**MS in Criminal Justice and Criminology – Practicum/Internship Option**

**Practicum/Internship Paper**

The practicum/internship capstone option of the Master of Science in Criminal Justice and Criminology program requires the completion of a 12 – 15 page paper. This paper will be graded by the director of the graduate program along with one other faculty member. The paper will be scored as one of four categories: 1) High Pass; 2) Pass; 3) Revise and Resubmit; or 4) Fail. The two committee members will come to a unanimous agreement on the score. If a unanimous decision cannot be reached, a third faculty member will be recruited to make the final determination. If the first paper is failed, it may be re-submitted to the committee. If the paper is failed for a second time, the student will be dropped from the program.

The internship paper is expected to be:

* Well-written and reasoned
* 12-15 double-spaced pages
* 12-point Times New Roman font
* Have a cover page and reference section (not included in the page count)
* Have all citations and references in APA format
* Have pages numbered
* (optional) Have appendices (optional) included as appropriate(not included in the page count)

The following structure is provided to help guide the student to the most important parts of the paper. However, additional sections and points can certainly be added. These essays will remain confidential (i.e., the agency will NOT read them). The paper is **due three weeks before the end of the semester** in which the internship takes place. Comments will be given to the student two weeks before the end of the semester, and any necessary revisions will be provided to the student at this time. Corrections will be due at the beginning of finals week. Final decisions will be made at the end of finals week. Specific dates will be provided by the Graduate Director.

**Structure of the Paper**

Cover Page (Not included in page count)

1. Title of the Paper
2. Name of Organization/Internship
3. Name
4. Email
5. Full Date
6. Name of Degree

Main Body

1. Describe the internship as a whole.
   1. What organization did you complete your internship with (name, purpose of organization, organizational structure, etc.)?
   2. Who did you work under – who was your primary supervisor and their organizational role?
   3. What were your primary duties? What exactly did you work on or complete on a daily basis?
2. How does this agency and its actors “fit” into the criminal justice system?
   1. Where in the criminal justice system (CJS) do they fall, and who else in the CJS do they work with?
   2. What is the mission of the organization?
      1. Are they able to effectively achieve their mission? Why or why not?
   3. What challenges does the agency face when working within the CJS?
   4. Who are the primary “customers” of the organization?
3. Provide and discuss one criminological or criminal justice theory that explains how individuals might come into contact with this agency.
   1. Identify and describe the theory and its key/foundational elements in understanding the nature of crime and delinquency
4. How does this agency respond to victims of crime, if at all?
   1. If they do not currently respond to victims, how might they be able to aid victims?
   2. If they do respond to victims, what challenges does this agency face when responding to victims of crime?
   3. Does this agency play any role in secondary victimization? How so?
5. How do the agency and its employees work to address inequalities (broadly defined) in the CJS?
6. How does this agency evaluate “success” empirically and if it doesn’t, what could they do to evaluate success empirically?
   1. Be sure to discuss the limitations of this evidence as it relates to the data collection method.
7. What did you learn from the internship?
   1. Would you continue to work at the same organization following graduation?
   2. What were the two most important things you learned while interning?

Reference Page (not included in page count)

Appendices (not included in page count)