

# ARE YOU CONSIDERING AN INTERNSHIP IN CRIME, LAW, AND JUSTICE?

## A Guide to Planning and Obtaining an Internship



Dr. Kim Menard, Internship Coordinator ([kmm157@psu.edu](mailto:kmm157@psu.edu))

Dr. Howard Smith, Internship Coordinator ([hbs103@psu.edu](mailto:hbs103@psu.edu))

## Table of Contents

	<b><u>Page</u></b>
Objectives and General Information .....	2
Eligibility and Admission .....	2
Finding an Internship .....	3
Procedures for Finding an Internship.....	3
Academic Credits/Expectations .....	4
Assignments .....	5
Grading .....	5
Professionalism .....	6
Frequently Asked Questions .....	6
Résumés .....	9
Cover Letters.....	13
Final Notes .....	17

## **So You're Considering an Internship in Crime, Law, and Justice**

We're pleased you're thinking about completing an internship! The internship program provides students with structured work experience related to crime and the Crime, Law, and Justice major. To complete the internship, you fulfill a time commitment in the work setting, compile field notes recording your experiences, and complete several brief writing assignments in which you systematically analyze that setting and your experience. The assignments are designed to merge what you've learned in the classroom with the work you're completing on the internship. Many of you will find this experience invaluable for testing (and sometimes revising) your career goals and for establishing credentials and contacts that aid in finding a permanent position after graduation. The internship is highly recommended for all Crime, Law, and Justice majors, regardless of your long-term career goals. This document provides all of the information needed to arrange the internship, including requirements, how to find a placement, and how to write a cover letter and résumé.

The objectives of the CLJ internship are:

- to give students the opportunity to apply classroom learning in an agency setting;
- to encourage the development of a professional identity and appropriate professional skills;
- to give students the opportunity to develop networking skills.

Many students will complete their internships in core agencies of the justice system, such as law enforcement, prosecution, probation, and corrections, but placements need not be limited to these. It is equally relevant to work in affiliated organizations, such as law offices, community prevention programs, and halfway houses. There are also pertinent opportunities in private industry, such as security and loss prevention or accounting work devoted to detecting white-collar crime. Because the internship in Crime, Law, and Justice must be devoted to crime, law, and criminal justice, Crime, Law, and Justice majors who wish to complete internships on other topics should consider the general Liberal Arts internship program.

### **Eligibility and Admission to the Internship**

Any CLJ student may apply for an internship, providing that he/she can fulfill the following criteria:

- Students applying for an internship must be in good academic standing (GPA of 2.0 or better).
- Because internships are intended to provide practical experience relevant to issues previously studied, students should have completed the basic CRIM course (CLJ 100) and a course directly related to the employment setting in which they intend to accept an internship. For example, students planning on working in the legal field should have completed CRIM 467; students who wish to work in policing should have completed CRIM 435; students planning on working in correctional institutions

should have completed CRIM 430; and students wishing to work with a victim services agency should have completed either CRIM 421 or CRIM 423. Students are expected to retain their textbook from the course and bring it with them to the internship.

- All students taking an internship must have earned at least a C in CRIM 250W (Research Methods). Students who take 250W prior to their scheduled internship and do not earn a C or above must retake this course before they may enroll for internship credit.
- Students must obtain formal approval from the internship coordinator(s) prior to registering for the internship. This approval will only be granted after a personal advising session between the student and the internship coordinator(s). Students must have completed and submitted necessary internship forms by the deadlines set by the internship coordinator(s). Students who begin actual internship work without meeting this requirement may not be allowed to receive credit for their experience.

### **Finding an Internship**

You are free to select your own internship; however, you do not have to go through the process alone. The advisers in the Crime, Law, and Justice major are available to assist you in locating internships and in negotiating with prospective supervisors. Internship lists with contact names, addresses, and telephone numbers are available outside 316 Oswald Tower and in the advising offices. Internship postings are also posted on the bulletin boards outside the advising offices. To learn more about potential sites, you can read through intern newsletters posted on the bulletin boards or on the internship Web site at <http://www.sociology.psu.edu/undergraduate/internships.shtml>.

Many students decide to complete internships near their hometowns so they can live at home to defray living costs. There are also a limited number of internships in the State College area for students preferring to remain in the University Park vicinity. One word of caution: we don't recommend being so location-focused that you lose sight of the quality of your prospective internship site. Some students are so concerned with obtaining an internship in their hometown, they settle for an internship that is mediocre at best and give up the possibility of completing an internship with a stellar agency.

