



**CRIMINAL JUSTICE INTERNSHIP**  
**COURSE SYLLABUS- FALL, 2014**

**Instructor:** Gary Dunlap

**Section:** 71E CRN: #8569

**Office:** Corsicana campus

**Time:** 7:30 – 10:00 PM/ Monday

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**Office Hours-** Available by Appointment

**COURSE DESCRIPTION**

This course is a planned program of participant observation in a selected criminal justice agency. Students will work with the internship coordinator to select an appropriate agency for placement. Once placement occurs, the student will be assigned to an internship supervisor from the internship agency. Once approved the student intern will be conducting “field work” with the internship agency. “Field Work” activities will be those activities deemed appropriate by the agency. Students are required to turn in weekly assignments and utilize the online ‘web enhanced companion’ to submit their weekly internship journal as well as homework assignments and other writing assignments. The “Journal” is written documentation of their Field Work experience. This internship will also require the student to master practical writing and oral presentation skills. Students will be required to take the midterm and final online.

Students will also be required to attend the internship seminar class on campus on designated dates (**see class calendar**). The seminar will include lecture, class discussion, in class assignments and guest speakers. Students will also be responsible for preparing a resume, statement of purpose regarding their career plans and submit a cover letter. Students will be required to do an oral presentation and may do an optional 3-5-page paper on their internship for extra credit.

**General Course Objectives- CJ 470**

- 1) The educational objectives of this internship are to provide students- knowledge acquisition and application, skill development and personal and professional development.
- 2) These objectives will be accomplished through the “field practicum” (internship) lectures (presented at the internship seminar), preparation of the internship binder, oral presentations and

written assignments, homework and the student's own body of knowledge (drawn from their education, work experience, academic research and personal opinions).

## **COURSE GOALS**

The goals for this course have been divided into four distinctive domains: the accumulation of information, appraisal of accomplishments, individual development, and professional growth.

1. The goal of accumulating information. Each student will acquire knowledge about agency (ies) they did not know before taking this course. This information will be obtained from reading various publications, class discussions where various information about students' experiences will be shared, and from practical experiences at an agency for the enrolled semester.
2. The goal of appraising accomplishment. Each student will develop knowledge about a particular agency as he or she performs the assignments of field placement, and as he or she acquires professional experience while interning within the agency. While performing the internship each student is encouraged to examine patterns, distinguished motives for alliances, and evaluate the conditions in the agency. Each student should be able to determine how much professional knowledge he/she has accumulated during the internship about the agency.
3. The goal of individual development. Each student will assess his or her strengths and weaknesses as they relate to performing within the agency. This assessment may occur while the student is learning to work with people from diverse backgrounds. Each student will be conscious of improving his or her report writing and language (professional jargon) skills as they relate to that particular agency.
4. The goal of professional growth. Each student will increase his or her awareness of what a career would be like within the agency where the internship is conducted. Each student will communicate his or her aspirations as they related to the criminal justice field. Each student will become acquainted with relationship building with co-workers and peers.

## **Student Learning Outcomes**

Student learning outcomes for Internship class:

1. Students will be able to describe in written and oral forms the function(s) of the criminal justice components.
2. Students will develop a resume appropriate for a prospective job or to carry to an interview.
3. Students will demonstrate their accumulated knowledge gained from the criminal justice curriculum by earning a successful (70%) or better grade on two survey exams over criminal justice.
4. Students will describe the internship in an oral presentation.

