

**Grand Rapids Community College
School of Work Force Development
Criminal Justice Department
143 Bostwick, N.E.
Grand Rapids, MI 49503**

CJ 285 Corrections I Internship Syllabus

Nikki Banks
Department Head
Criminal Justice
Office: DeVos Campus, White Hall
Phone: (616) 234-4109
FAX: (616) 234-3741
E-mail: nbanks@gccc.edu
Support Professional:
(616) 234-4280
Office hours: By Appointment

Course Description

This course provides a structured and extended off-campus experience in a supervised setting for Corrections Majors. Students work within a variety of professional settings that are related to their major and future career interests. Students are required to spend a minimum of 90 clock hours at their internship. This is a 3 credit hour course.

Student volunteer hours that are pre-approved by the Corrections Internship Coordinator for special projects can be included as a portion of the 90 hours at the Coordinators discretion.

Course Outcomes

1. Compare and contrast the principles learned in the academic setting to those learned in the internship setting.
2. Describe a corrections career area and its work requirements.
3. Obtain relevant corrections work experience and contacts for future job seeking.
4. Manage groups of correctional clients in an internship setting.
5. Communicate with correctional clients in a respective setting.

6. Communicate and work with other staff members in a corrections setting.
7. Plan and implement programs/protocols/policy, curriculum, and/or activities as appropriate for the internship setting.
8. Prepare necessary documents, including a daily log, needed to successfully obtain and complete the internship.

Course Schedule

1. You will meet with your instructor at the beginning of the semester. Prior to that meeting, most of the course information will be available on your internship Blackboard site and the [grcc.edu/criminal justice](http://grcc.edu/criminal_justice) website under Corrections Internship.
2. You are required to maintain an active GRCC e-mail account and to check your e-mail and Blackboard site at least twice a week for information and updates.
3. Each student is required to obtain a site placement with a facility/agency/program within Corrections or related to Corrections prior to the beginning of the semester. The Internship Coordinator will assist you when possible.
4. The student is required to maintain a daily log of activities during the course of the internship. Names and details of citizen and specifically client contacts should be deleted to protect both the citizen and the correctional client.
5. You must submit the daily log at the completion of the internship. It must show that you completed a minimum of 90 hours at the agency.
6. The student is required to submit a **Portfolio**, which is submitted at the completion of the internship.
7. **The final part of the course requires a meeting with each student, their site supervisor, and the GRCC Intern Advisor. The purpose of the brief meeting is to go over the placement and discuss the intern experience. This meeting is normally held at the host site.**

Due Dates

Please see blackboard and paperwork for all due dates. The Portfolio Deadline is the last day of the semester of your internship. Please note that you can submit your Portfolio *prior* to the end of the date.

Course Policies

This is a professional experience taking place within an organization that you, or others in the Corrections Program, may wish to be employed in at some future time. Therefore, your attitude, manner of dress, and approach to this internship must reflect a high level of professionalism. You are representing all of those associated with GRCC's Corrections Program! Any behaviors that reflect poorly upon it (tardiness, inappropriate attire, violations of confidentiality, or negative attitudes, etc.) will not be tolerated and may result in your removal from the internship.

Grading

The final grade in this course will be based upon the following:

- The meeting of all deadlines (see blackboard for deadlines).

Portfolio (completed)	100 points
Internship Coordinator Site Visit Report (Will be given to intern at the end of the semester)	100 points
Agency Evaluation of Student Work Performance	100 points
Journal Assignments	100 points
Agency Report	100 points

500 – 475	A
474 – 450	B
449 – 425	C
424 – 400	D
399 -	E

*If you are terminated from your internship by your Site Supervisor (agency, facility, or program) you will automatically receive an E.

PLEASE NOTE: Occasionally, the final meeting cannot be arranged before the end of the semester. In these cases, the student will receive an “I” grade (Incomplete), which has no impact on the student’s GPA. After the meeting is held, the grade is changed to the one that is actually earned in the course.

Any student whose status may be adversely affected by an “I” grade (i.e. not getting on the Dean’s List, problems with loans or grants, military status, etc.) must notify the Internship Coordinator.

