CRIMINAL JUSTICE INTERNSHIP

ASSIGNMENT

Address the following areas in a narrative form. Make sure all are covered. Your report is to begin with a cover page, identifying the agency and is to include your name.

- Describe your agency. What services does it provide and how does it provide them? How does the agency fit into the Criminal Justice system?

- Describe the internal structure and workings of the agency. What is the chain of command? Identify personnel that are in that command structure. How is the management structure set-up? What are, if any, the sub-departments or divisions within the agency and what are their responsibilities?

- What are the stated or implied objectives or goals of the agency and briefly discuss the manner in which these are to be met?

- Identify the agency funding process. Who, what, where and how are funds made available for the day-to-day operation of the agency? Make sure you identify what the overall budget of the agency is and how the budget process works. Present specific data.

- Discuss, in summary form your experiences while on internship. Review your journal for your impressions of these.

- Present two observations that you made while at your internship. Reflect on one positive observation and on one that was a negative one; and explain why they are such. Do not use full names in your discussion.

- Develop a realistic and substantiated commentary on the effectiveness of your agency. In doing so, keep in mind your agency's stated or implied goals. Suggest ways to improve the agency’s effectiveness.

- Comment on your internship experiences as a part of your college major. Identify any changes you would like to see in the internship program.

You are also required to keep a daily/weekly journal of your experiences and impressions. Remember to keep all information in journal confidential. It is advised that you not refer to specific people by name in the journal. The journal will be handed in along with this assignment.