### **Procedures to Follow**

Planning for your internship should begin early in the semester prior to the one in which you plan to intern.

1. Read through this guide and check to be sure that you meet all requirements.
2. Begin to think realistically about your potential internship position. What are your goals? What kinds of experiences will be most beneficial to you? What do you hope to learn? What do you have to offer a potential sponsor?

3. Meet with the advisers who will answer any questions you have about paperwork and/or the process, work with you on clarifying internship goals and expectations, and assist you in developing an internship search strategy.
4. Prepare a résumé and sample cover letter. Contact Career Services, Bank of America Career Services Center (865-2377) for assistance. The Crime, Law, and Justice advisers and the internship coordinators are also available to assist you with résumé and cover letter preparation. A later section of this guide includes sample résumés and cover letters.
5. Within the first three weeks of the semester prior to the start of the internship, send a letter with a résumé to contact persons at three possible internship sites.
6. E-mail the names and addresses of the contact persons at these three sites to the internship coordinator(s).
7. Register for the internship. **You must contact the internship coordinator(s) in order to register for the course.** If you do not complete all necessary steps or are unable to obtain an internship position, your name will be dropped from the class list.
8. By the ninth week of the semester finalize your internship site placement and submit completed “orange cards” (cards can be obtained in Room 214 Oswald Tower) with the required information. Our staff will then send a letter to the persons designated at each internship site with our departmental expectations and instructions regarding students’ internship duties/activities.
9. Attend a required seminar at the end of the semester prior to your internship experience. This seminar, facilitated by the internship coordinator(s) and attended by all students enrolled in the internship for the following semester, will cover issues pertaining to organizational entry, socialization, expectations, and course requirements. You will receive a copy of the internship handbook prior to the meeting so that you are familiar with the course requirements and expectations. The handbook also includes all the forms needed for the internship.

## **Academic Credits/Expectations**

### Credit

Students may enroll in LA 495 for either 3 or 6 credits. These credits will be used as elective credits. The number of credit hours earned depends upon the number of hours worked. Students earn 3 credits for each 150 hours they work at their internship. Therefore, students enrolled for 3 credits must arrange to work at least 150 hours; those registered for 6 credits must work a minimum of 300 hours.

Each student must decide whether she/he will do the work associated with a 3- or 6-credit internship. This decision will determine the number of hours worked weekly, the total number of weeks, and the number of assignments to be written.

Students may arrange to work full-time (forty hours/week) for a shorter time or part-time (e.g., twenty hours/week) for a longer period. Students may not arrange to work less than ten hours per week. You are encouraged to work with your internship supervisor to arrive at a work schedule that best fits your needs and the agency's schedule.

Some model schedules are as follows:

3 credits

12.5 hours/week for twelve weeks

18.75 hours/week for eight weeks

37.5 hours/week for four weeks

6 credits

25 hours/week for twelve weeks

37.5 hours/week for eight weeks

Students may arrange to earn additional credits for the internship by enrolling in CRIM 496 (Independent Study). Students interested in this option must obtain a faculty adviser and plan an independent research project to be completed under the faculty adviser's direction. For more information on this option, see the internship coordinator(s).

To ensure that you are completing your weekly work hour requirements, you will be expected to log the number of hours you work each week. The weekly hour log sheet is included in the internship handbook that you will receive at a later date. Your internship supervisor will sign this form each week and you will return the log sheet to the coordinator(s) at the conclusion of your internship. If you fail to meet your minimum hour requirement, your grade may be lowered based on the number of hours you did not complete.

### **Assignments**

LA 495 has several academic requirements. You will be required to complete weekly logs of your activities and observations on the internship. You will also be required to complete several topic papers; the number of these will depend upon the number of internship credits for which you are registered.

### **Grading**

Your grade in LA 495 will be determined by your logs, papers, and satisfactory performance on the job, as assessed by your agency supervisor. The following is a breakdown of the grading system for the internship:

Topic Papers	(35%)
Logs (30%)	
Log 1	(10%)
Log 2	(10%)
Log 3	(10%)
Performance Evaluation	(25%)
Intern Newsletter	( 5%)
Thank You Letter	( 5%)
<hr/> Total	<hr/> (100%)

As noted above, failure to complete the required hours will result in grade reductions.