Grand Rapids Community College
Criminal Justice Department
CJ 285 Corrections I Internship Information Guide

The Internship is a significant and integral part of the student's total professional training. During the internship students are able to link their academic foundation to real world functioning. The course provides a structured and extended off-campus experience in a supervised setting for Corrections Majors. Students work within a variety of professional settings that are related to their major and future career interests.

Students are able to participate in placements during the fall, winter and summer semesters. Prior to placement, students are required to submit an Application Packet for an Internship in Corrections. The minimum requirements for placement are:

1. An overall 2.0 GPA.
2. An overall 2.0 GPA in criminal justice courses.
3. Not on Academic Probation.
4. Completion of all 100 level criminal justice courses in Corrections Degree program.
5. A schedule that allows completion of a minimum of 90 hours during the semester of placement.

When selecting your internship, you can look through the resource guide on the Criminal Justice website. Listed on the resource guide are internship sites that we have either had students complete their internships at or the Criminal Justice department has contacts with. We have provided emails and phone numbers to these sites for you.

If you find an internship not listed on the department website's resource guide, please contact Nikki Banks at nbanks@grcc.edu or 616-234-4109 for approval. Once your site is approved, please contact Rachel Crapo at rcrapo@grcc.edu or 616-234-4280 to enroll in CJ 285.

You will want to submit the following prior to starting your internship (**These materials will need to be turned in by the end of the first week of the semester you are enrolled in your internship. Make copies of these documents for your final portfolio before submitting them**):

1. Internship Application
2. Internship Site Agreement
3. Internship Waiver of Liability
4. Internship Emergency Contact Form
5. Internship Site Placement Research Essays
 - You will want to write two essays on two different internship sites you are interested in seeking placement at. Please be sure to include information about the site, your interest and course material to show your understanding. Essays should be typed with "1" inch margins with a size 12 font.

You can submit these 5 documents to Rachel Crapo in the Criminal Justice office.

You are required to submit the rest of these documents with your portfolio at the end of your internship:

1. Resume and Cover Letter
 - If you need assistance writing these documents, you can reach out to GRCC's Student Employment Services at ses@grcc.edu or 616-234-4170.

2. Unofficial Copy of Transcripts

- You can print these off from the online student portal at <http://www.grcc.edu/informationtechnology/enterpriseapplications/onlinecenterlogin>

3. 2 References with their name and phone number

- You will want these to be professional references (i.e. an internship supervisor, work supervisor, faculty member, etc.) Please do not put down personal references such as a family member.

4. 2 Letters of recommendation

- You will want these letters of recommendation to come from professional references (i.e. an internship supervisor, work supervisor, faculty member, etc.). Please do not put down personal references such as a family member.

5. Current Photo

- You can use this photo of yourself on the front of your portfolio binder.

6. 5 Journal Entries

- The Journals should be submitted at the end of your internship with your portfolio. Each journal should include 3 to 5 bullet point statements to answer the journal questions. You will want to remember to do these journal entries throughout your internship to remember the most recent events.

7. Time Logs

- Time log worksheet included in application packet for you to use. Remember that you are required to complete 90 hours for this internship.

8. Agency Report

- Instructions included in application packet. You will want to complete all 5 sections for your portfolio.

9. Agency evaluation of student's work performance (sealed envelope)

- This evaluation is included in the application packet. Please have your site supervisor complete this form and have it put in a sealed envelope and mail it to:

Attn: Nikki Banks- White Hall
143 Bostwick, N.E.
Grand Rapids, Michigan 49503

All information in completion must be submitted in a 3 ring 1 inch black binder with clearly marked dividers for each area listed above. The Portfolio is worth 100 points.

When working on your portfolio, if you need to see an example of what one looks like, there are some portfolios in the Criminal Justice office. When creating it, please keep in mind that these should be made professional. You will not only use this portfolio as a final submission for your internship course, but for when you take them to future interviews for employers to review.

Grand Rapids Community College
Criminal Justice Department
CJ 285 Corrections I Internship Application

As you complete your application, keep in mind that you are writing for two audiences. The first audience is your Internship Coordinator who will review your work and help guide you in seeking the most appropriate placement to complete your internship. The second audience is the person who will interview you (Site Supervisor) for placement at your agency, facility, or program.

