

Scott Thornsley, Ph.D., Chair
Department of Criminal Justice Administration
217 Pinecrest Manor
Mansfield University of PA
Mansfield, PA 16933



Re: Internship Placement

Dear Potential Agency Intern Supervisor:

Mansfield University's Department of Criminal Justice Administration appreciates your interest in potentially hosting one of our students as an intern in your criminal justice agency.

Internships are an important component in any undergraduate education, and especially so in the field of criminal justice. I personally recognize the significance of a criminal justice internship, as decades ago I was a summer intern at the State Correctional Institution at Camp Hill, of the Pennsylvania Department of Corrections (PDC). Two years later, I was hired by the PDC, and one of the major factors in my selection was that I had previously interned for one of Pennsylvania's state prisons. I was an employee for the PDC for the next 19 years.

Today the student will give you two documents. The first document is our Department's *Student Performance Evaluation* which must be filled out and returned to the Mansfield University criminal justice faculty supervisor at the conclusion of the internship. If you lose a copy of this document the student can retrieve a copy of it from the department's web page, under the tab "Internships."

The second and final document the student will give you is our Department's form entitled *Response to PASSHE's Internship Agreement*, designed to facilitate the submission of information required by the Commonwealth of Pennsylvania for any organization accepting student interns from any PA State System of Higher Education university, in any major. It will only take a few minutes to fill out, and may be done in longhand. If you decide to accept our student intern, you may give the form to them so they may in turn return it to me, or you may return it to me by mail or FAX.

Please do not hesitate to contact either myself or the actual criminal justice faculty supervisor for this student if you would like to discuss any aspect of this internship request.

Once again, thank you very much for any consideration you can give this internship request.

Sincerely,

Scott Thornsley, Ph.D., Chair
Department of Criminal Justice Administration
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Office Telephone: 570-662-4485; Office FAX: 570-662-4113

**IMPORTANT INFORMATION FOR
CRIMINAL JUSTICE
INTERNSHIP SUPERVISORS**

The Department of Criminal Justice Administration at Mansfield University appreciates your interest in supervising one of our student majors. Criminal justice majors have been taking internships since the early 1970s when our academic program began. Many of our majors have gone on to work in the very same agencies they interned at, and some have actually left the university to take advantage of a job opening that could not wait for their graduation.

Our students have interned in criminal justice agencies at the federal, state and local level – in corrections, probation, parole, law enforcement and courtroom settings. For the most part they intern close to home, but they may choose an internship anywhere in the world. Only one's imagination limits the internship opportunities our students may actually inquire about.

OUR EXPECTATIONS

Regardless where our students go, we ask that agency intern supervisors take their responsibility seriously and treat our university students as if they were a beginning employee, which they will be somewhere, very shortly, as they are required to be at least a junior level student.

The Department of Criminal Justice asks that the agency supervisor hold our students to a high standard of conduct and behavior. Because the internship is a learning experience, we ask that the agency supervisor meet regularly with the student to inform them of the duties they will be undertaking, and the necessity of their taking the duties seriously.

Students must work 40 hours a week in order to receive one academic credit, and they must enroll for a minimum of six academic credits, up to a maximum of twelve credits.

Students may be financially rewarded for their work, but it is not a requirement of our department.

Agency supervisors will be contacted by the MU CJ faculty supervisor shortly after the student intern begins work. Then, MU CJ faculty supervisors will periodically contact the agency supervisor once every six weeks during a twelve week internship. The MU CJ faculty supervisors are also available by telephone to discuss any issue or concern at any time during the internship period.

If you have any questions about our interest in your agency, please do not hesitate to contact either of the two full-time criminal faculty members listed below:

FOR ADDITIONAL INFORMATION PLEASE CONTACT EITHER:



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Visit us on the Web by going to <http://cja.mansfield.edu/>



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