



COURSE SYLLABUS

CJ 470-71E: Criminal Justice Internship

Fall 2019

BC 304 (M) 5:00-7:30PM

Instructor: Captain Heath Oakley
Office Location: Navarro College Department of Public Safety
3200 W. 7th Ave., Corsicana, Texas 75110
Office Hours: Monday – Friday 10AM-2PM
Office Phone: 903)875-7502
Office Fax: 903)875-7696
Email Address: heath.oakley@tamuc.edu

Preferred Form of Communication: Email
Communication Response Time: Refer to the Interaction with Instructor Statement

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:

No text book will be required for this course.

Required Reading(s) and Activities:

No supplemental text book will be required for this course.

Akpan, J., & Notar, C. E. (2012). How to write a professional knockout resume to differentiate yourself. *College Student Journal*, 46(4), 880.

Guisseppi, M. (2016). Mind your online reputation: The personal branding social proof paradigm and two little-known ways to master it. *Career Planning & Adult Development Journal*, 32(2), 101.

Harness the power of LinkedIn. (2016). *Journal of Financial Planning*, 29(7), 11.

Joyce, S. P., & Smith-Proulx, L. (2016). How the unemployed can leverage LinkedIn. *Career Planning & Adult Development Journal*, 32(2), 131.

Power, A. (2015). LinkedIn: Facebook for professionals?. *British Journal of Midwifery*, 23(3), 196-198.

Roberts, C. C. (2016). How to identify and implement keywords into USAJOBS (federal) resumes. *Career Planning & Adult Development Journal*, 32(2), 66.

Create and maintain a LinkedIn account.

- Add pertinent information
- Add peers and instructor (connect to)

Create and maintain a current resume.

Supplement Reading(s):

Supplemental readings may be added to clarify discussion material. As the supplemental readings or alternative readings are needed or utilized, the instructor will provide links to the material. The links may be URL or pdf. file attachments, which is contingent on the source of the material.

Course Description

An internship program demonstrates how an individual can learn by many methods. This course allows the student to enter the professional world on a consistent and organized basis. In the internship the student will spend 150 hours with a criminal justice agency which will allow the student to experience assigned tasks and responsibilities in a criminal justice agency. The exposure of the student to the environment of the agency will assist in the professional development of the student. Besides the course discussions and assignments, the student will spend a large amount of "class" time with the agency. Time spent in the virtual classroom will allow the student to focus on developing a useful and informative resume, letters of references, and other material(s) helpful in obtaining professional employment.

In addition to gaining experience within a criminal justice agency, this course will be used as an exit class for the major. In other words, this course will serve as the culmination of what the student has learned across all of his/her criminal justice courses. A strategic goal of this class, not only to expose the student to the professional arena of criminal justice, but its goal is to summarize and present an overall picture of

what the student has learned as he/she has matriculated here at Texas A&M University-Commerce.

Course Goals

This course is an academically based work experience integrated within selected agencies of the criminal justice system. The purpose of the internship is to provide an arena for the application of classroom principles within the context of the day to day reality of the criminal justice system. The internship includes field supervision as well as virtual classroom experiences.

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

- The goal of *accumulating information*. Each student will acquire knowledge about an agency or agencies 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.
- 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.
- 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.
- 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 relate to the criminal justice field. Each student will become acquainted with relationship building with co-workers and peers.

Course Objectives

- Each student will have a "hands on" experience with a criminal justice agency/organization - become familiar with the operations, functions, and

activities of the agency.

- Each student will have his/her knowledge base of the criminal justice system assessed.
- Students will be exposed to information detailing a properly written resume, cover letter, and reference letter.
- Students will have an opportunity to practice the professional jargon used within an agency based on their internship.
- Students will practice or employ accumulated knowledge about the criminal justice field, the profession through the fulfillment of various assignments during this course.

Student Learning Outcomes

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 completing the survey exam (Final Exam) over criminal justice.
4. Students will describe the internship in a written presentation.

Note: The student learning outcomes (SLOs) will be reviewed and refined, as needed, to reflect the materials presented.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This course will provide a variety of activities and assessments to assist you in achieving the outcomes and objectives for this course. Each week the student will work toward achieving these outcomes through the assigned tasks.

A core competency of this course is critical thinking. There are numerous texts and articles that articulate and define critical thinking that students can locate and review to improve in this area. Critical thinking requires students to think through situations, facts, and issues with an open mind and in an objective way to analyze and evaluate information in an informed manner. Critical thinkers consider all points of view and carefully consider other's perspectives.