I. IDENTIFYING INFORMATION

Student Name:

(Last)

(First)

(Middle)

Local Address:

(Street)

(City)

(State)

Telephone Number:

(Cell)

(Home)

Email Address:

II. FACTORS FOR CONSIDERATION

1. Are you fluent in any language other than English?

Yes

No

2. Please rate your computer skills (check one):

Not Proficient

Proficient

Advanced

3. Do you have a valid driver's license?

Yes

No

4. You are required to meet your own transportation needs to and from your placement. Do you anticipate any transportation problems or limitations i.e. no license, no car, etc?

Yes

No

If yes, explain:

III. CRIMINAL HISTORY BACKGROUND/CENTRAL REGISTRY CLEARANCE INFORMATION

An increasing number of agencies, facilities, and programs are requiring student interns to submit to a criminal background history check and a Department of Human Services (DHS) Central Registry (CR) Clearance check. It is therefore critical that you are informed of how a criminal history background and placement on the DHS Central Registry check may impact your ability to be placed in an internship. Please initial in the spaces provided below to indicate that you understand and agree to comply with the following:

I understand that any past, current or pending felonies, criminal charges, convictions, CR placement, and/or penalties against me in any jurisdiction may make me ineligible for placement in an internship.

I understand that I am required to disclose any past, current, or pending felonies, criminal charges, convictions, CR placement, and/or penalties in this application.

I understand that along with the rest of my application, the Criminal History Background Information and DHS Central Registry Clearance portion of my application will be made available to the agency, facility, or program that I seek to intern with for the semester.

I understand that I must avail myself to a criminal background check and/or DHS Central Registry Clearance Check if it is a requirement for placement at my desired agency, facility, or program.

Do you have any past, current or pending felonies, criminal charges, convictions, DHS Central Registry Placement, and/or penalties in any jurisdiction?

Yes

No

If yes, please explain (use an additional sheet of paper if necessary):

IV. INFORMED CONSENT

I have completed this form as accurately as possible and understand that this application will be used to help determine my placement in an agency, facility, or program.

(Signature of Applicant)

(Date)

For office Use Only:

Date received: _____

Initials of Receiver: _____

Grand Rapids Community College
Criminal Justice Department
CJ 285 Corrections Internship I Placement Research Essays

INTERNSHIP SITES

Please note 2 different facilities, programs or agencies where you would like to seek placement at for your Internship.

- 1.
- 2.

ESSAY INFORMATION

Above you indicated two facilities, programs or agencies you wish to seek placement at to complete your internship. Please complete an essay on each facility, program, or agency you recorded. In each essay (1) include a definition of your understanding of the respective entities functioning, including any previous work/volunteer experience in this area; (2) outline skills that are essential for criminal justice practitioners working in this area; (3) share your interest and suitability for this area of work.

As you write your essays, you are strongly encouraged to refer to your various course texts, course site visits, and guest speakers in order to evidence an accurate understanding of each potential placement. Essays should be typed, double spaced and one page long. Essays should be typed on 8 ½ X 11 white paper with “1” inch margins on all four sides with a size 12 font.

**Criminal Justice Department
CJ 285 Corrections I
Internship Site Agreement**

Grand Rapids Community College, in cooperation with various criminal justice agencies, seeks to ensure that students enhance their educational experience by participation in an internship program that involves actual work experience. To attain that goal, the Criminal Justice Department is providing a site agreement to clarify conditions under which the agency may participate in this internship experience.

Site Coordinator

In order to ensure communication between the college (GRCC) and the agency _____, the agency will appoint an internship coordinator (site coordinator). All communication regarding interns assigned to the agency will be directed to this individual. The site coordinator shall be:

_____ Phone # _____

The agency may, from time to time, change the individual assigned as site coordinator. If such a change is made, the agency shall notify the Criminal Justice Department as soon as possible.

Internal Policies, Rules and Regulations Governing Internships

The agency shall furnish a copy of all policies, rules and regulations regarding internships or related areas. The intern/student assigned to the agency will be provided copies of said documents and held responsible for their content. Copies will be provided to the College instructor and kept on file.

Evaluation Forms

The Criminal Justice Department will supply forms to be used to formally evaluate the student throughout the internship. The agency agrees that the site coordinator will ensure that an evaluation form, completed by a person familiar with the student during the internship, is validated, signed, and forwarded to the Criminal Justice Department at the end of the internship experience.

