

Internships Overview

Internships, practicums, and field placements are integral parts of many undergraduate and graduate programs. They provide students with the opportunity to gain knowledge and practical skills, apply classroom learning to a real world situation, bring real world information in to inform classroom learning, and build professional experience and networks.

In recognition of this, one aim of the National Scope Demonstration Project to Integrate Crime Victims Issues into University and College Curriculum was to develop materials to improve intern response to victims of crime they encounter in their internship and promote student interest in internships in victim services and allied professions.

To that end, we have developed a number of materials that aid both students and faculty in these areas.

1. Curriculum Kit: *Responding to Victims of Crime: Basics for Interns*

This curriculum kit was designed to provide college students with an introduction to the basic skills for interacting with victims of crime in an internship, practicum, or field placement setting. It covers where in the internship a student may encounter victims of crime, the potential consequences of victimization for victims, and basics of crisis intervention and effective communication.

The curriculum kit is best implemented during orientation for internships or at the beginning of the course, before students are in their placements.

The curriculum kit includes an Instructor's Guide, PowerPoint presentation, and two assignments. Like all of this project's curriculum kits, the kit is designed to maximize flexibility for instructors. Instructors can use the curriculum as is, or modify in any way they see fit. Best practice is to at a minimum adapt the materials to be appropriate to the discipline, students, institution, and service population. For example, it was originally designed for use with criminal justice interns, so the first part focuses on discussing where and how in the criminal justice system victims of crime might be encountered.

The relevant information from other systems should be substituted there, such as human services, human resources, child welfare, and others.

2. Forms for internships

Placing students in internships necessitates significant planning and administrative oversight. Programs often have an overarching agreement in place that governs their relationship with host sites, as well as contracts governing the internship activities of individual students.

However, the issues of working in an internship site that may include contact with victims of crime, either because it is a victim services agency or allied profession, merits customized materials.

**Post-Secondary Education:
Integrating Crime Victims' Issues Into College and University Curricula**

We have developed templates for agreements between educational institutions and internship host sites and student agreements for placements in both victim services and in allied professions. We have also developed cover letter and a template of an intern evaluation that supervisors can use to help reinforce expectations of the internship outlined in the agreements.

- a. Memorandum of Understanding (MOU) agreement between educational institution and host site.

Victim Services-Related Internship Memorandum of Understanding (MOU) Between the Educational Institution and the Agency

Criminal Justice Agency Internship Memorandum of Understanding (MOU) Between the Educational Institution and the Agency

Allied Professions Memorandum of Understanding (MOU) Between the Educational Institution and the Agency

- b. Student-Host Site agreement.

Victim Services-Related Internship Agreement Between the Student and the Agency

Criminal Justice Agency Internship Agreement Between the Student and the Agency

Allied Professions Internship Agreement Between the Student and the Agency

- c. Cover letter and Intern evaluation.

Intern Evaluation

Cover Letter to Internship Supervisor for Intern Evaluation