### **Required Text**

Criminal Justice Internships: Gordon, G.R. & McBride, B. (2012). Criminal justice internships: Theory into Practice (7<sup>th</sup>.ed). New York: Anderson Publishing. ISBN 978-1-4377-3502-4

### **Required Readings (Internship Focus)**

Stichman, A.J & Farkas, M.A. (2005). The pedagogical use of internship. The pedagogical use of internships in criminal justice programs: A nationwide study. Journal of Criminal Justice Education, 16, 145-165

Lee, E.R. & Elechi, O.O. (2002). Student attitudes towards internship experience. From theory to practice. Journal of Criminal Justice Education, 13, 297-309

Parilla, P.F. & Hesser, G.W. (1998). Internships and the social perspective: Applying principles of experiential learning. Teaching Sociology, 26, 310-329

### **Policy on Reading Assignments**

It is essential for students to complete all the assigned readings prior to the class session in which they are to be discussed. Students who miss class are responsible for obtaining missed assignments and lecture notes. Class participation is factored into a student's grade. Failure to be prepared will result in a lowering of your grade.

**NOTE:** Students will be orally tested on all material in the required text and class lectures.

### **Teaching Procedures**

Course materials and information will be presented through assigned readings from the text book, information posted on the Criminal Justice Bulletin Board, instructor lectures, participation in class discussions, guest lectures, videos, hand-outs, writing assignments, special projects and other learning formats. Students will acquire additional information during assigned visits to the college library and other criminal justice related locations, (i.e. courts, police facilities, etc.) Students are expected to actively participate in class discussions and in collaborative or group learning exercises.

### **Academic Ethics**

- **Plagiarism** - is defined by the Texas A&M University as the use of any other person's work or ideas as though the work or ideas were your own, without giving proper credit. In order to avoid charges of plagiarism, proper citation or credit must be given to the author when a source is used on a paper or written assignment. The improper use of work of others will not be tolerated and may result in the Student's **expulsion** from the college
- **Cheating** - improper actions during tests or assignments will result in the student being reported to the college administration for consideration of further action.

- **Student Conduct** - it is expected that the learning environment in this course will be positive and productive for everyone. Respect, tolerance, inclusion and participation in classroom activities will be emphasized and encouraged. In appropriate and disrespectful conduct will not be tolerated.

### **Attendance Policy**

Attendance in class and the internship work site is **mandatory!** **Students who are absent from class sessions and/or the internship work site more than two times, without an excuse satisfactory to the Instructor**, or have fallen behind the work of the class so that it is not likely the student can obtain a passing grade, may be dropped from the course. (Refer to the Attendance and Non-participation policy in the University College Catalog.). In addition, since class attendance counts toward your final grade in this course, **failure to attend class will result in a lower grade.**

### **Learning Accommodations/ Students with Special Needs**

If there is a student in this class who has needs because of learning, or any other type of disability, please feel free to discuss this with your Instructor and/or directly contact the Office of Student Disability Resources and Services. (Phone # 903-886-5150) or (Fax # 903-468-8148). Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

### **Course Grading/ Methods of Evaluation**

- |   |                 |
|---|-----------------|
| • Binder or Online Posts                    | Possible Points |
| ○ Resume                                    | 25pts           |
| ○ Career “Statement of Purpose”             | 25pts           |
| ○ Cover letter                              | 25pts           |
| ○ Posted online photo                       | 25pts           |
| • Class Attendance & Participation          | 100pts          |
| • Weekly Homework/Discussion Question       | 100pts          |
| • Midterm Examination                       | 100pts          |
| • Time sheets totaling 150 hours            | 100pts          |
| • Journal Entries Writing Assignment WA #1: | 100pts          |
| • Agency Paper 3-5 pgs. WA #2:              | 100pt           |
| • Final Exam                                | <u>100pts</u>   |

**TOTAL 800pts**

### **GRADING SCALE**

Letter Grade	Earned Points	Letter Grade Description
A	800 – 799	Excellent
B	798 - 700	Very Good
C	700 - 698	Satisfactory
D	698 – 500	Minimal Pass
F	499 - Below	Unsatisfactory

## **Assignment and Course Grade Policy**

1. Assignments are to be completed on time
  2. Written assignments are to be completed on a word processor and spell checked and submitted through the web enhanced companion to the course.
- NOTE – students who miss tests, quizzes or in class assignments, without prior notification and/or permission from the instructor will not be permitted a make-up.