Site Visits and/or Telephone Contact

It is agreed that an internship coordinator from the Criminal Justice Department will make at least one site visit during the course of the internship, and/or at a minimum, contact by telephone with the site coordinator. Contact from the Criminal Justice Department will be made to confirm placement. These contacts do not preclude contact with the school at any time performance problems arise with the intern.

Duties of the Site Coordinator and Student

Attached to this agreement is an explanation of the duties of the site coordinator and expectations (syllabus) of students assigned to the agency as internships.

Nature of Duties Intern Will Perform

As part of the internship application process, the intern will be interviewed by the agency. Part of the interview is to clarify the duties and work assignments that the student will engage in. Said duties then

become part of the formal agreement between the student and the Criminal Justice Department. It is agreed that the intern will be assigned to duties which are relevant to their field of study and do not put the intern/student at undo risk. It is important that the student understand what these duty assignments will be to ensure a quality internship experience.

Selection Process

1. The student will contact the Criminal Justice Department regarding their interest in participating in an internship. Following our initial review and provision of appropriate academic documentation, we will issue the student a letter of reference detailing their interest in an internship with your agency. Any student who does not have this letter upon contact with your agency has not been referred by the Criminal Justice Department of Grand Rapids Community College and should be referred back to our office.
2. The student shall participate in an interview with the site coordinator. Following this interview, and in the other selection procedures that the agency deems necessary, to include a driver's license and or criminal history check, the intern candidate will be formally accepted by the agency as witnessed by signing the internship agreement that the student will have been issued by the Criminal Justice Department. A signed copy by both supervisor and student/intern will then be sent to the Criminal Justice Department for their records.
3. At the completion of the internship experience, not less than 90 hours of work experience, the intern will complete a final report. This final report will be reviewed and signed by the site coordinator.

Non Discrimination.

The Facility recognizes that GRCC has a policy, which states:

GRCC is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, gender, age, national origin, weight, height, veterans status, marital status or non-disqualifying disability in any of its educational programs and activities, including admissions and employment. Further information may be obtained from the Director of Labor Relations, AA/EEO, 404B CPP, 143 Bostwick, NE, Grand Rapids, MI 49503-3295. Telephone: (616) 234-3453.

The Facility agrees to abide by that policy with regard to the education program provided for in this Agreement. Further, the Facility agrees to comply with all federal, state and local laws regarding equal opportunity.

Hold Harmless

GRCC shall indemnify and hold harmless the Agency from any and all claims brought on behalf of any faculty member, student, or other third parties arising out of the act or omission by a faculty member or student of GRCC while involved in the education at the Agency. The Agency agrees to indemnify and hold harmless GRCC from any and all claims arising out of the act or omission by the Agency in the operation of its business or the operation of this Program. GRCC has developed in cooperation with the Agency an education plan to be followed when GRCC faculty members and students are on the premises of the Agency. A copy of the plan will be made available to the Agency upon written request.

Effective Date:

The effective date of this Agreement is _____ 201_.

1. Term.

A. The term of this Agreement shall commence on _____ 201_

B. and shall end at midnight on December 31, 201_.

C. Extension of term by Renewal of Agreement. If neither party to this Agreement notifies the other party in writing at least sixty (60) days prior to the expiration of this Agreement is in force that said party will not extend this Agreement for an additional year, then it shall be deemed that GRCC and the Facility have renewed and extended the Term of this Agreement for an additional one (1) year.

Site Agreement

The signature affixed below indicates that the agency so named agrees to serve as an internship site for students referred by the Criminal Justice Department. The agreement may be terminated at any time by the agency upon notice to the Department Head, Criminal Justice Department or the internship coordinator.

Agency: _____

Signature: _____

Title: _____

Phone: _____

Email: _____

GRCC Internship Coordinator: Nikki Banks

Signature: _____

Phone: (616) 234-4109

Email: nbanks@grcc.edu

GRCC Student Name: _____

Signature: _____

LIABILITY
Statement of Responsibility and Assumption of Risk Regarding
Student Participation in Internship Employment/Activities

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

Release executed by _____ [Full name of Participant] whose address is _____ (“Participant”) [and if Participant is of minority legal age, executed also by [full name, address, and relation of Participant’s Parent or Guardian], _____ to Grand Rapids Community College, 143 Bostwick NE, Grand Rapids, MI 49503 (“Institution”).

