

Your Park University Criminal Justice Department is aware of and understands that there are some students whose internships have been affected by issues pertaining to the COVID19 virus. We also know that students seeking internships over the next 8-12 weeks may discover options to intern with criminal justice related organizations have been discontinued, or significantly limited due to social distancing and related concerns. Research has revealed that the experiences gained through participating in the internship is essential for personal, professional and academic growth and networking.

In response to the current issues created by the COVID-19 virus, we have developed an alternative we believe will provide a valuable learning experience while being mindful of the concerns of many criminal justice related organizations. The goal of the internship experience is to learn more about how criminal justice related organizations operate, and how those operations relate to the coursework of the student. The internship also provides the Criminal Justice Department an opportunity to receive an evaluation from a person who is a practitioner in the field.

Note – Criminal Justice students must first try to secure an internship site where they can participate in a face to face internship experience. Before exploring the alternative option explained below, the student should review the current step by step internship instructions on the Department of Criminal Justice website. Go to [www.park.edu/cj](http://www.park.edu/cj) and click on “Resources.” You will then be taken to a page containing information about the internship process. If the student or the organization is unable or unwilling to engage in a face to face experience, the alternative option below could be used.

#### Alternative Internship Option

The alternate option requires the Criminal Justice student conduct 6 – 8 interviews with selected members of the internship organization of choice.

These interviews could be conducted by phone, Zoom, Skype, or if possible, in person.

The Course Instructor will provide the student with a set of questions they can use to start the conversation however, students are encouraged to develop questions of their own to gather more in-depth information.

Each interview should take no more than about 10-15 minutes and can be scheduled at the convenience of the organizations’ member and the student.

Following each interview, the student will complete a 2-3 page reflective journal to share insights they gained from the interviewee. They will explain how the insights relate to the criminal justice courses or coursework previously completed by the student.

Students are expected to conduct one interview and complete one journal per week and are encouraged to conduct additional interviews if acceptable to the organization. Multiple interviews could be included in one reflective journal if approved by the Course Instructor.

### **Process for the Alternative Option**

1. Students should use the same process for deciding which organization they would like to intern. Look at past course work, future academic or career plans, availability of locations based on geographical setting, etc.
2. Once a site is selected the student must contact the site and request an internship as previously explained on the [Department of Criminal Justice](#) website.
3. The student will complete the Application for Internship (referred to as Attachment A) and submit it to the Criminal Justice Internship Coordinator, [Dr. John Hamilton](#), for approval.
4. **Should the selected internship site indicate that they are not accepting face to face internships, this alternative should be explained to the person being contacted.** Any questions the internship site may have about the internship process may be directed to Dr. John Hamilton at [John.Hamilton@park.edu](mailto:John.Hamilton@park.edu) (preferred) or (816) 584-6302.
5. The Internship Coordinator will prepare a document outlining the requirements for organization and have it available for students to share with the organization representative if the alternative option is implemented.

Students should remember that the goal of the Criminal Justice Department is to help you to successfully complete the CJ440 course. We realize that we are unable to cover all possible questions or issues that may arise so we welcome any questions you may have. The motto of the Criminal Justice Department is “Problems are not things to be feared, they are things to be solved,” and we look forward to working with you in either your face to face internship or the alternative option should that be required.