

Graduate Internship Description for Students in the College of Criminal Justice

The College of Criminal Justice is currently accepting requests for graduate student internships. The goal of the internship program has been for students to gain valuable on-site work experience at a variety of criminal justice agencies for academic credit.

Students are given the opportunity to apply theoretical concepts in a practical, applied fashion by observing and contributing to the daily activities of operating agencies and organizations. Intern locations have included government agencies, police departments, prisons, federal and state law enforcement, private security firms, judicial clerkships, legal offices and agencies involving administrative, research, teaching, and related activities. Some of our recent interns have been successfully placed in the following criminal justice agencies: Boston Police Department, Executive Office of Public Safety, The Federal Bureau of Investigation, The Bureau of Alcohol, Tobacco, Firearms and Explosives, The Drug Enforcement Administration, The United States Marshall Service, Massachusetts General Hospital, Crime and Justice Institute, the Institute on Race and Justice and various local probation offices.

In order to be eligible for an internship, students must first identify a particular area within the field of criminal justice in which they would like to work and select agencies within that area that are accepting interns. The student should then submit a cover letter and resume to the agency requesting an internship. Ideally, the resume should list any background and/or experience that would qualify the candidate for an internship within the agency, and the cover letter should state the reasons for wanting to apply to a particular agency, what the applicant hopes to gain from the experience and how both the agency and the student will benefit from the internship. The letter should also specify that the candidate will follow up with the agency either by phone or email within 10 days. It is important to note that students applying for internships within federal agencies may have to wait five or six months for security clearance, so that should be taken into consideration when applying for an internship. Also, many criminal justice agencies require that applicants submit to a drug test in order to be eligible to work within that agency.

All interns are required to work at least 8 to 10 hours a week for a full semester in order to be eligible for credit. Also, interns must work on at least one project specific to their field placement, the results of which are submitted to the graduate director. Some examples of past projects include, an analysis of Sex Offender Classification System in Maine, the development of a crime scene investigation protocol, analysis of burglary patterns in a local community. Interns should identify the project a within one week after they begin their internship and must submit a one page description of the project to the graduate director for approval by the end of the first week of the term. Interns are also required to submit monthly electronic updates of their internships to the graduate director and must complete a comprehensive report at the end of their internship. The report should describe the overall internship experience, detail all activities related to the project and any additional duties that fell outside of the project realm, list project results and/or conclusions, and offer suggestions or recommendations for applying what was learned to the future. The paper should be 7 to 10 pages in length and must be submitted by the first day of finals week. In addition, the intern must submit a written verification of the internship signed by the Interns on site supervisor. If you are interested in a graduate internship, please contact Dean Jack McDevitt.

Internship Process

Identify areas of interest	Prior to Internship
Submit Introduction Letter to agency	Prior to Internship
Follow-up Phone call to agency	Prior to Internship
Obtain acceptance from Agency	Prior to Internship
Begin work at internship	1 st week on Classes
Submit one page description of Project to Graduate Director	2ed week of intern.
Progress reports to Graduate Director	Monthly
Final Report	First day of Finals
Letter from Supervisor	First day of Finals