The term, “Undersigned,” is used in this Agreement as pertaining to more than one person. If Participant is of majority age, it refers only to Participant. If Participant is not of majority age, “Undersigned” refers to Participant and Participant’s Parent or Guardian.

1.0 Participant’s Desire to Participate in Internship Program.

Participant is a student qualified for, accepted, and now attempting to complete enrollment in CJ 287 Juvenile Services Internship. CJ 287 requires a student to complete an internship experience off campus. This internship is offered by the following employer from

_____ 20__ through _____, 20_____, at _____ (location).

2.0 Waiver of Institution Liability for the Risks and Dangers.

The Undersigned understand that there are certain dangers, hazards, and risks inherent in the internship and associated activities, including but not limited to accidents in culinary and hospitality settings and which also could include serious or even mortal injuries and property damage and that GRCC cannot and does not assume responsibility for any such personal injuries or property damage.

3.0 Participant Responsibility for Medical Needs.

3.1 The Undersigned assures GRCC that Participant has consulted with a medical doctor with regard to Participant’s personal medical needs and assures GRCC that there are no health related reasons or problems which preclude or restrict Participant’s participation in this Internship.

3.2 The Undersigned are aware of all applicable personal medical needs, and have arranged for adequate hospitalization insurance to meet any and all needs for payment of medical care, including hospital costs while participating in this Internship. (Particularly out-of-country experiences). The Undersigned agree that GRCC is not responsible for attending to any of Participant’s medical or medication needs, that the Undersigned assume all risk and responsibility therefore, and that if Participant is required to be hospitalized while in a foreign country or in the United States during this Internship, GRCC does not assume any legal responsibility for payment of such costs.

4.0 Disclaimer of Institution Responsibility.

4.1 The Undersigned understand that GRCC in no way represents, or acts as agent for the Internship employer, the transportation carriers, hotels, and other suppliers of services connected with this Internship. The Undersigned further understand and agree that GRCC, its governing board, employees and agents are:

4.1.1 Not responsible or liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any equipment or vehicle or the negligence or default of the employer, or any company or person engaged in providing or performing any of the services involved in this Internship;

4.1.2 Not responsible for losses or other expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, or other such causes.

4.1.3 Not responsible for any disruption of travel arrangements or any consequent additional expenses that may be incurred therefrom.

5.0 Potential Travel and Accommodation Problems.

5.1 The Undersigned acknowledge and agree to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. The Undersigned acknowledge and understand the GRCC assumes no liability whatsoever for any loss, damage, destruction, theft or the like to Participant's luggage or personal belongings, and the Participant has retained adequate insurance or has sufficient funds to replace such belongings and will hold GRCC harmless therefrom.

5.2 All services and accommodations are subject to the laws of the country in which they are provided.

6.0 Legal Problems.

The undersigned acknowledges and understands that should Participant have or develop legal problems, Participant will attend to the matter personally with Participant's own personal funds. GRCC is not responsible for providing any assistance under such circumstances.

7.0 Acceptable Conduct by Participant.

The Undersigned are aware of the expected behavior of Participant while participating in this Internship. The Undersigned is aware that there is certain behavior that is unacceptable and could lead to possible disruption of Participant's participation in the Internship. The Undersigned assure GRCC that Participant shall act in an appropriate manner at all times.

8.0 Governing Law; Forum.

The Undersigned further agree that this Agreement shall be construed in accordance with the laws of the State of Michigan, which shall be the forum for any lawsuits filed under or incident to this Agreement.

9.0 Assumption of the Risks Involved.

9.1 Knowing the dangers, hazards, and risks of such activities, the Undersigned, on behalf of the Participant's family, heirs, and personal representative(s) agree to assume all the risks and responsibilities surrounding Participant's participation in this Internship, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, and forever discharge, release, waive, forever discharge, and covenant not to sue GRCC, its governing board, officers, agents, employees, and any student acting as employees ("Releases"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which Participant may have or which may hereafter accrue to the Undersigned, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by Participant or by any property belonging to Participant, whether caused by the negligence or carelessness of the "Releases," or otherwise, while in, on, upon, or in transit to or from the Internship location.

