

INSTRUCTIONS FOR COMPLETING THE JUSTICE STUDIES INTERNSHIP AGREEMENT

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Justice Studies Program
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The internship agreement is to be completed by both the intern and the placement supervisor. It is to be understood by both the intern and the placement supervisor that the intern **cannot** be paid during their term as an intern. The Justice Studies Internship Coordinator will review and approve the completed agreement.

The intern will need to establish and develop specific goals to be achieved during the course of the internship and strategies which will help them to obtain these goals. The intern should give careful consideration as to what he or she would like to learn from this experience and discuss it with their supervisor. This information will allow the supervisor to not only guide the intern but to also plan which duties will give them the best experience and allow them to reach his or her specific personal and professional goals. Certain goals are common to all internships and are obviously too general to act as a personal goal for a particular intern in a specific internship. Such goals are: learning about "real world" justice issues; seeing first-hand the actual workings of the justice system; gaining hands-on work experience; networking with professionals who might aid in the post-graduation employment search; developing increased confidence. Use these "universal" goals as a foundation from which to launch specific, realistic, and personal goals for your internship experience. Consider these factors when developing your goals and learning tasks:

- the amount of responsibility the placement supervisor is willing to grant you
- your current knowledge, skills and competence levels
- the knowledge area to which you want exposure and the skills you wish to develop
- the personal and professional growth you hope to acquire and develop

Interns are required to keep a journal throughout the semester. The journal will need to be submitted to the Internship Coordinator at mid-semester and then again at the end of the semester. The journal should include the intern's experiences on the job, the quality of supervision they received from the supervisor, the amount of time they were allowed to pursue a specific task on their own along with their overall impressions of the agency and how they feel this experience has helped them to better understand how the law works. This will allow the Instructor to be able to evaluate both the intern and the internship to make sure that the intern is getting enough experience and knowledge from the internship and that the agency they have been placed with has been able to benefit from their service and is receiving quality results in return.

The placement supervisor may assist you in developing realistic and achievable strategies. If the goals are the WHAT, then the strategies are the HOW. In order to determine if you are making progress toward accomplishing a goal, it is helpful to obtain feedback from your supervisor. In many cases there is no other way to determine if you are improving. Therefore, remember to include a feedback/critique-type statement when appropriate.

GOAL TYPES

Knowledge Acquisition

This goal sets you on a course to establish a knowledge base in a particular area relative to the placement's mission or in one that the placement can provide particular exposure. The placement supervisor might direct you to a variety of reading materials which will assist you in acquiring this foundation.

Skill Development

Here's your chance to gain new or additional expertise in a skill area. The placement's environment, equipment and/or the expertise of its personnel can provide the opportunity to cultivate your chosen ability. Your general goal is to develop a skill which can be applicable to all settings, i.e., a transferable skill. The purpose of a developmental goal is for the intern to learn and improve in the focus area. Methods that we employ in order to learn and improve are to read about the topic/activity, to discuss the topic/activity with an individual who has expertise, to observe such a person perform the activity and finally to practice the activity ourselves. We must have a measure to determine if we are getting better. We can seek feedback/critique on our performance/development from an individual with expertise, such as a supervisor or other practitioner who observes us.

Professional Development

Usually, students participate in internships in order to learn more about, and gain actual experience in a professional area of interest. You can determine a professional or career-related goal which can be accomplished through the activities and interactions of your internship. Exposure in a professional setting often provides the most reliable insight to a potential career focus. Determine such a goal with the intention of increasing your knowledge of the specifics of an area of particular professional interest.

Performance Assessment

You can travel from the general to the specific by accomplishing a performance assessment goal. Your target is to define some sort of project in which you can employ current and new knowledge and skills to produce a product, project, presentation or performance which can be critiqued by your supervisor. Through exercise you will complete a worthwhile project in a new environment and receive valuable feedback on your process and execution.



UNIVERSITY of NEW HAMPSHIRE

Internship Agreement

Name _____ Date _____

AGREES TO INTERN WITH:

Placement _____

Address _____

City, State and Zip Code _____

Supervisor _____

Supervisor's Email _____

Phone Number _____

The intern will contribute _____ hours per week (150 to 160 total hours required; 12 to 15 hours per week during an academic semester)

During the _____ Fall _____ Spring _____ Summer 20__ academic semester

Beginning on _____ Completion date _____

The section below is to be completed by both the intern and the placement supervisor. Completion of this form and input from both parties is necessary and crucial in order for the internship to be approved by the Justice Studies Coordinator.

1). What is the mission of your agency? (to be completed by the placement Supervisor)

2). What will the intern's role be in the agency?

Knowledge Acquisition

3). What kind of knowledge do you want to acquire in the internship?

4). To facilitate acquiring this knowledge, I will:

Skill Development

5). Name one skill that you hope to develop during this internship:

6). I will develop this skill by:

Professional Development

7). Describe a job/career area about which you would like to learn.

8). I will learn about this job/career area by:

Performance Assessment (to be completed by the placement Supervisor)

9). What specific activity or activities (e.g. a project, presentation, report or document) will you assign to your intern that would allow you to be able to assess his/her performance?

10). To facilitate this my intern will:

Signature of Intern

Date

Signature of Placement Supervisor

Date

Signature of JS Internship Coordinator

Date