### **Professionalism**

You might wonder what we mean by professionalism and why it's so important. The definition of professionalism means individuals who exhibit professionalism conform to the technical or ethical standards of a profession. This means that each agency has certain regulations, procedures, and expectations that you will need to follow. We expect you to act professionally and to avoid any violations of confidentiality or the misuse of information. Furthermore, you may not act as an undercover narcotics operative, make drug buys, or engage in any other behavior we have defined as unacceptable.

We fully expect that our student interns will follow professional standards of conduct. Accordingly, your supervisor will assess your demonstrated ability to act professionally. Specifically, your attendance, punctuality, dependability, work habits and attitudes, ability to build effective relationships with staff and clients, ability to learn, and to accept constructive criticism will all be evaluated. All students must sign a form indicating their understanding of what is deemed professional behavior and the consequences of failing to meet those standards before they will be permitted to complete their internship. Anyone who acts inappropriately (including unethical conduct or breaches of departmental expectations) may be asked to leave by the agency or by the department and receive a withdraw failing grade. More detailed information about professionalism will be discussed at the **mandatory** seminar the semester prior to your internship.

### **Frequently Asked Questions**

#### **1. What resources are available to help students find an appropriate site?**

The Crime, Law, and Justice major offers a variety of resources to aid students in selecting a practicum site suited to their needs. Internship placement lists are available outside 316 Oswald Tower, from the advising offices and on the departmental Web site at <http://www.sociology.psu.edu/undergraduate/internships.shtml>. New internship opportunities are regularly posted on the bulletin board outside 316 Oswald and on the student list-serv. To learn more about potential internship sites, you may read through intern newsletters which include detailed information on a typical day on the departmental Web site. The CLJ advisers may also have suggestions about possible

practicum sites and can help direct students in their search process. Through discussions with faculty members, students can also learn about additional practicum opportunities and widen their network of potential contacts.

**2. Why must I plan my internship a semester in advance?**

Most internship programs at Penn State, including Crime, Law, and Justice, require you to plan ahead in order to complete an internship for credit. There are several reasons for advance planning on your part. Although not all students who indicate their intent to complete an internship actually participate, we need your cooperation in meeting your internship deadlines to ensure that all students are properly supervised and to make sure we have enough instructors available. It's easier to remove your name from the list than to add it on at the last minute! Second, many agencies require prospective interns to complete applications and interview for positions, and may conduct background investigations on prospective interns. All these steps take time. If you wait until the last minute to look for an internship, you may find that agencies will not be able to process your information for the next semester and/or will have already filled any available positions with interns from other programs and universities who applied earlier. Some federal agencies require prospective interns to apply almost a year before they plan to intern. Not only do agencies have a great deal of paperwork to complete, but the CLJ program does as well. We need to have enough time to send information regarding the internship to prospective agencies and to deal with questions and student paperwork before the internship begins.

**3. How long does the internship last?**

The internship length ranges from 150 to 300 hours, depending upon the number of credits for which you register. You must notify your agency supervisor in advance as to the number of hours you plan to work. You and your supervisor should work out a schedule that is mutually agreeable so that you may complete the hour requirement for the internship. You may work full-time or part-time to complete the internship; however, you may not work less than ten hours per week.

**4. What should I do if I have questions about the practicum, or if problems arise during the internship?**

You should contact your Penn State supervisor and/or the internship coordinator(s).

**5. Are interns typically paid?**

We believe interns provide meaningful service to their supervising agencies. However, many organizations view the time and effort they devote to training interns as compensation for the learning opportunities gained by the students.

If your organization is unwilling to provide a salary, consider exploring other creative options: tuition reimbursement at the end of the internship, a stipend, parking, conference

registration and travel, lodging, etc. It is frequently easier to tap into a fund for some small compensation than it is to put someone on salary. You need to understand, however, that any decision to compensate you is at the discretion of your supervising agency.

**6. If I become sick or injured while on my internship, who will pay my medical bills?**

This is a complicated question. Some interns become employees of their agency and, therefore, by law may be covered under Worker's Compensation laws for the state in which they are interning. If, however, your internship is sponsored through the volunteer office or is unpaid by either salary or wages, you may be responsible for your own medical bills, even if you are injured during the course of your responsibilities.

You should try to maintain your regular medical and dental coverage through your parents' health insurance policies (or your own, if you are an independent student), if this is what you use during the regular academic year. If you have been enrolled full time during the spring and fall semesters, most companies maintain that coverage during the summer. You might want to check with your insurance company in advance, especially if you intend to intern during the fall or spring semesters.

