

Internship Checklist

- _____ 1. Read the CRJU Internship Manual (see link at <https://www.radford.edu/content/chbs/home/criminal-justice/internships1.html>).
- _____ 2. Contact Dr. Clifton (saclifton@radford.edu) seeking permission to pursue an internship with a particular agency. Indicate your overall GPA, the number of credits, the semester you would like to complete the internship, and the agency or agencies you are interested in for the internship within the message.
- _____ 3. Contact the agency, either by calling or visiting the agency. Determine if the agency is willing to accept an intern.
- _____ 4. Determine from the agency how much time is needed to complete any background work that will be required before the internship begins.
- _____ 5. Arrange a face-to-face meeting with an agency representative.
- _____ 6. Explain to the agency representative the criminal justice program's desire that interns be exposed to a broad range of the agency's activities.
- _____ 7. Determine how many hours per week will be spent at the agency.
- _____ 8. Fill out the internship agreement form that is located at <https://www.radford.edu/content/dam/colleges/chbs/Criminaljustice/2023InternshipAgreementForm.pdf> If this link does not work, email Dr. Clifton.
- _____ 9. Have the agency sign this form.
- _____ 10. Fill out the Internship Registration Form that can be found at <https://www.radford.edu/content/dam/colleges/chbs/Criminaljustice/2023InternshipRegistrationForm-original.doc>
- _____ 11. Have Dr. Clifton sign the Internship Registration Form. (Although information about the agency site must be supplied on this form, no one from the agency needs to sign it). She will submit it to the Registrar's Office, and they will enroll you in the internship course.
- _____ 14. Check your class schedule on the Student Information System (online) after several days to ensure you have been enrolled in CRJU 484 (or CRJU 684 if you are a graduate student).