## **Guidelines for Course Assignment**

In this course, you are expected to follow these guidelines for your all written assignments. This would help guide you towards format and clarity. To receive full credit in every assignment students must follow the following standards:

1. All graded assignments must be typed
2. All typed documents must be double spaced
3. All typed documents must be in Times New Roman 12 point font.
4. All typed documents must have a standard format of a 1” each margin on the left and right sides with a .5” setting for the bottom and top. The margin set up is found under the page setup on your Word menu.
5. All documents must have a standard header inserted into the document that contains your complete name, class, CRN, Professor’s full name, assignment date, and assignment name.
6. Please, include a cover page for any paper handed to your Professor
7. You may consult APA style manual located in the reference section at the Gee Library

## **Assignment Due Dates**

Resume (first draft)	September 9, 2013
Resume (second draft)	October 14, 2013
Resume (Final Draft)	November 25, 2013
Career “Statement of Purpose” (first draft)	September 2, 2013
Cover Letter (first draft)	September 2, 2013
Career “Statement of Purpose” (second draft)	October 14, 2013
Career “Statement of Purpose” (final submission)	December 2, 2013
Cover Letter (second draft)	September 16, 2013
Cover Letter (final submission)	October 28, 2013
Intern Time Sheet	December 12, 2013
Journal Entries (Writing Assignment #1 rough draft)	September 16, 2013
Agency Paper (Writing Assignment #2; 3-5pgs. (rough draft)	October 28, 2013

Journal Entries (final submission)	December 2, 2013
Agency Paper (final submission)	December 2, 2013
<b>Please Note:</b> There would be weekly Homework/Discussion Question via eCollege	

## COMMUNICATION AND SUPPORT

### **Interaction with Instructor Statement**

#### ***Contact of Professor:***

Student wishing to contact the professor should visit his office during the stated office hours or make an appointment. Student may also contact the Professor using the office telephone number or the e-mail, both are provided first page of this class syllabus.

#### ***Research Assistance:***

For research assistance, students should contact: Ms. Emily Witsell Reference Librarian at James G. Gee Library Room 218; (903)886-5719 or send her an e-mail [Emily.witsell@tamu-edu](mailto:Emily.witsell@tamu-edu) or visit the library home page at [www.tamu-commerce.edu/library](http://www.tamu-commerce.edu/library)

**The professor will communicate with students through using the individual email address and MyLeo System. Students should make sure they frequently check this email address.**

#### ***Additional Information:***

Please, remember that you are being observed while at the host agency, present yourself well and be professional. You are expected to show interest in the position and to learn as much as possible about the agency. Be aggressive and enthusiastic learner. Remember you may seek employment or letter of reference from this very agency or individual. There is also nothing wrong with creating networks that may later serve you well.

#### ***Tips on How to be Successful in this Course:***

- (1) Be very focus and involved while during the internship, learning as much as possible about the agency and show interest.
- (2) Perform the tasks or assignments given while at the agency to the best of your ability
- (3) Complete all the class assignments on time
- (4) Achieve a good evaluation from the host agency

## STATEMENT ON STUDENT BEHAVIOR

All students enrolled at the university shall follow the tenent of common decency and acceptable behavior conducive to a positive learning environment. (See Student Guide Handbook, Policies and Procedures, Conduct, for more information).



*Your Goal is to be Successful in life.* “If you want to be successful, find someone who has achieved the results you want and copy what they do and you’ll achieve the same results” Tony Robbins.

