

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

An internship is a cooperative partnership between a school and a host organization that meaningfully contributes to a student's education. In such a partnership, the host organization provides training, supervision, facilities, and work tasks that help students acquire skills and knowledge related to the field of criminal justice. The school provides a formal academic program in which students contextualize and process the internship experience while learning material specific to the administration of justice, the prevention of crime, and the provision of social support services. This integrated learning model allows students to bridge the gap between academic theory and real-world practice.

In order to facilitate internship opportunities for students, this MOU governs the relationship between _____ (hereafter referred to as "the agency") and _____ (hereafter referred to as "the school") with respect to interns from the school. It creates an agreement to work together to place and support interns. Both parties share the goal that providing internships in criminal justice will help students to develop an understanding of criminal offenders and crime victims, cultivate an interest in working for the criminal justice system, and commit to improving the provision of services to offenders, victims, and individuals who are at risk of offending.

Responsibilities of the Agency

Agencies are responsible for screening applications and selecting the candidates that they would like to interview. Interns may be selected based upon criteria determined by the agency. These criteria should be outlined in a written position description provided to the school. Should a criminal background investigation be required, the cost of the investigation will be paid by the agency or the agency will clearly state in the position description that the cost is to be assumed by the student.

The agency is expected to assign duties which will expand the student's experience in criminal justice in a practical setting. Interns should have opportunities to interact directly with the client population and social services providers. Agencies should identify additional opportunities for interns to achieve their learning objectives, such as inviting interns to attend board meetings or participate in outreach events. The agency reserves the right to modify the tasks during the internship period. Reasonable effort must be made to ensure that the intern is employed in a responsible position with exposure to multiple tasks.

The agency agrees to assign a supervisor who will provide guided supervision during the internship. The supervisor will ensure that the intern is granted access to adequate information, assistance, and staff cooperation to enable the student to fulfill the assigned duties. The supervisor will meet with the student at regularly scheduled times throughout the internship to provide feedback on projects, review responsibilities, and discuss areas for growth.

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Supervisors will provide positive feedback as well as constructive criticism. At the conclusion of the internship, the supervisor will evaluate the student using a form provided by the course instructor.

If, during the course of the internship, an issue arises that cannot be resolved by the supervisor, or in the case that serious deficiencies are noted in an intern's performance, the supervisor will contact the course instructor. In such an event, the agency and the instructor will work together to devise a plan by which the student may be assisted in achieving the stated goals and objectives of the internship. The agency has the right to remove immediately any intern who demonstrates unethical or unprofessional behavior, or who poses an immediate threat to clients, personnel, or property. The course instructor must be notified immediately if such an action is taken.

Responsibilities of the School

The school will recommend for participation in the internship program only those students who have earned a satisfactory academic record and have met the minimum requirements established by the program. Students who participate in the internship program are expected to bring relevant knowledge from prior coursework to bear on their internship experience. However, student interns are not expected to possess any prior academic or professional background in criminal justice.

The course instructor will assist each student in identifying an agency that meets both the educational requirements of the internship program and the academic interests of the student. Students will be advised of their responsibilities regarding participation in the internship, including expected professional conduct and the requirement to follow rules and standards set by the agency. The instructor will advise each student that he or she may need to complete a criminal background investigation, as well as any other screenings required by the agency, prior to being accepted for a particular internship.

Throughout the internship experience, the course instructor will maintain ongoing contact with both the student and the agency. The instructor will be available to answer questions, help resolve issues, and provide support as needed. The instructor also agrees to provide the agency with contact information, copies of the course syllabus, course objectives, curriculum philosophy, and/or a current résumé when requested. During the course, the instructor will provide a forum in which students will discuss their experiences and concerns regarding their internship.

Joint Responsibilities

It is expected that there will be ongoing, open communication between the agency and the school to ensure understanding of the expectations and roles of all parties in providing the internship experience. Such communication may be initiated by either party at any time, and may occur as often as necessary in order to coordinate and improve the internship program.

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It is understood that employees and agents of each party may need to request access to student information maintained by the other party in order to properly administer their duties and obligations under this MOU. Both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act (“FERPA” or the “Buckley Amendment”) in the handling of educational records of students enrolled in their programs. Information about FERPA regulations can be accessed at: <http://ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

Signatures of Responsible Individuals

The agency and the school name the following two individuals as initial contact persons for activities related to the understanding and performance of this MOU. Other contact persons may be designated by the parties at any time and different or additional persons may serve in the capacity of supervisor or instructor of a particular intern(s). However, all will be governed by the terms of this MOU.

For the agency:

For the school:

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Phone: _____

Phone: _____

E-Mail: _____

E-Mail: _____