

Criminal Justice Internship Expectation Guidelines

Student Objectives

Acquire investigative, surveillance, and various security related skills through classroom, practical, and live casework as provided and supervised by the agency.

Obtain a P.E.R.C. (IL Department of Professional Regulation), F.O.I.D. (IL Firearm Owner's Identification) and weapons permit (as needed) licenses.

Receive American Heart Association CPR and Basic Life Support Certification through the agency.

Actively contribute to the mission of the agency.

Actively participate in the marketing strategies and business pursuits of the agency, including obtaining government contracts for Federal Background Investigations.

Learn the organizational structure of the agency.

Learn and follow the applicable policies and procedures of the agency.

Gain an understanding of the interrelationship of the criminal justice system's components.

Be introduced to the various agencies within the criminal justice system.

Understand the various management styles exhibited by administrators within the agency.

Understand the communication, decision-making, and problem-solving mechanisms utilized within the agency.

Develop interviewing, counseling, report-writing, communication, decision-making, and problem-solving skills.

Observe the different styles used by staff members in interviewing, report-writing, and interacting with clients and other staff members.

Observe the correlation between knowledge learned in the classroom and its application within the agency setting.

Develop an understanding of the problems that the agency and other components of the criminal justice system are confronting.

Become sufficiently involved with both clients and staff so that input from the student is both solicited and received.

Assume many of the duties and responsibilities of a regular staff member given proper supervision by agency personnel.

Attend staff meetings, conferences, and in-service training sessions.