



Hillsborough Community College

Criminal Justice Internship Program Instructions

- 1) You are to contact the individual listed on the enclosed letter of introduction to set a time for an interview. Most agencies will require you to complete an application for them prior to/or at the time of the interview. It is very important that you contact the agency immediately. You will be competing with students from other colleges and universities for an internship position. Therefore, the sooner you make contact the better chances you have at obtaining your position. Also, remember that most agencies will require a background check. This background check usually takes three to six weeks; and most agencies do not want you to begin working with them until the results of the background check are completed. You also need to bring your Driver's License and Social Security card..
- 2) You need to inform me by E-Mail (mreichard@hccfl.edu) as soon as you have scheduled the interview. You are to take the letter of introduction and the Interview Verification Form with you to the interview. You are responsible to return the completed, signed Interview Verification form to me immediately afterwards.
- 3) You must notify me by E-Mail if you have been accepted, when you will be starting and who your on-site supervisor will be. If you are unable to gain an internship placement at the agency, you need to contact me immediately so I can help you find another placement.
- 4) You must complete the HCC Release and Hold Harmless Form and return it to me immediately. You cannot begin your internship until I have received this form.
- 5) You must complete the top portion of the Internship Orientation Checklist and have your internship supervisor complete the remainder of the form and sign it. Return this completed form to me as soon as the agency has completed your orientation.
- 6) Each day you are working at the internship site, you must meet with your internship supervisor to determine which activities you will be participating on that day. You are to complete an Internship Daily Activities Form for each day you are working there. You will need at least three copies: One for the agency, one to be turned in to me, and one for yourself. Please note: Some agencies have their own form, in which case you should use theirs.
- 7) You must sign the Acknowledgment Form that indicates you have read and understand the rules and policies to be followed during your internship.
- 8) You must read and be familiar with the rules set forth in the Internship Manual. If you are absent from a scheduled session, make sure to follow the rules on absenteeism and have your on-site supervisor complete the proper Documentation Form and Make-up Confirmation Form. These are to be returned to me as soon as possible after the occurrence.