9.2 The Undersigned understand and agree that "Releases" do not have medical personnel available at the location of the Internship, during transportation, or at the employer location. The Undersigned understand and agree that "Releases" assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

9.3 It is the Undersigned's express intent that this release and hold harmless agreement shall bind the members of the Undersigned's family and spouse, if Participant is alive, and Participant's family, estate, heirs, administrators, personal representatives, or assigns, if Participant is deceased, and shall be deemed as a "Release," Waiver, Discharge, and Covenant not to sue the above-named "Releases." The Undersigned agree to save and hold harmless, indemnify, and defend "Releases" from any claim by the Undersigned or Participant's family, arising out of Participant's participation in the Internship.

9.4 In signing this Release, the Undersigned acknowledge and represent that the Undersigned have become fully informed of the content of this waiver of liability and hold harmless agreement by reading it before signing it, and by signing this document as the Undersigned's own free act and deed confirm that no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.

9.5 The Undersigned execute this release for full, adequate, and complete consideration fully intending to be bound by the same,

9.6 The Undersigned state that Participant ____is/ ____ is not (check one) at least eighteen (18) years of age and fully competent to sign this Agreement.

THIS IS A RELEASE OF LEGAL RIGHTS
READ AND UNDERSTAND BEFORE SIGNING

STUDENT/PARTICIPANT:

WITNESS:

(Signature)

(Signature)

(Signature) _____
(Date)

(Signature) _____
(Date)

(Co-signature of parent or guardian required if student is less than 18 years of age.)

FOR GRCC:

Date

Grand Rapids Community College
Criminal Justice Department
CJ 285 Corrections I Internship Journal Assignments

Please complete the journal entry questions that are listed below. You will want to write these journal entries throughout your internship. Do not wait until the end to complete this section as you will want to have the most recent events that take place during your internship to be included in these entries. Each journal should include 3 to 5 bullet point statements to answer the journal questions. The Journals should be submitted at the end of your internship with your final portfolio. Each Journal Assignment is worth 20 points.

- Topic 1:** What aspects of this internship placement do I feel confident in and why? Which aspects do I feel unsure about and how will I address these?
- Topic 2:** What safety issues are identified in your placement and how are you prepared to respond to difficult or threatening situations?
- Topic 3:** How is supervision handled at your agency? Are you allowed time to discuss the issues that are important to you? What are the pros and cons of the way supervision is structured?
- Topic 4:** Describe a time in your placement where you learned from a mistake. How did you respond to the situation? How did the other party respond?
- Topic 5:** Submit a copy of your placement's assessment outline of interns. How is this approach to assessment similar or different from what you imagined? What do you see as the advantages and disadvantages to this approach?

Grand Rapids Community College
Criminal Justice Department
CJ 285 Corrections I Internship Agency Report

The purpose of this assignment is to develop the students understanding of the facility, agency, or program. The student should address each area listed below, or indicated why it is not relevant to their respective placement. In order to receive credit for your Portfolio, it **MUST** be submitted by the designated deadline in its totality. Late submissions will **ONLY** be considered at the discretion of the Internship Coordinator. The Agency Report is worth 100 points and is due by the Portfolio deadline.

Cover Sheet: Students name, ID number, Internship Course number and semester, Date, Name of placement, and Placement Coordinator's Contact Information (number and email).

Section I

Name of placement, phone/email, and contact person, Mission statement and when placement was founded.

Section II

How is the placement different now than when it was founded? Services provided by the placement. Populations served by the placement. Does the placement primarily provide direct services to clients or indirect services?

Section III

Is the placement a for-profit, nonprofit, or government entity? What is the hierarchy of the placement?

Section IV

Is the placement licensed or accredited? If so, by who? Note the following figures if they are available: total operating expenses for the last fiscal year and the total approved budget for the current fiscal year.

Section V

Note the total number of employees at the placement. Forecast for hiring. Note what were your primary responsibilities at the placement? What was the greatest challenge you handled in completing the placement (internal and external).

