



GALEN UNIVERSITY

Internship Guide & Process

Internship Description

An internship in the field of criminal justice is a transformative experience that bridges the gap between academic study and real-world practice. This hands-on experience allows students to deepen their understanding of Belize's criminal justice system, including human services, law enforcement, the judiciary, and correctional services while engaging directly with the multifaceted challenges of promoting justice, safety, and community well-being.

By gaining firsthand experience and contributing to ongoing initiatives that promote justice and community safety, students will deepen their understanding of how these fields intersect to address societal needs, advocate for vulnerable populations, support equitable systems of care and justice

Internships offer a platform for students to connect theoretical knowledge with practical application while contributing meaningfully to initiatives that aim to strengthen community resilience and individual empowerment. The internship provides an opportunity to immerse the student in practical scenarios where they can observe and participate in various aspects of criminal justice operations. Through this experience, they will enhance their knowledge, develop critical professional skills, and gain a comprehensive understanding of the challenges and opportunities within the field.

Learning Objectives:

- **Practical Application of Theory:** Utilize academic insights from criminal justice to address real-world challenges effectively.
- **Understanding Systems of Care and Justice:** Develop a comprehensive understanding of the interplay between the criminal justice system and human service organizations.
- **Skill Development:** Cultivate professional competencies, including critical thinking, communication, empathy, ethical decision-making, and problem-solving, essential for careers in criminal justice.
- **Community Impact:** Contribute to community-focused initiatives aimed at promoting crime prevention, rehabilitation, victim advocacy, and community wellness.
- **Career Exploration:** Explore potential career paths in criminal justice to identify areas of personal interest and professional aptitude.

This internship will equip the student with practical experience, interdisciplinary skills, and a holistic perspective to positively impact society through the integration of justice and fostering societal well-being.

Internship Policies

- ❖ Internships may be paid or unpaid, for credit or non-credit, full-time or part-time in nature
- ❖ Internship must consist of at least **180 hours** over the course of the semester.
 - This internship is 4 credits
- ❖ Students seeking internship must have a **minimum cumulative grade point average (GPA) of at least 2.7**; students on disciplinary probation are not permitted to participate in an internship
- ❖ Students should begin the internship application process at least one semester prior to the semester in which they intend to participate
- ❖ Students applying for an internship must have completed most or all major courses as indicated by their particular major
- ❖ Internships are part of the curriculum and are evaluated for academic credit
- ❖ Placement should run concurrently with regular academic semesters
- ❖ If the internship is not completed within the semester timeframe, students must request an incomplete from his/her Faculty Supervisor
- ❖ Students are encouraged to attend a Resume Workshop or otherwise consult with an advisor about the documentation to ensure approval of an internship
- ❖ Students must locate a workplace for an internship or ask his/her Advisor for assistance
- ❖ The Faculty Supervisor will visit the site during the internship period as appropriate
- ❖ Additional policies and requirements may be specified on a course outline provided to the student by his/her Faculty Supervisor

Internship Process

1) Approval and Course Registration

Step 1. The student meets with his/her Faculty Supervisor to discuss the goals of, and possible placements for, the internship.

- ❖ The student identifies a site for their internship and confirms the location with their faculty supervisor.
- ❖ The student contacts the site to inquire if they can host the student and if there is someone who will act as the site supervisor for the duration of their internship

Step 2. The student submits the following to the Faculty Supervisor:

- ❖ A completed **Internship Application Form** (*see Appendix 1*) with **ALL** required signatures.
- ❖ A current resume
- ❖ A proposal as described on the Application Form

Step 3. Once approval is granted, the student submits the application form to the Registrar's Office and their finance officer and pays the standard tuition, as well as a \$200.00 Internship Fee.

2) Internship Updates

During the internship, the student:

- ❖ Maintains an **Internship Activity Log** (*see Appendix 2*), describing the internship activities for each week
- ❖ Writes a 2-4 page **Journal Entry** each week reflecting on what was learned from observation and relevant activities. These entries should correlate prior classroom learning to the internship experience

3) On-Site Visits

The student's Faculty Supervisor visits the internship site two or three times during the internship period. These visits may be done at a scheduled time, or randomly at the Supervisor's discretion. A brief interview will be conducted with the student and his/her supervisor each visit.

4) The Wrap Up

- ❖ The student completes a **Self-Evaluation of Internship Form** (*see Appendix 3*) upon completion of the internship
- ❖ The On-site Internship Supervisor completes a **Supervisor Evaluation of Internship Form** (*see Appendix 4*), which will be forwarded to the student's Faculty Supervisor. Students are encouraged to be involved in this review process and to consult with the supervisor as it is being completed.
- ❖ The student writes a **Final Report** to be submitted to the Faculty Supervisor. This may utilize the format of the Weekly Journal Entry, and may focus on the following questions, which are included as a guideline:
 - Why is it important to create a positive environment in the workplace?
 - What impressed you most about your time in the internship? Provide examples.
 - Did the internship experience assist you in moving toward your overall career goals?
 - What did you experience in this internship that you would like to use?

- What, if anything, would you want to change in the environment in which you participated?

The student compiles the following information into a **Final Portfolio** that is submitted to the Faculty Supervisor:

1. The Internship Activity Log for each week
2. The Journal Entry for each week
3. The Self-Evaluation of Internship Form
4. The Supervisor Evaluation of Internship Form
5. The Final Report
6. Any other documents specified in the course outline as required by the Faculty supervisor

4) Grade Appeals

Grade appeals for Internships follow the standard Grade Appeal Process as outlined in the policies of Galen University.



