

**California State University, San Bernardino  
School of Criminology and Criminal Justice  
Internship Learning Agreement**

**Incomplete, handwritten, or late forms will not be accepted**

**Student Information**

Name: Last		First		Coyote ID:	
Address: Street		City		State	
				Zip	
Phone: (       )       -			Email:		
Current Class Level:			Semester:                      Year:		

**Registration Information**

Declared Major: <input type="checkbox"/> B.A. in Criminal Justice <input type="checkbox"/> B.S. in Intelligence and Crime Analysis	
Have you completed a previous CJUS internship? <input type="checkbox"/> Yes <input type="checkbox"/> No When? Semester:                      Year:	

**Internship Site Information**

Organization Name:	Phone: (       )       -
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Address: Street	City	State	Zip
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Supervisor Name: Last First

Supervisor Title:	Email: (Required)
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### Internship Site Details

Start Date of Internship:        /        /	End Date:        /        /
Hours per week:	Compensation: Paid <input type="checkbox"/> Unpaid <input type="checkbox"/>

1. Job Description: What will be your specific responsibilities, projects, and/or tasks?
2. Learning Plan: What do you expect to learn from this internship? Please list all your learning objectives, in the following areas:
  - a. Professional Learning
  - b. Academic Learning
  - c. Personal Learning

## AGREEMENT

Please read and sign below.

### Intern:

Checklist -- Refer to the following checklist and initial before submitting your ILA

- I have read and signed the release liability form, and all sections and lines of this form completed, dates and all required signatures specified where indicated.
- For withdrawals or incompletes during fall, spring, and summer internships, follow the dates on the Academic Calendar.
- Keep in mind how 3 credits will affect your course load. If you will be in credit overload, you must petition for a course overload.
- I understand I must complete a written report between 2,500-3,000 words and that my supervisor has to send in my evaluation at the end of the semester in order for me to receive a grade.

I agree with and accept the academic and work assignments within this agreement. I understand and will adhere to the internship registration procedure. I will complete all work and academic assignments to the best of my ability. I accept the obligation of confidentiality in my work and will familiarize myself with and adhere to the employer's relevant policies and procedures, including those pertaining to criminal background checks, and appropriate standards of ethical conduct.

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Intern Signature

Date

### **COVID-19 Related Policies**

Students are expected to adhere to CSUSB health and safety policies, including the COVID-19 protocol, DURING their off-campus placements. This includes, among others:

- being fully vaccinated and having completed their online self-certification no later than September 20, 2021
- the use of face coverings, even if the site does not require them, and
- completing a daily Health Screen every day BEFORE the start of any CSUSB related activity

The most up-to-date COVID-19 information can be found <https://www.csusb.edu/covid-19>.

Violation of these rules will be reported to Student Conduct.

### Site Supervisor:

- I have discussed this internship with the intern and we have agreed upon the responsibilities, tasks and assigned work components appearing above.
- Each internship includes a commitment on the part of the student of a minimum of 120 hours and up to a maximum of 200 hours.
- I agree to provide assistance, training, and consultation to the intern.
- I agree to provide a professional work environment for the intern so that the intern can progress toward the learning plan outlined above.

- I agree to complete an Intern Evaluation Form at the end of the internship.
- I am aware that the student must follow the CSUSB COVID-19 guidelines.

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Site Supervisor Signature

Date

Please obtain required signatures & submit scanned copy to  
Nicole Collier / [nicole.collier@csusb.edu](mailto:nicole.collier@csusb.edu) / Internship Coordinator