

REQUIRED PRE-INTERNSHIP ACTIVITIES

This list of activities gives you a series of tasks in a handy check-off format.

- Read the Criminal Justice Internship Handbook and make notes of what you are required to do.
- Secure at least a verbal commitment from an agency's intern coordinator that you may intern at the agency, pending application, processing, and background check.
- Turn in CJ 400 Internship Application to TAMUT Criminal Justice Internship Instructor by the application deadline (see the email from the instructor for the deadline).
- Complete all application requirements for your agency in a timely and professional manner. Advise your instructor when agency approves or declines your placement.
- Register for CJ 400 after receiving permission of instructor. (After agency approval)
- Ask your agency coordinator if there are specific agency policies, penal codes, administrative codes, or other material that you should read before you begin your internship.
- ASAP, Purchase textbook (McBride, *Criminal Justice Internships: Theory Into Practice*). The bookstore should have copies year-round.
- Work out your schedule with the agency. Many agencies provide some flexibility, but ultimately you will need to fit your schedule to their requirements.

Before you are approved to clock hours in the agency, you must complete the following

- Work on the Pre-Internship reading and first Essay received from the instructor. The essay is due the first day of the semester, before you begin observation hours. It is your first graded product. You are encouraged to turn it in early by email attachment to the instructor. Failure to turn it in by the end of drop/add will result in being dropped from the CJ 400 and notification to the agency that you are ineligible to complete the internship.
- Email your instructor as soon as you are fully accepted by the agency; include the name, email, and phone number of the agency intern coordinator to whom you report.
- Before the first week of class, turn in the Texas A&M University System Liability "Waiver, Indemnification, and Medical Treatment" Form. The original hard copy of the waiver must be turned in before approval for clocking hours is granted. If you are not in town, you may mail the signed document to your instructor via U.S. Mail, FedEx, UPS, etc. A pdf with a verifiable electronic signature may be acceptable.