Students generally do not need professional liability insurance and Penn State does not provide liability insurance for its students. **If, however, your placement requires students to obtain coverage, you are responsible for obtaining it, and your agency supervisor must notify you of that responsibility.** There are a number of companies that carry student liability coverage.

**7. I don't have the finances to register for the internship for the semester. Can I take the internship now and register for it another semester?**

This is not an option. Senate policy 34-81 states that students must be registered for the course during the semester in which the course requirements are completed and a grade must be assigned at the end of that semester. The Registrar's Office will not permit you to take the internship one semester and register for it another.

**8. What if I have been unable to find an internship?**

If you have been totally unsuccessful in identifying an internship, even with our help, you should think about reorganizing your academic plans. You might want to put off your internship for a semester and replan it for the future. Most of the time this occurs because students have planned poorly and have not been persistent in their search and follow-up activities. Sometimes it is because they have put all their eggs in one basket by applying to only one or two places. Develop back-up options for yourself, and you should not find yourself in this predicament.

## **How do I design a résumé?**

In the process of selecting an internship site, you must submit a résumé and cover letter to your prospective agencies. A résumé is a summary of your background, experiences, and qualifications. There are many different formats to use; only a few are included here. For more sample formats, stop by Career Services in the Bank of America Career Services Center. You can also check out this Web site for other samples: <http://hotjobs.yahoo.com/resume>.

The résumé generally has several sections. The first section includes your complete address and phone number. You should also include your school address and phone number and your e-mail address.

The major portion of your résumé will be your educational experience. This section may be preceded by a brief statement of your professional objectives. In the education section, you should include the name of your school with its city and state, your major, and your expected date of graduation. You may wish to expand this section by including courses you have completed that are relevant to the field site or by listing skills you have. For example, you might want to list computer skills or language skills.

Work experience should appear next. If you have related work experience, you may want to create a separate category titled “Related Work Experience” or “Criminal Justice Experience.” If you do not have any related work experience, use the section title “Employment Experience.” List work experiences by month and date in reverse chronological order. Next, list the job title, place and address of employment, and a brief description of your duties.

Extracurricular activities can include all types of student activities and awards or honors. List any offices you may hold. By listing your extracurricular activities, you show you are a person who gets involved and who may have leadership or administrative potential.

An optional section is “Interests and Hobbies.” You may want to include several hobbies/interests to show that your interests are not limited to criminal justice. In the “Reference” section, you may choose to list specific references with names, addresses and phone numbers or you may decide to state: “Available upon request.”

On the following pages, you will find several sample résumés.

**MARY HOWARD**

**Present Address**

532 E. Beaver Ave., #Z  
State College, PA 16801  
814-555-777  
mjh@psu.edu

**Permanent Address**

111 Terrace Road  
St. Marys, PA 15857  
814-666-8888

**OBJECTIVE:** An internship to gain practical experience in one aspect of the field of law enforcement.

**EDUCATION:** The Pennsylvania State University  
Major: Crime, Law, and Justice  
Expected date of graduation: May 2009 with a B.S.  
Relevant course work: Policing, Criminal Investigation, Juvenile Delinquency, Crimes Code, Criminology, Sociology, Criminal Procedure and Evidence, Criminal Law.

**EMPLOYMENT:**

9/06–present Department of University Safety, Student Auxiliary  
University Park, PA 16802  
*Student Supervisor*

Supervise over 70 student officers who perform safety and security functions including traffic and crowd control as well as property security. Responsibilities include Museum of Art student security supervisor, payroll supervisor, and scheduling of details for the Student Auxiliary.

Summers St. Marys Borough  
04–05 St. Marys, PA 15857  
*Lifeguard*

Responsible for the safety of patrons using the pool facilities and the surrounding area.

6/03–7/04 McDonald's Restaurant  
St. Marys, PA 15857  
*Cashier*

**VOLUNTEER EXPERIENCE:**

4/05–present American Red Cross  
St. Marys, PA 15857; State College, PA 16801  
Multimedia/Standard First Aid Instructor, Swimming Instructor (WSI)

2/05–present American Heart Association  
State College, PA 16801  
CPR Instructor

10/02–7/03 Special Olympics  
St. Marys, PA 15857  
Swimming Instructor

**JAMES DOUGLAS**

**College Address**  
10 Vairo Blvd., #A1  
State College, PA 16803  
814-555-2222

**Permanent Address**  
221 South St.  
Holland, NY 12345  
111-333-7777

**Professional Objective:** A career in loss prevention.

**Educational Background:**

9/05–present                      The Pennsylvania State University, University Park, PA  
Major: Crime, Law, and Justice  
Expected date of graduation: May 2009

Related course work: police organization and administration, loss prevention, security issues, report writing and interviewing, computer skills for liberal arts students, four semesters of Spanish.

