



**CJ 470.001 – Criminal Justice Internship  
COURSE SYLLABUS: FALL 2012**

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| <b>COURSE INFORMATION</b> |
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**Textbooks**

- Gordon, G.R. and McBride, R.B. (2011). *Criminal Justice: Theory into Practice* (7<sup>th</sup>.ed).  
New York: Andersen Publishing.
- Goodman, D.J. and Grimming, R. (2007). *Work in Criminal Justice: An A-Z Guide to Careers*. Upper Saddle River, New Jersey: Pearson-Prentice Hall Publishers.
- Taylor, D.L. (2005). *Jumpstarting Your Career: An Internship Guide for Criminal Justice* (2<sup>nd</sup>.ed).  
Upper Saddle River, Pearson-Prentice Hall Publishers.

**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

**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 a limited number of assignments the student will spend a large amount of class time with the agency. Time spent in the classroom will allow the student to focus on developing a useful and informative resume, letters of references, and other materials 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 course. A strategic 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.

### **Student Learning Outcomes**

1. Students will learn how to write an appropriate resume and cover letter
2. Students will learn appropriate techniques and areas to consider when interviewing for a professional position of employment
3. Students will have an appropriate level of criminal justice knowledge about how the system works in America

## **COURSE REQUIREMENTS**

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, rescheduled. 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. The points to be obtained for this assignment are as follows:

|   |          |
|---|----------|
| Internship Evaluation (120 pts. for questions 1-12) |          |
| 30 points for #13 if nothing negative)              | 150 pts. |
| Time sheet (performed all hours, 150)               | 150 pts. |
| Journal   | 50 pts.  |

### **In-class assignment**

The class will meet a number of times during the semester. Students are expected to be present. Being absent will impact your grade. Students are expected to read assigned readings, to perform assigned tasks, and to complete a criminal justice summary 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.

- (1) Each student must participate in a graded discussion of the introductory readings
- (2) Each student must participate in an oral review of the criminal justice field and prior course work
- (3) All students will be administered an objective summary or survey exam covering the three components of the criminal justice system
- (4) All students will be administered an essay type exam covering the three components of the criminal justice system
- (5) We will explore the realm of policy development and implementation, evaluation of programs through focused reading. At this point, the reading assignment has not been formulated, but students will shortly receive further instructions on this task.

The points to be obtained for this assignment are as follows.

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|--|---------|
| Introductory Reading (10pts discussion each reading, 3 readings; | 30 pts. |
| 6 written questions, must answer 3 @ 10 pts                      | 30 pts. |
| Oral review of criminal justice field                            | 20 pts. |
| Objective survey exam of criminal justice field                  | 50 pts. |
| Essay survey exam of criminal justice field                      | 50 pts. |

### **Outside of class assignment**

A number of assignments will be done outside of class and turned in on designated dates. No late assignment will be accepted.

- (1) Each student will write a resume, turn it in for corrections, suggestions, reviewing by the professor. The resume will be returned to the student, changes or corrections made then back in for a grade

- (2) Each student will write a cover letter to accompany the resume. Your submitted resume will be critiqued and returned for re-write based on the noted suggestions.
- (3) Each student will write a letter of reference for him-/herself, although the task will be to write the letter from a second (another) person's perspective. In the letter of reference you want to place information that you would want a potential employer to read or know.
- (4) A position of Employment Journal- the focus of this assignment will be on students identifying positions that they can be employed in based on their degree in criminal justice.
- (5) The student will provide the following information (this assignment will be further explained by the professor as the class progresses):
  - (a) Name or Title of position
  - (b) Name of Agency or Company
  - (c) Describe job or duties
  - (d) Give salary range at entry level
  - (e) Qualifications required for the position

**The points to be obtained for this assignment are as follows:**

|                                    |         |
|------------------------------------|---------|
| Resume (graded after the re-write) | 30 pts. |
| Cover letter for resume            | 15 pts. |
| Letter of reference                | 15 pts. |
| Position of Employment Journal     | 60 pts. |