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Appendix 1: Application for Internship

Procedure for Correct Processing

- 1) All appropriate signatures must be obtained before approval is given.
- 2) This form must be completed and returned to the Office of The Registrar prior to the beginning of each semester in which the student is to be registered for an Internship.
- 3) All of the following information must be filled in before the class will be applied to the student's record.

Please print clearly or type

Student's Name: _____ Student ID. _____

Major: _____ Minor: _____

Current Academic Year: Second Third Fourth

Projected Graduation Date (month/year): _____ Current Overall G.P.A. _____

Proposed Internship Site: _____

Name and Phone Number of Site Supervisor: _____

Program arranging the Internship _____

Name and Phone Number of Faculty Supervisor: _____

Start Date of Internship: _____ End Date of Internship: _____

Number of Credit Hours to be received: _____

Type of Internship: Required Elective

This application must be accompanied by a typewritten proposal which must include the following information:

1. Statement of learning Objectives (**As approved by the Faculty Supervisor**)
2. Procedure for the internship including: (**As provided by the Site Supervisor**)
 - a. Projected Timetable
 - b. Detailed list of activities to be explored on the site
3. Process to be followed, including:
 - a. Number of required site hours
 - b. Frequency and duration of meetings with faculty and site supervisors.

All Signatures must be obtained before the Student is registered for the Internship

Student: _____

Date: _____

Academic Advisor: _____

Date: _____

Faculty Supervisor: _____
(If different from the Academic Advisor)

Date: _____

Site Supervisor: _____

Date: _____

Dean: _____

Date: _____

For Official Use Only

Finance Office

Processed By: _____

Invoice No: _____

Date: _____



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Appendix 2: Internship Activity Log

Student Name: _____ **Dates:** _____

| Days of The Week | Activities & Assignments | Time for Each Activity |
|------------------|--------------------------|------------------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

Additional Comments:

Student Signature: _____

Date: _____



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Appendix 3: Self-Evaluation of Internship

This form is to be completed by the student and submitted with the Final Portfolio.

| |
|------------------------|
| |
| Name: |
| Major: |
| E-mail Address: |

Section 1

What progress have you made toward meeting the learning objectives?

How did this internship align with your career goals?

What skills did you develop during this internship?

Briefly describe any special projects or accomplishments you completed during the internship.

Did your previous course work prepare you for the internship? If so, which were particularly helpful?

Explain how your problem solving skills have improved as a result of your internship experience. What skills do you need to develop further?

If you did your internship again, what would you do differently and why?

Section 2 (Please check all that apply)

1) Evaluate the combination of job interest, dedication, and willingness to extend yourself to complete assigned tasks.

Very Good Satisfactory Improvement Needed

2) Evaluate the degree to which you can be relied upon to carry out and complete assigned tasks.

Very Good Satisfactory Improvement Needed

3) Evaluate your ability to make well-reasoned decisions that affect your work performance.

Very Good Satisfactory Improvement Needed

4) Evaluate your working relationship with fellow employees in the working environment.

Very Good Satisfactory Improvement Needed

5) Evaluate your attendance and punctuality.

Very Good Satisfactory Improvement Needed

Student Signature: _____

Date: _____



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Appendix 4: Supervisor Evaluation of Internship

We appreciate the opportunity you have made available to our student. Please complete and sign this evaluation form. Please give this form to the student/intern in a sealed envelope as it needs to be turned in with their final portfolio assignment.

| Intern | |
|-----------------|--|
| Name: | |
| Program: | |

| Company | |
|----------------------|---------------|
| Organization: | |
| Supervisor: | |
| Address: | |
| Telephone No: | Email: |

| Internship | |
|-----------------------------|-------------------------|
| Start | Date (DD/MM/YY): |
| _____ | _____ |
| End Date (DD/MM/YY): | _____ |

Please write a brief summary of the internship:

Select one evaluation level for each area by marking an X in the column that best represents the intern's performance using the following scale:

- 5 – Excellent
- 4 – Above Average/Great
- 3 – Average
- 2 – Fair
- 1 – Poor
- N – Not Applicable

| Criteria | 5 | 4 | 3 | 2 | 1 | N |
|---|---|---|---|---|---|---|
| Section 1: Performance | | | | | | |
| Demonstrates skills necessary for work | | | | | | |
| Uses academic knowledge and skills | | | | | | |
| Manages time effectively and meets deadlines | | | | | | |
| Shows responsibility for work | | | | | | |
| Section 2: Comprehension and Communication | | | | | | |
| Demonstrates attention to accuracy and detail | | | | | | |
| Exhibits willingness to ask for and receive guidance | | | | | | |
| Possesses effective written and oral communication skills | | | | | | |
| Demonstrates the ability to work as part of a team | | | | | | |
| Section 3: Attitude and Work Habits | | | | | | |
| Demonstrates adaptability and flexibility | | | | | | |
| Exhibits punctuality and reliability | | | | | | |
| Demonstrates initiative when putting theory into practice | | | | | | |
| Reveals proper workplace etiquette and appropriate attire | | | | | | |
| Demonstrates enthusiasm for the internship experience | | | | | | |

Were the goals of the internship met?

What skills do you think the student developed?

What were the intern's primary strengths?

What recommendations would you suggest for his/her improvement?

What is your overall assessment of the student's performance?

If an opening became available in your organization, would you consider this student for a full-time position?

Other comments

Thank you for your support!

Supervisor's Signature: _____ **Date:** _____

Organization's Name: _____

Organization's Stamp: