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COURSE SYLLABUS

CJ 470-71W: Criminal Justice Internship

Fall 2023

BC 304 (M) 5:00-7:29PM

Instructor: Heath Oakley
Office Location: 3200 W. 7th Ave., Corsicana, Texas 75110
Office Hours: TBD
Office Phone: 903)654-9036
Office Fax: N/A
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.

The syllabus/schedule are subject to change.

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

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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.

The syllabus/schedule are subject to change.

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 and 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.

The 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.

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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 textbook, 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 focus on 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. Late work may be accepted with prior approval.

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

The syllabus/schedule are subject to change.

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 showing 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.

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 (20% of the overall course grade).

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The final exam will cover the material discussed in this course and include concepts that you have been exposed to in previous criminal justice 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

5 Assignments	100-point scale (combined = 80% of course grade weight)
• Internship Evaluation	(20%)
• Time sheet	(20%)
• Written presentation of internship	(20%)
• Resume	(10%)
• LinkedIn	(10%)
Final Exam	100-point scale (20% 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

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements.

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

The syllabus/schedule are subject to change.

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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

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. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

This class will meet in a blended classroom. Outside of our meeting times, my primary form of communication with the class will be through announcements and email. Any changes in the syllabus or important information critical to this class will be disseminated to students via your official university email address. It is your responsibility to check your university email on a regular basis. Students who email me outside of regular office hours can expect a reply within 24 hours Monday through Friday. Students who email me during holidays or over the weekend should expect a reply by the end of the next regularly scheduled business day.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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 in advance.

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:
<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).
<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>
<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

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>

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

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

Students with Disabilities-- ADA Statement

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.

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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.

Counseling Center Services

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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COURSE OUTLINE / CALENDAR

Week 1 (August 28 – September 3)

- Meet @ 5PM – Bain Center
- Class introductions.
- Syllabus review.
 - Expectations for the class.
 - Review forms required for internship (host agency)
- 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 9/10/23 by 11:59PM
 - Continue to add to LinkedIn throughout the course.

Week 2 (September 4 – September 10)

- Labor Day – Holiday – Campus Closed – September 4
- Reminder – Assignment #1 (LinkedIn)
- Due 9/10/23 by 11:59PM

Week 3 (September 11 – September 17)

- Meet @ 5PM – Bain Center

Week 4 (September 18 – September 24)

- Meet @ 5PM – Bain Center

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Week 5 (September 25 – October 1)

- Meet @ 5PM – Bain Center

Week 6 (October 2 - October 8)

- Meet @ 5PM – Bain Center

Week 7 (October 9 – October 15)

- Meet @ 5PM – Bain Center
- 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.

- Assignment #2 - Resume
 - Due by 10/22/23

Week 8 (October 16 – October 22)

- Meet @ 5PM – Bain Center
- Reminder – Assignment # 2 (Resume)
 - Due 10/22/23 by 11:59PM

Week 9 (October 23 – October 29)

- Meet @ 5PM – Bain Center

Week 10 (October 30 – November 5)

- Meet @ 5PM – Bain Center

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Week 11 (November 6 – November 12)

- Meet @ 5PM – Bain Center

Week 12 (November 13 – November 19)

- Meet @ 5PM – Bain Center

Week 13 (November 20 – November 26)

- Thanksgiving Holiday – No meeting

Week 14 (November 27 – December 3)

- Meet @ 5PM – Bain Center
- Assignment # 3 – Written presentation of Internship
 - Due by 11/27/23
- Assignment #4 – Internship Evaluation
 - Due by 11/27/23
- Assignment #5 – Internship Time Sheet (150 hours)
 - Due by 11/27/23

Week 15 (December 4 – December 10)

- Meet @ 5PM – Bain Center
- Final Review

Week 16 (December 11 – December 15)

- Finals Week Exam (Note: Finals week is December 9-15)
 - Due: December 11, 2023