9/02–9/04                              Mohawk Valley Community College, Reid, NY  
Associate Degree. Major: Criminal Justice.

**Criminal Justice Experience:**

2/02–8/04                              *Security Guard*, Horne's Department Store  
Sangertown Square Mall, New Hanford, NY.

- Duties included shoplifter apprehension, checking the store before opening and after closing to make sure it was secure.
- Completed a special two-week tactics seminar on suspect apprehension and customer safety.

**Other Employment Experience:**

9/00–1/02                              *Merchandiser*, Kmart Department Store,  
Commercial Drive, Reid, NY.

- Provided customer assistance; stocked shelves.

5/00–8/01                              *Counselor*, Black Diamond Summer Camp, Floyd, NY.

- Supervised youths participating in weeklong camping sessions.

**Extracurricular Activities:**

2006–present  
October 2006                              Justice Association, Penn State University.  
Assisted in coordinating Criminal Justice Career Fair at Penn State University.

**References:** Available upon request.

**CHRIS VINCENT**  
 30 N. Atherton St., #3  
 State College, PA 16801  
 814-555-4444  
 crv@psu.edu

### **Qualifications Summary**

Have worked in progressively challenging assignments throughout college in such areas as data processing, accounting, and network administration and security. Skilled in several computer software packages and speak fluent Spanish.

### **Education**

The Pennsylvania State University, University Park, PA  
 Bachelor of Arts; anticipated graduation date: December 2009  
 Major: Crime, Law, and Justice  
 Minor: Computer and Information Systems

### **Specialized Coursework**

Crime Investigation	Computer Science
Information Security	Criminal Law
Accounting (Introductory and Intermediate)	Management Information Systems

### **Educational Seminars and Training**

Computer Fraud in the Twenty-First Century, New York, NY, 2003  
 Organized Economic Crime, New York, NY, 2003

### **Employment**

9/05–present	The Pennsylvania State University, University Park, PA <i>Network and Computer Lab Manager</i> Supervise all student assistants in computer lab. Responsible for network administration, student accounts, virus control, and security.
9/03–8/04	ACME Tax Preparation, 122 Garner Street, State College, PA <i>Tax Preparation Assistant</i> Assisted in the preparation of income tax returns. Under supervision of accounting staff, interviewed clients, prepared computer entries, and reviewed tax codes.
5/02–9/03	Foremost Insurance Company, Boalsburg, PA Entered computer data into company data bank and performed routine data inquiries for several departments. Assigned to data analysis based on supervisor recommendations.

### **Activities**

College Honors Program  
 Justice Association  
 Varsity Lacrosse Team

### **References**

Available upon request.

## What is a cover letter and how do I write one?

A cover letter is your introduction to the prospective agency. Always include a cover letter with your résumé. The main guidelines are to be concise, to address the letter to a specific person, and to make sure that your letter is free of grammatical and spelling errors. Below is a sample format to follow and sample cover letters. Please remember these are only samples. The Career Services office also provides samples of résumés and cover letters. This Web site may also be helpful: [http://jobsearch.about.com/coverletters/cover\\_Letters.htm](http://jobsearch.about.com/coverletters/cover_Letters.htm).

If you have not received a response to your inquiry letter after approximately three weeks, call or write the individual to whom you sent the letter and, in a polite manner, introduce yourself and remind him/her of the letter you sent. Ask the status of your request. It may be that your letter was misplaced or that the person has been too busy to respond. You may also be one of several candidates and in this case, the process takes longer. If you are turned down, remember that this is part of the process, so don't be discouraged. Try to have alternative sites in mind.

### Cover Letter Format

Date  
Your Name  
Your Address  
Your Telephone Number

Agency Supervisor's Name  
Agency Address

Dear \_\_\_\_\_:

The FIRST PARAGRAPH should include: (1) how you found out about the agency; (2) your year in school (i.e. junior, senior), university name and major; (3) an explanation that you would like to complete an internship experience to enhance your academic experiences; and (4) the fact that no payment or stipend is expected.