While internship is an experiential learning activity, it must be remembered that its ultimate goals are academic, for example, the student should become familiar with the

inter-connection between theory, research, and practice or application in the field of criminal justice. CJ 470 will have the **following requirements**:

Internship:

Having a successful internship is most important. The internship itself will be graded. The internship grade will be cumulative. Every student must obtain 150 hours at the agency/organization. If for some reason a student cannot make a scheduled visit or be present at the agency then he/she should make sure the time is made-up (**re-scheduled**). Each student will maintain a timesheet which must be signed by the student's immediate supervisor at the agency. Each student must maintain an accurate, informative and up-to-date journal. The purpose or usefulness of the journal is for the student to describe in detail what occurred each time, each day he/she served or spent at the agency. Naturally, the student must respect confidentiality and write or report on nothing that would offend the agency or those receiving service. At the end of the internship an evaluation of the student will be performed by the immediate supervisor. The score obtained from the evaluation will be reflected in the student's grade.

Online assignment(s):

Although this class does not require an assigned text book, the instructor will assign readings or articles specifically related to the topic of discussion. Students are expected to read these assigned readings, to perform assigned tasks, and to complete a criminal justice summary exam (Final Exam). Students are encouraged to secure books from previous classes that address or focused on the police, corrections, and courts. Reviewing an introduction to criminal justice book may be useful. Students will be expected to show some resourcefulness, especially in reference to preparing for the summary exam.

Student Responsibilities

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 an aggressive and enthusiastic learner. Remember you may seek employment or a letter of reference from this very agency or individual. Creating networks through your interactions with others combined with social media outlets will be in your best interest. As you will see from discussions during this course, you are your best marketing tool.

Students will be expected to adhere to the course schedule and/ or outline pertaining to due dates. No late work will be accepted without prior approval.

The course is designed so that each week begins on Monday (12:00AM) and ends on Sunday (11:59PM), with the exception of the last week of the course (Final Exam Week). The course schedule will reflect this design.

Students are expected to have properly formatted papers/assignments. The format standard for this course is the American Psychological Association (APA) style format. To aid in properly formatting written work for this course students can purchase:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.
ISBN: 9781433805615*

...or students can review the online manual locate at:

<https://owl.english.purdue.edu/owl/resource/560/01/>

Course participation is expected. I do not plan to build attendance into the class requirements at this point, and hope no need will arise to do so.

Tips on How to be Successful in this Class:

Be very focused and involved during the internship, learning as much as possible about the agency and show interest.

Perform the tasks or assignments given while at the agency to the best of your ability. Complete all the course assignments on time.

Achieve a good evaluation from the host agency.

Discussion Forums

This course will have 10 discussion forums that will take place in the virtual classroom (MyLeoOnline, "BrightSpace"). Each discussion will be assessed on a 100-point scale and contribute for a total value of 10% of the overall course grade.

The discussion topic will be selected and a question will be formulated for you to answer. The question may consist of several parts. Be sure to read the question carefully. Be sure to answer the question entirely and post it to the discussion forum.

To receive full credit for the discussion, you are required to post your initial response (answer the question completely) by the due date prescribed in the course schedule.

Assignments

Five assignments are required for this class:

- Internship Evaluation valued on a 100-point scale (20% of the overall course grade),
- Time sheet valued on a 100-point scale (20% of the overall course grade),
- Resume valued on a 100-point scale (10% of the overall course grade),
- LinkedIn valued on a 100-point scale (10% of the overall course grade), and
- Written presentation of internship valued on a 100-point scale (20% of the overall course grade).

See course outline (schedule) for further details and/or due dates.

Exams

This course will have one comprehensive exam and this exam is considered the final exam for this course which will be valued on a 100-point scale (10% of the overall course grade).

The final exam will cover the material discussed in this course and include concepts that you have been exposed to in previous criminal justices courses taken at TAMUC (or throughout your undergraduate studies).

GRADING

Final grades in this course will be based on the following scale:

90%-100%	= A
80%-89%	=B
70%-79%	= C
60%-69%	=D
59% or Below	= F

Assessments

10 discussion forums	100-point scale (10% of course grade weight)
5 Assignments	100-point scale (combined = 80% of course grade weight)
<ul style="list-style-type: none"> • Internship Evaluation (20%) • Time sheet (20%) • Written presentation of internship (20%) • Resume (10%) • LinkedIn (10%) 	
Final Exam	100-point scale (10% of course grade weight)

Remember that the lack of participation will result in the deduction of points from your overall course grade. Also note that the three assignments that pertain to the internship are weighed more heavily. Combined they weigh 60% of the overall grade.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.

- *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)

- Current anti-virus software must be installed and kept up to date. Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "[click here](#)" to submit an issue via email.



System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

Attendance/Lateness

As previously mentioned, class attendance and participation is expected. I do not plan to build attendance into the class requirements at this point, and hope no need will arise to do so.