**GRAND RAPIDS COMMUNITY COLLEGE
 CJ 285 CORRECTIONS I INTERNSHIP
 TIME SHEET
 FIELD INSTRUCTION**

Student Name:

Month:

WEEK:							
<u>SAT</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>	<u>WEEKLY TOTAL</u>
WEEK:							
<u>SAT</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>	<u>WEEKLY TOTAL</u>
WEEK:							
<u>SAT</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>	<u>WEEKLY TOTAL</u>
WEEK:							
<u>SAT</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>	<u>WEEKLY TOTAL</u>

**GRAND RAPIDS COMMUNITY COLLEGE
 CJ 285 CORRECTIONS I INTERNSHIP
 TIME SHEET
 FIELD INSTRUCTION**

Student Name:

Month:

WEEK:							
<u>SAT</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>	<u>WEEKLY TOTAL</u>
WEEK:							
<u>SAT</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>	<u>WEEKLY TOTAL</u>
WEEK:							
<u>SAT</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>	<u>WEEKLY TOTAL</u>
WEEK:							
<u>SAT</u>	<u>SUN</u>	<u>MON</u>	<u>TUE</u>	<u>WED</u>	<u>THUR</u>	<u>FRI</u>	<u>WEEKLY TOTAL</u>

GRAND RAPIDS COMMUNITY COLLEGE

Criminal Justice Department
 143 Bostwick NE
 Grand Rapids, MI 49503

INTERNSHIP PROGRAM
Agency's Evaluation of Student Work Performance

Student Name: _____

Course of Study: Corrections or Juvenile Services

Site: _____

Telephone: _____

Supervisor Name/Title: _____

Instructions: The immediate supervisor will evaluate the student objectively, compare the individual with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

RELATIONS WITH OTHERS <i>Points (0-10)</i> <ul style="list-style-type: none"> • Exceptionally well accepted • Works well with others • Gets along satisfactorily • Has some difficulty working with others • Works very poorly with others 		ATTITUDE-APPLICATION TO WORK <i>Points (0-10)</i> <ul style="list-style-type: none"> • Outstanding in enthusiasm • Very interested and industrious • Average in diligence and interest • Somewhat indifferent • Definitely not interested 		
JUDGEMENT <i>Points (0-5)</i> <ul style="list-style-type: none"> • Exceptionally mature • Above average in making decisions • Usually makes the right decision • Often uses poor judgment • Consistently uses bad judgment 		DEPENDABILITY <i>Points (0-10)</i> <ul style="list-style-type: none"> • Completely dependable • Above average in dependability • Usually dependable • Sometimes neglectful or careless • Unreliable 		
ABILITY TO LEARN <i>Points (0-5)</i> <ul style="list-style-type: none"> • Learns very quickly • Learns readily • Average in learning • Rather slow to learn • Very slow to learn 		QUALITY OF WORK (RELATIVE TO TRAINING PLAN) <i>Points (0-10)</i> <ul style="list-style-type: none"> • Excellent • Very good • Average • Below average • Poor 		
ATTENDANCE Regular Irregular		PUNCTUALITY Regular Irregular		
OVERALL PERFORMANCE	Excellent (42-50)	Very Good (34-41)	Average (26-33)	Marginal (Below 25)

Additional remarks: What traits may help or hinder the student's advancement?

This report has been discussed with the student: Yes No

Signed: _____

Title: _____

Date: _____

Please send this document to the address below:

Nikki Banks
 Department Head
 Criminal Justice Department
 Grand Rapids Community College
 143 Bostwick, N.E.
 Grand Rapids, MI 49503

Grand Rapids Community College
Criminal Justice Department
CJ 285 Corrections I Internship Portfolio Checklist

In order to receive credit for your Portfolio it **MUST** be submitted by the designated deadline in its totality. Late submissions will **ONLY** be considered at the discretion of the Internship Coordinator and will possibly result in the lowering of your final internship grade. All information must be submitted in a 3 ring 1 inch black binder with clearly marked dividers for each area listed below. The Portfolio is worth 100 points.

- Internship Application
- 2 Internship Site Placement Research Essays
- Internship Site Agreement
- Internship Waiver of Liability
- Internship Emergency Contact Form
- Resume and Cover Letter
- Unofficial Copy of Transcripts
- 2 References (name and contact information)
- 2 Letters of Recommendation
- Current Photo
- 5 Journal Statements
- Time Logs
- Agency Report
- Agency Evaluation of Student's Work Performance (sealed envelope)