
You should fill out this form after carefully determining your internship goals. Fill out the second portion of the document with your agency supervisor and have it dated and signed by the agency supervisor and yourself. You should keep a copy of the agreement, the agency should be left with a copy of the completed agreement and a final copy must be returned to the field experience instructor. Ask your supervisor for a business card to attach to the copy that you return to the field experience coordinator.

RELEASE AND WAIVER OF LIABILITY
This form needs to be filled out in duplicate and witnessed by an adult after you have read it. Put your signature on it and return one copy to the field experience coordinator. Hand the other completed form into the agency along with the application, a copy of the syllabus and the evaluation form.
STUDENT PROGRESS REPORT (SUPERVISOR’S EVALUATION)
This form needs to be filled out by the supervisor at the end of the internship, and returned to the field experience coordinator. The student is responsible to make sure the coordinator receives the report. The student is given two forms, one to provide to the agency supervisor with the initial packet of information, and the second to be given to the agency supervisor at the end of the internship experience in the event that they no longer have the first evaluation form.

To summarize, the following forms are to be given to the AGENCY SUPERVISOR at the beginning of the internship experience:

SYLLABUS
APPLICATION CJ4860 FIELD EXPERIENCE FORM (Completed)
AGENCY INTRODUCTION TO INTERNSHIP PROGRAM (Fill in top portion)
FIELD EXPERIENCE AGREEMENT (Goals completed; fill out remainder with agency)
RELEASE AND WAIVER OF LIABILITY (Signed)
STUDENT PROGRESS REPORT

Provide the following to the FIELD EXPERIENCE COORDINATOR at the times set forth in the syllabus:

APPLICATION CJ4860 FIELD EXPERIENCE FORM (Completed)
FIELD EXPERIENCE AGREEMENT (Completed w/proposed work schedule)
RELEASE AND WAIVER OF LIABILITY (Signed)
REPORTS W/SIGNED LOG OF HOURS/NOTES (1-4 and the summary report)
LETTER OF APPRECIATION (copy, original sent by student to agency supervisor with a copy of the summary report)
STUDENT PROGRESS REPORT-SUPERVISOR’S EVALUATION (Assure it has been received from the agency with documented hours and supervisor signature)
STUDENT EVALUATION (1-2 pages)

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