Late Work

As previously mentioned, no late work will be accepted without prior approval.

Missed Exams

Exams will have a scheduled date. The exam must be taken during this scheduled period. An exam cannot be made up; therefore, an effort to complete the exam during the assigned period must be made.

Quizzes

No quizzes will be given in this course.

Extra Credit

Extra credit may be provided at the instructor's discretion.

Academic Honesty

Students who violate university rules on scholastic dishonesty will be subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the possibility of receiving an "F" in the course, and dismissal from the university. Policies on scholastic dishonesty will be strictly enforced. Incidents of academic dishonesty will be reported to the Department Head. Students should be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion. The mid-term and final exams are not considered group assignments.

Drop Course Policy

Your grades in this class will be an accurate reflection of your time, effort, and commitment to the subject matter. Everyone begins the class with an "A". No curves will be assessed in the course. If you feel that you have dropped below an acceptable level in this course, it is your responsibility to contact your instructor for possible remedies, drop, or withdraw from the course.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced.

University Specific Procedures**Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)
<http://www.albion.com/netiquette/corerules.html>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal

Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Week 1 (August 26 – Sept. 1)

- Class introductions.
 - Introduction – discussion forum
 - Due 8/29/19 by 11:59PM
- Syllabus review.
 - Expectations for the class.
 - Review forms required for internship (host agency)

Week 2 (Sept. 2 – Sept. 8)

9/2/19 is a Holiday – University Closed

- Assigned Reading

Harness the power of LinkedIn. (2016). *Journal of Financial Planning*, 29(7), 11.

Joyce, S. P., & Smith-Proulx, L. (2016). How the unemployed can leverage LinkedIn. *Career Planning & Adult Development Journal*, 32(2), 131.

Power, A. (2015). LinkedIn: Facebook for professionals?. *British Journal of Midwifery*, 23(3), 196-198.

- LinkedIn Assignment
 - Initial set up and connect with instructor
 - Due 9/15/19 by 11:59PM
 - Continue to add to LinkedIn throughout the course

Week 3 (Sept. 9 – Sept. 15)

- Discussion #1
 - Due 9/15/19 by 11:59PM
- Reminder – Assignment #1 (LinkedIn)
 - Due 9/15/19 by 11:59PM

Week 4 (Sept. 16 – Sept. 22)

- Discussion #2
 - Due 9/22/19 by 11:59PM

Week 5 (Sept. 23 – Sept. 29)

- Discussion #3
 - Due 9/29/19 by 11:59PM

Week 6 (Sept. 30 – Oct. 6)

- Discussion #4
 - Due 10/6/19 by 11:59PM

Week 7 (Oct. 7 – Oct. 13)

- Assigned reading:

Guisseppi, M. (2016). Mind your online reputation: The personal branding social proof paradigm and two little-known ways to master it. *Career Planning & Adult Development Journal*, 32(2), 101.

Akpan, J., & Notar, C. E. (2012). How to write a professional knockout resume to differentiate yourself. *College Student Journal*, 46(4), 880.

Roberts, C. C. (2016). How to identify and implement keywords into USAJOBS (federal) resumes. *Career Planning & Adult Development Journal*, 32(2), 66.

- Discussion #5
 - Due by 10/13/19 at 11:59PM
- Assignment #3 - Resume
 - Due by 10/20/19 at 11:59PM

Week 8 (Oct. 14 – Oct. 20)

- Reminder – Assignment # 3 (Resume)
 - Due by 10/20/19 at 11:59PM

Week 9 (Oct. 21 – Oct. 27)

- Discussion #7
 - Due by 10/27/19 at 11:59PM

Week 10 (Oct. 28 – Nov. 3)

- Discussion # 8
 - Due by 11/03/19 at 11:59PM

Week 11 (Nov. 4 – Nov. 10)

- Discussion #9
 - Due by 11/10/19 at 11:59PM

Week 12 (Nov. 11 – Nov. 17)

- Discussion # 10
 - Due by 11/17/19 at 11:59PM

Week 13 (Nov. 18 – Nov. 24)

- Thanksgiving

Week 14 (Nov. 25 – Dec. 1)

- Assignment # 3 – Written presentation of Internship
 - Due by 12/01/19 at 11:59PM

Week 15 (Dec. 2 – Dec. 8)

- Assignment #4 – Internship Evaluation
 - Due by 12/08/19 at 11:59PM
- Assignment #5 – Internship Time Sheet (150 hours)
 - Due by 12/08/19 at 11:59PM

Week 16 (Dec. 9 – Dec. 15)

- Final Exam – Due 12/9/19 in class.