

## PROFESSIONAL EXPERIENCE GUIDELINES

Currently, all criminology students are required to complete a three-credit internship. Students with at least three or more years of “sworn” full time service in the criminal justice field may be permitted to substitute their work experience for the required internship hours.

Students with at least three or more years of acceptable full time service in the victim service field may be permitted to substitute their work experience for the required internship hours if approved by the internship coordinator and/or the coordinator of the Victimology option.

All work for which credit is earned must be of an academic nature and must be the same or similar to the requirements of Crim 180/181/182. Students granted an internship waiver for qualifying prior experience must also submit a paper to demonstrate the nature and extent of their work experience and their level of expertise, in order to assist the Department of Criminology in evaluating the benefits of the students’ professional work experience.

Students with suitable prior experience must submit a written request, provide proof of employment (including length of time on the job and position title) and a copy of the position description, for the internship hours substitution. If approved by the faculty internship supervisor or coordinator, should register for the appropriate Internship Section during the enrollment period at or before the beginning of a new semester. All students must attend the first Internship meeting during the semester they enroll for. Check the Department of Criminology website for dates and times. Any changes will be reflected on the main website. Student approved for professional experience credit only have to attend the first internship meeting of the semester in which they are enrolled for internship credit.

**Academic Prerequisites:** The following courses must have been completed or you must be currently enrolled, to take an internship course or to enroll under the professional experience option: Crim 2, 20, 102, 112. Students in their freshman or sophomore year will not be permitted to enroll in or for internship hours. Students should be in their senior year, with some exception for students in the second semester of their junior year.

If approved for professional experience in **Law Enforcement/Corrections credit**, a student must also complete the following:

A paper consisting of at least the following components or sections:

1. Description of the agency or agencies where the professional experience was obtained.
2. Description of the student’s role/function, and the positions held.

3. A critical analysis and critique of their current/past agency or agencies and the profession as a whole.
4. An essay comparing/contrasting their professional experience with three or more specific criminology courses completed by the student.

Inclusion of relevant information from professional journal articles, government research, etc., should be utilized for your critical analysis.

*The paper must be at least twenty pages, double spaced, in length, as determined by the internship advisor/coordinator.*

All written work must be submitted prior to the last month of the semester. Non-submission will result in a No Credit (NC) grade.