The SECOND PARAGRAPH should include: (1) an explanation of why you are interested in working for the agency, (2) a discussion of the activities you would hope to become involved with in the agency, and (3) the semester you would like to intern and the number of hours you plan to work.

The THIRD PARAGRAPH should include: (1) a request for an opportunity to meet with the agency supervisor if his/her schedule permits, (2) an invitation for the agency supervisor to contact you at the indicated address and phone number, and (3) an indication that additional information about the program can be obtained by contacting the Field Placement Office, Crime, Law, and Justice, 211 Oswald Tower, University Park, PA 16802.

The FOURTH PARAGRAPH should include: (1) an indication to the agency of when you might be in the area of the agency, and (2) an expression of appreciation for the agency supervisor's time and consideration.

You should keep in mind that many of the agencies in Pennsylvania receive letters requesting internships and that it will be the more interesting letters that receive positive responses. Do not contact only one agency; it is better to have too many acceptances than not enough. Try to be interesting and to let your personality come through in your cover letter. Do not put anything in writing that you will not be prepared to cover in an interview. It's a good idea to do some research on the agencies you will be contacting. Some agencies require that a letter of recommendation from the internship coordinator(s) be sent with the student's résumé and cover letter. Check with your agency before sending your letter.

Mary Howard  
532 E. Beaver Ave., #Z  
State College, PA 16801  
814-555-7777

Police Commissioner Kevin Tucker  
Police Administration Building  
8<sup>th</sup> and Race Streets  
Philadelphia, PA 19106

Dear Mr. Tucker:

I am a junior at The Pennsylvania State University majoring in Crime, Law, and Justice. I am looking to complete an internship experience to enhance my academic coursework taken at Penn State. Your agency came to my attention as I was looking through the files of past interns.

Your agency appeals to me because I am pursuing a career in law enforcement. I am particularly interested in working in the Juvenile Aid Division. I feel the JAD would give me a broad view of the procedures of the police department. If accepted by your agency, I would participate in any activity that I am permitted, as I am eager for experience in the field of law enforcement. I plan to complete my internship during the fall semester of 2009 and anticipate I would work a minimum of 300 hours.

If convenient, I would like to make arrangements to meet with the head of your intern program. I may be contacted at the above address and additional information about the program is available from the Field Placement Office, Crime, Law, and Justice, 211 Oswald Tower, University Park, PA 16802.

Your time and consideration is greatly appreciated.

Respectfully,

Mary Howard

James Douglas  
10 Vairo Blvd., #A1  
State College, PA 16803  
814-555-2222

Mr. Stanley Mason  
Loss Prevention Manager  
Brown's Department Store  
25 Dearborn Street  
Livingston, NY 24033

Dear Mr. Mason:

I am a senior at Penn State University, majoring in Crime, Law, and Justice. At this time I am seeking a site for internship placement during the summer semester. It is my understanding that you have accepted interns from Penn State in other semesters.

Because I am considering a career in loss prevention, I am very interested in an internship with Brown's Department Store. I have enclosed a copy of my résumé. As you will note on my résumé, I have done security work with Horne's Department Store and participated in a special tactics seminar during my employment there. My course work emphasis is on loss prevention and law enforcement, including courses in computer skills, report writing, and interviewing. If I am accepted by Brown's, I anticipate working a minimum of 150 hours in my internship experience.

I can be reached at 555-2222. I look forward to hearing from you and would very much like to set up an interview with you or someone in your department at your earliest convenience. If you need more information on the internship, please feel free to contact the Field Placement Office, Crime, Law, and Justice, 211 Oswald Tower, University Park, PA 16802.

Thank you for your consideration of my application.

Sincerely,

James Douglas

**Some final notes**

The internship is an important step from academic to occupational success. It tests your ability to apply your skills and observe the daily regime of an agency, firm or organization. The benefits of an internship are often the highlight of a student's academic experience at Penn State, and many of our interns have been offered permanent positions when their internship was completed.

If you have questions about the internship process or need further information, please contact the CLJ/SOC advisers at 814-865-2217. You can also check out the internship Web site at <http://www.sociology.psu.edu/undergraduate/internships.shtml>.

**This publication is available in alternative media on request.**

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Tel 814-865-4700/V, 814-863-1150/TTY. U.Ed. LBA ???.