

SAMPLE LEARNING GOALS: LEGAL

Police Intern

Professional Objectives

Objective: To learn and understand the correct terminology and acronyms used by a police department.

Activities/Resources:

- Read filed police reports
- On-the-job training, experiences, projects, and activities
- Involve myself in discussions of current offenses on campus
- Attend meetings within the department
- Observe the professional officers in the department
- Read police handbook outside of internship hours so I can participate in discussions

Evidence:

- Include a reference guide of the terminology and coded abbreviations that I have learned throughout this internship.

Objective: To learn how to successfully clear a crime scene and take fingerprints from a perpetrator.

Activities/Resources:

- Observe the professional officers in the department; Seek professional mentor
- Conduct discussions with the officers in the department
- Read manuals and professional publications on each of the processes
- Attend training sessions
- Read filed police reports

Evidence:

- Include an annotated bibliography of material I have reviewed
- Include a mock scenario (case), developed mock diagrams and a descriptive narrative on how the scene was cleared
- Include a step-by-step visual guide on how to take fingerprints using myself as an example

Details

Duties include:

- Answer and record telephone calls coming into the station
- Ride-alongs with the officers around campus
- Attend court meetings and observe the trials
- Organize and file paper work
- Attend meetings and observe the officers at work
- Review police logs and arrests from previous day
- Attend department meetings to go over policies and review past logs

Internship Evaluation Methods (how your supervisor will evaluate your performance)

- Constant contact with my supervisor throughout the day
- Communication via e-mail and telephone calls
- Completion of university provided evaluation forms
- Reviews from other officers that I shadow throughout the day

Internship work days/hours

- Start date: September 10 End Date, December 3
- Monday, Wednesday, Friday from 12:00pm to 5:00pm
- Days and times are subject to change weekly, but the hours will amount to about 9 hours per week