

**Department of Criminal Justice Administration  
Park University**

**CJ440 Internship in Criminal Justice**

**CJ441 Senior Writing Project  
Explanation of the Alternative Requirements**

Based on the Criminal Justice Department's assessment plan, and the requirements of the Higher Learning Commission of the North Central Association (the University's regional accrediting organization), part of the capstone experience requires some outside professional evaluation of our graduating students. The Criminal Justice Department created **CJ440, Internship in Criminal Justice**, and **CJ441, Senior Writing Project**, as alternatives to meet this requirement. As capstone courses, they may not be waived nor may credit be granted through Validated Learning Equivalencies (VLE).

**CJ440, Internship in Criminal Justice**

CJ440, Internship in Criminal Justice, is designed for current students to intern with an organization in a criminal justice-related field, such that each student may experience a work-style environment, and may be evaluated by an outside professional. Students must complete 135 clock hours for a 3-credit internship (or 270 hours for 6 credits).

**Step 1** - Download the course documents from this website:

- CJ440 Course Syllabus
- Attachment A – Application for Approval

**Step 2** – Contact an organization in a criminal justice-related field. You can work in any of a wide variety of organizations, including, but not limited to:

- Police department
- Sheriff's department
- Federal law enforcement agency
- Federal, state, or local government probation office
- Criminal courts, prosecuting attorneys, public defenders, or other lawyer or court organizations dealing primarily with criminal cases

- Non-profit probation, such as supervising community service
- Youth offender agencies, including drug abuse, and victims of abuse
- Adult abuse services agencies
- Federal, state, or local corrections facilities, such as city or county jails, state prisons, federal prisons
- Private security companies and private jails and prisons
- Airport security agencies and companies
- Some church and other community groups that work with victims of abuse, (such as Synergy Services in Parkville, Missouri)

Any questions about whether or not an internship site is acceptable should be referred to the Internship Coordinator.

**Step 3** – Discuss the internship requirements with the organization using the course documents downloaded in Step 1, and have the proposed internship supervisor review and sign. Be sure to provide all requested information, including a description of the internship. The form may be submitted electronically as a saved Word document or mailed/delivered as a “hard copy” document. A copy of the form should be provided to the internship supervisor for his or her records.

**Step 4** - Submit the completed form to your Park University academic advisor for forwarding to the Criminal Justice Department for approval. If you do not know who your advisor is, or if you do not have one, submit the completed documents for review and approval of the internship to: Dr. John Hamilton, Internship Coordinator, at [john.hamilton@park.edu](mailto:john.hamilton@park.edu). All internships must be approved by the Internship Coordinator or Department Chair prior to the student enrolling in CJ440.

**Step 5** – The Criminal Justice Department will review the materials and, if all information is provided and requirements are met, will approve the internship. If any information is missing or requirements are not met, the student or student’s advisor will be contacted for further information.

**Step 6** - Once your internship is approved, your academic advisor may enroll you in CJ440 for the term in which you wish to enroll. This section of the CJ440 class is conducted on the Canvas site and operates in a manner similar to an online class with all terms being *eight weeks* in duration. ***There are no face-to-face meetings of the class.*** It is recommended that the student enroll in the class in the term in which they plan to finish the required onsite hours. The Criminal Justice Department recognizes a student may have work, family, or other obligations outside of school that could affect his or her ability to earn 135 clock hours during an eight-week term. The student may elect to begin the internship

after it is approved and enroll in a future session of the class. For example, the student may be granted approval in early January and choose to begin earning hours but not enroll in the class until the Spring 2 or Summer term. Approaching the internship in this manner usually alleviates the need for the instructor to assign an Incomplete for the term and jeopardize any financial aid being received by the student.

**Step 7** - Before beginning work on your internship, make sure the instructor assigned for the course has received the necessary information (on the downloaded forms from Step 1) from your internship supervisor.

**Step 8** - Ensure you and your course instructor agree on a start date for your internship. Once the internship is approved, the student may begin work on the internship immediately after agreeing on the start date with the instructor. This means that a student with an approved internship could begin working at the internship site prior to the beginning of the term in which they are enrolled. Students who begin work on the internship prior to the beginning of the term should keep notes about their experiences so they may prepare weekly journals that will be submitted on the Canvas site during the term in which they are enrolled

**Step 9** – When you have completed the necessary work hours you will submit a final paper to your instructor and your supervisor will submit a confidential report to your instructor (as outlined in the forms from Step 1).

**Step 10** – When your instructor has received all materials, your instructor will submit a final grade for you for this course.

### **CJ441, Senior Writing Project, Requirements**

CJ441, Senior Writing Project, was designed for students **currently employed in a criminal justice field**, who do not need to find, or wish to find, and complete an internship with another agency or organization. Typically, the employment for students taking this course consists of activities comprising the student's current, full-time, paid service to a public or private sector organization engaged in criminal justice activities (e.g., policing, courts, corrections and rehabilitation, security, etc.). In this course, which is offered regularly online, students will use an existing project from their work environment, or create a project as part of their work, with some evaluation by a supervisor. The student's academic advisor or the student may submit a request for approval to take CJ441 in lieu of CJ440 to the Criminal Justice Department Internship Coordinator or designee. The Criminal Justice Department must approve a student's request to substitute this course for the internship.

**Step 1** - Submit a written request to enroll in CJ441, Senior Writing Project, in lieu of CJ440, internship in Criminal Justice, to Dr. John Hamilton, Internship Coordinator, at [john.hamilton@park.edu](mailto:john.hamilton@park.edu). Include the following information in your request:

- Name, address, and telephone number of the organization with whom you are employed
- Number of hours each week assigned to your position
- A brief job description and explanation of how your job is considered current employment in a criminal justice field
- Name, position, telephone number, and email address of a supervisor who can be contacted to verify employment information provided

If you have any questions after reviewing the above information, please contact:

Dr. John Hamilton, Internship Coordinator  
Criminal Justice Department  
Park University  
8700 N.W. River Park Dr. PMB114  
Parkville, MO 64152  
Office: (816) 584-6302  
Email : [john.hamilton@park.edu](mailto:john.hamilton@park.edu) (preferred method for contact)