## Tentative Course Schedule

<b>Class Week</b>	<b>Dates</b>	<b>Text Material &amp; Learning Objectives</b>
1	8/26  <b>Class Meet at 7:30pm</b>	<p><b>Part I Pre-internship considerations</b></p> <p>Objective: Students will receive an introduction to internships and learn how to prepare for their internship in the age of transparency. Student will also gain an understanding of the placement process.</p> <p>Read: Chapter 1 <u>Introduction to Internships</u>            Chapter 2 <u>Preparing for Your Internship in the Age of Transparency</u>            Chapter 3 <u>The Placement Process</u></p>

		<p>Homework: Create Internship Binder - Include:</p> <ul style="list-style-type: none"> <li>• Answer - Question 2</li> <li>• Answer - Preparing for Your Internship Questions 1-4</li> <li>• Thinking About Your Internship Placement (Questions 1-5)</li> </ul>
2	<p>9/2</p> <p>No Class Meeting</p>	<ul style="list-style-type: none"> <li>• Continue working on your Résumé, Statement of Purpose &amp; Cover Letter</li> </ul>
3	<p>9/9</p> <p>Class Meet at 7:30pm</p>	<ul style="list-style-type: none"> <li>• MBTI Personality Type: Understanding your personal style and strength which can help guide your professional career</li> <li>• Résumé, Statement of Purpose &amp; Cover Letter (<i>first draft</i>)</li> </ul>
4	<p>9/16</p> <p>No Class Meeting</p>	<p style="text-align: center;"><b>Part II Professional Concerns</b></p> <p>Objective: Students will learn how to set goals and identify their internship educational objectives</p> <p>Read: Chapter 4 <u>Setting Goals and Identifying Educational Objectives</u></p> <p>Homework: Add to Binder.</p> <ul style="list-style-type: none"> <li>• Answer - Planning Your Internship Questions 1-4</li> <li>• <u>Writing Assignment #1</u> (rough draft) 3-5 page paper on career goals and how your internship experience will help you meet them</li> </ul> <p style="text-align: center;">Or</p> <p style="text-align: center;">Answer and Post the Online Journal Question</p>
5	<p>9/23 (1st NP roster due)</p> <p>No Class Meeting</p>	<p>Objective: Students will gain an understanding as to their role as an intern.</p> <p>Read: Chapter 5 <u>Your Role as an Intern</u></p> <p>Homework: Add to Binder</p> <ul style="list-style-type: none"> <li>• Answer - Your Role as an Intern Questions 1-5</li> <li>• Turn in internship journal for review</li> </ul> <p style="text-align: center;">Or</p>



		Answer and Post the Online Journal Question
6	9/30  Class Meet at 7:30pm	Objective: Students will learn about their role as a participant-observer.  Read: Chapter 6 <u>Being a Participant-Observer</u>  Homework: Add to Binder <ul style="list-style-type: none"> <li>• Answer - Thinking about your Internship Questions 1-7</li> </ul> <p style="text-align: center;">Or</p> <p style="text-align: center;">Answer and Post the Online Journal Question</p>
7	10/1  No Class Meeting	Objective: Students will learn about the internship supervision process.  Read: Chapter 7 <u>Intern Supervision</u>  Homework: Add to Binder <ul style="list-style-type: none"> <li>• Answer - Thinking About Your Internship Questions 1-8</li> </ul> <p style="text-align: center;">Or</p> <p style="text-align: center;">Answer and Post the Online Journal Question</p>
8	10/7  No Class Meeting	Objective: Students will learn about ethics in the workplace.  Read: Chapter 8 <u>Ethics in Practice: Guidelines</u>  Homework: Add to Binder <ul style="list-style-type: none"> <li>• Answer - Thinking about your Internship Questions 1-2 and Questions 1-5</li> </ul> <p style="text-align: center;">Or</p> <p style="text-align: center;">Answer and Post the Online Journal Question</p>
9	10/14  Class Meet at 7:30pm	Résumé, Statement of Purpose & Cover Letter ( <i>second draft</i> )
10	10/21	