**Course Possible Points:**

|                                   |                 |
|-----------------------------------|-----------------|
| Internship .....                  | 350pts.         |
| In-class Assignment.....          | 180 pts.        |
| Outside of Class Assignments..... | <u>120 pts.</u> |
| Total.....                        | 650 pts.        |

**The following grade scale will be used:**

- A = 650-580 pts.
- B = 579-509 pts.
- C = 508-438 pts.
- D = 437-367 pts.
- F = 366 and below

## **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.

## **COURSE OBJECTIVES**

1. Each student will have a "hands on" experience with a criminal justice agency/organization, becoming familiar with the operations, functions and activities of the agency.
2. Each student will have his/her knowledge base of the criminal justice system assessed
3. Students will be exposed to information detailing a properly written resume, cover letter, and reference letter
4. Students will have an opportunity to practice the professional jargon used within an agency based on their internship
5. Students will practice or employ accumulated knowledge about the criminal justice field, the profession through the fulfillment of various assignments during this course.

## 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.

#### ***\*\*\*Extra Credit Points:***

Extra credit may be earned by student participating in a number of events offered by the Career Development Office. A special handout will be distributed to students. Students are encouraged to take advantage of some of the offerings or services provided by the Career Development Office.

#### ***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

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### *Class Policy:*

Class attendance and participation are expected, especially for this class, senior seminar. I do not plan to build attendance into the class requirements at this point, and hope no need will arise. Students are expected to be present and ready to contribute when the class is in session.

Tardiness is reacted to in an unfavorably manner. Students will not be permitted to enter the class after the professor has initiated the focus for that class period. This goes for both classes, whether the professor is at Navarro College or Commerce. Early departure from the classroom will be dealt with accordingly.

Telephone and pagers must be turned off unless you work for some type of emergency (medical or law enforcement, etc.).

The department Sociology and Criminal Justice has a strong policy and a low tolerance for cheating. Plagiarism is disliked and treated very seriously. Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Plagiarism is defined as appropriation of stealing of the ideas of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Sites that address plagiarism and how to avoid it: <http://www.plagiarim.org> or <http://ww.unc.edu/depts./scweb/handouts/plagiarism.html>.

Students should be doing everything within their power to become better equipped to secure employment within the field, and therefore should maintain a good attitude and desire to learn as much as possible as they prepare to graduate from this university.

A student may drop a course by logging into their MyLeo account and clicking on the hyperlink labeled 'Drop a Class' from among those choices found under the MyLeo section of the web page.

It is the student's responsibility to be aware of the rules or policies relating to withdrawal or "X." You are encouraged to follow the appropriate procedures of the university as they relate to this matter. I will be as helpful and understanding where possible, but please, be aware that this professor does not like to give an incomplete as a grade.

## AMERICANS WITH DISABILITIES ACT (ADA)

The American 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 132  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148  
[studentdisabilityservices@tamu-commerce.edu](mailto:studentdisabilityservices@tamu-commerce.edu)

## STATEMENT ON STUDENT BEHAVIOR

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

Tips on How to be Successful in this Class:

1. Be very focus and involved during your 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

## COURSE OUTLINE

For maximum success in this course you should spend a minimum of 6 hours per week working on course material.

|        |  |
|--------|--|
| Week 1 | ◆ Introduction to Internship                               |
| Week 2 | ◆ Preparing for your Internship in the Age of Transparency |
| Week 3 | ◆ The Placement process                                    |
| Week 4 | ◆ Setting Goals and Identifying Educational Objectives     |
| Week 5 | ◆ Your Role as an Intern                                   |

|         |  |
|---------|--|
| Week 6  | ◆ Being a Participant Observer                                   |
| Week 7  | ◆ Intern supervision   |
| Week 8  | ◆ Ethics in Practice: Guidelines                                 |
| Week 9  | ◆ Organizational Characteristics: formal and Informal Structures |
| Week 10 | ◆ Political, Economic, and legal Factors                         |
| Week 11 | ◆ Organizational Goals and Relationships                         |
| Week 12 | ◆ Using information and technology as crime-Fighting Tools       |
| Week 13 | ◆ Assessing Your Experience                                      |
| Week 14 | ◆ Career Planning  |
| Week 15 | ◆ Plan: Focusing On your Professional Career And Living Well     |