

SPRING 2026: CRIMINAL JUSTICE INTERNSHIPS

POLS 5510, 5520, 5500

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Internships provide great opportunities in terms of direct experience, avenues for future employment, and networking. Your internship experience can also help you gain insight on areas of criminal justice you may pursue after graduation.

During your internship, most of your day-to-day contact will be with officials at your internship. However, I will be your advisor and grader for the academic portion of your internship. Be sure to review your CJ manual as it provides extensive detail on the expectations for your academic assignments. I will also post a supplement to the CJ manual assignment instructions/expectations. Please email me if any questions arise regarding your academic requirements. We can also set up Zoom and phone appointments as needed.

ASSIGNMENTS

In addition to your internship, there are multiple assignments that you are required to complete during the semester. The academic work includes:

Analytical Essays (5500)

A Set of 12 Essays: 6 Traditional Analytical Essays (1-6)

3 Prompt Based Essays (7-9)

3 Specialized /Professional Essays

- 1) Resume/Cover Letter Essay
- 2) Agency History Essay
- 3) Informational Interview Essay

Research Paper (5510)

Research Paper: Research Proposal Topic, Detailed Outline, & Final Paper.

Your first assignments-Analytical Essay 1 and your Research Paper Topic are due by **January 26th (Monday) by 11:59pm on eLC**. I will provide feedback on these assignments so that you can incorporate it in your next set of essays.

TURNING IN ASSIGNMENTS

Your assignments will all be turned in on eLC (please do not email me assignments unless instructed).

All eLC assignments and announcements will operate out of POLS5500, CRN 22719
(you can ignore POLS5510 and POLS5520).

This eLC site POLS5500, CRN 22719 will include details on:

CJ Internship Handbook Manual

Assignment Instructions and Supplement (page length, sources, content, samples)

Assignment Due Dates

Important: Please review the [CJ Manual Supplement](#) that provides specific and detailed information on my expectations for each assignment prior to submission.

Your due dates and times (noted below) are critical and must be followed unless adjustments are noted by instructor. Mark your calendars now so that you don't forget and so you can make early progress.

SPRING 2026: Key Dates		
January 12, 2026 (Monday)		Start of agency work / classes begin
January 19, 2026 (Monday)		MLK Jr. Holiday
January 26, 2026 (Monday)		Due: 1st Analytical Essay, Research Paper Topic, 5 days away from agency form
February 20, 2026 (Friday)		5 Essays Due: Revised Analytical Essay 1 (if desired) and Analytical Essays (2,3,4); Specialized Essay 1(Cover Letter/Resume) by 11:59pm
February 20, 2026 (Friday)		First Virtual Meeting @ 4:00pm
February 27, 2026 (Friday)		Due: Detailed Research Paper Outline; Mid-Term Evaluations from Agency
March 9th-March 13th		Spring Break
March 16, 2026 (Monday)		3 Essays Due: Analytical Essays (5,6); Specialized Essay 2 (Agency Background)
March 27, 2026 (Friday)		4 Essays Due: Analytical Essays (7,8,9); Specialized Essay 3 (Informational Interview)
March 27, 2026 (Friday)		Second Virtual Meeting @ 4:00pm
April 24, 2026 (Friday)		Last Day of Agency Work; Final Evaluations Due from Agency
April 28, 2026 (Tuesday)		Final Research Paper Due

Grading		
POLS 5500 (Essays)		
		Analytical Essays 1, 2, 3, 4 :7% each, 28% total
		Analytical Essays 5, 6, 7, 8, 9 :9% each, 45% total
		Specialized Essay 1 (Resume/Cover Letter): 7%
		Specialized Essay 2 (Agency History Essay): 10%
		Specialized Essay 3 (Informational Interview): 10%
POLS 5510 (Research Paper)		
		Research Paper Topic Proposal: 5%
		Detailed Research Paper Outline: 15%
		Final Research Paper:80%

Late Assignments and Exams

Late papers and assignments will be penalized by 3 points for every 12-hour period that they are late.

Academic Honesty

You are responsible for knowing and complying with the policy and procedures relating to academic honesty. I expect all students to abide by the University of Georgia Academic Honesty policy. Academic dishonesty can include plagiarism, unauthorized assistance on assignments, and falsifying academic work. For more detail about what constitutes academic honesty, and consequences for engaging in dishonest conduct be sure to revisit [Academic Honesty Policy | Home \(uga.edu\)](https://academic.honesty.uga.edu/).

Assignment Authorship and Generative AI

Unauthorized use of artificial intelligence software, such as ChatGPT or word mixing software to write your paper, portions of your paper, or disguise plagiarized work is considered unauthorized assistance in this course.

Proofreading Tools and AI (Adapted from Sarah Shannon)

Students are allowed to use proofreading tools to aid in improving the clarity of their original work. However, proofreading tools should not be used to generate “original content on your behalf.”

Written assignments will be assessed using Turnitin. A Turnitin reporting of at least 40% AI will require a meeting with the professor and author.

Student Accommodations

If you plan to request accommodations for a disability, please register with the Testing and Accessibility Center. They can be reached by visiting Clark Howell Hall, calling 706-542-8719 (voice) or 706-542-8778 (TTY), or by visiting <https://accessibility.uga.edu/>.

Mental Health and Wellness Resources:

UGA Well-Being Resources:

UGA Well-being Resources promote student success by cultivating a culture that supports a more active, healthy, and engaged student community.

Anyone needing assistance is encouraged to contact Student Care & Outreach (SCO) in the Division of Student Affairs at 706-542-8479 or visit sco.uga.edu. Student Care & Outreach helps students navigate difficult circumstances by connecting them with the most appropriate resources or services. They also administer the Embark@UGA program which supports students experiencing, or who have experienced, homelessness, foster care, or housing insecurity.

UGA provides both clinical and non-clinical options to support student well-being and mental health, any time, any place. Whether on campus, or studying from home or abroad, UGA Well-being Resources are here to help.

- **Well-being Resources: well-being.uga.edu**
- **Student Care and Outreach: sco.uga.edu**
- **University Health Center: healthcenter.uga.edu**
- **Counseling and Psychiatric Services: caps.uga.edu or CAPS 24/7 crisis support at 706-542-2273**
- **Health Promotion/ Fontaine Center: healthpromotion.uga.edu**
- **Accessibility and Testing: accessibility.uga.edu**

Additional information, including free digital well-being resources, can be accessed through the UGA app or by visiting <https://well-being.uga.edu>.