		<p style="text-align: center;"><b>Part III The Role of The Organization</b></p> <p>Objectives: Students will learn about organizational characteristics and formal and informal structures.</p> <p>Read: Chapter 9</p> <p>Homework: Add to Binder Answer – Thinking About the Organization of your Internship Site Questions 1-13</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Answer and Post the Online Journal Question</p>
11	10/28	<p>Objective: Students will learn about the political, economic, and legal factors in the workplace.</p> <p>Read: Chapter 10 <u>Political, Economic, and Legal Factors</u></p> <p>Homework: Add to Binder</p> <ul style="list-style-type: none"> <li>• Answer - Political, Economic, and Legal Factors at Your Site Questions 1-10</li> <li>• <u>Writing Assignment #2</u> (rough draft) 3-5–page paper about your internship agency.</li> </ul> <p style="text-align: center;">Or</p> <p style="text-align: center;">Answer and Post the Online Journal Question</p>
12	11/4	<p>Objective: Students will gain an understanding of organizational goals and relationships</p> <p>Read: Chapter 11 <u>Organizational Goals and Relationships</u></p> <p>Homework: Add to Binder</p> <ul style="list-style-type: none"> <li>• Answer - Thinking about Your Agency Questions 1-7</li> </ul> <p style="text-align: center;">Or</p> <p style="text-align: center;">Answer and Post the Online Journal Question</p>
13	11/11	<p>Objective: Students will learn about using information and technology as crime-fighting tools</p> <p>Read: Chapter 12 <u>Using Information and Technology as Crime-Fighting Tools</u></p>

		<p>Homework: Add to Binder</p> <ul style="list-style-type: none"> <li>• Answer - Thinking about Your Agency Questions 1-4 and Thinking about Yourself Questions 1-4</li> </ul> <p style="text-align: center;">Or</p> <p style="text-align: center;">Answer and Post the Online Journal Question</p>
14	<p>11/18</p> <p style="color: red;">No Class Meeting</p>	<p style="text-align: center;"><b>Part IV Assessment and Career Planning</b></p> <p>Objective: Students will assess their internship experience.</p> <p>Read: Chapter 13 <u>Assessing Your Experience</u>.</p> <p>Homework: Add to Binder</p> <ul style="list-style-type: none"> <li>• Answer- Assessing Your Internship Questions 1-9</li> </ul> <p>UPON COMPLETION OF CHAPTER 13 HOMEWORK, TURN IN JOURNALS</p> <p style="text-align: center;">Or</p> <p style="text-align: center;">Answer and Post Online Journal Questions</p>
15	<p>11/25</p> <p style="color: red;">Class Meet at 7:30pm</p>	<p>Objective: Students will begin their career planning.</p> <p>Read: Chapter 14 <u>Career Planning</u></p> <p>Homework: Add to Binder</p> <ul style="list-style-type: none"> <li>• Field Placement Evaluations</li> <li>• Résumé, Statement of Purpose &amp; Cover Letter (<i>final submission</i>)</li> </ul> <p style="text-align: center;">Or</p> <p style="text-align: center;">Answer and Post the Online Journal Question</p>
16	<p style="color: red;">12/2 Class Meet at 7:29pm</p>	<p>Intern Time Sheet</p> <p><u>Writing Assignment #1</u> (final submission) 3-5 page paper on career goals and how your internship experience will help you meet them</p> <p><u>Writing Assignment #2</u> (final submission) 3-5–page paper about your internship agency.</p>



**Fall 2013 Class Meeting Times**

Classes meet for 2.5 hours with 15-minutes between classes.

Date	Class Begins	Class Ends.
8/26/2013	7:30p	10:00pm
9/2/2013	Labor Day	Labor Day
9/9/2013	7:30p	10:00pm
9/16/2013	No Class Meeting	
9/23/2013	No Class Meeting	
9/30/2013	7:30p	10:00pm
10/01/2013	No Class Meeting	
10/07/2013	No Class Meeting	
10/14/2013	7:30p	10:00pm
10/21/2013	No Class Meeting	

10/28/2013	No Class Meeting	
11/4/2013	7:30p	10:00pm
11/11/2013	No Class Meeting	
11/18/2013	No Class Meeting	
11/25/2013	7:30p	10:00pm
12/2/2013	7:30p	10:00pm