CJ470.01E - Criminal Justice Internship

COURSE SYLLABUS: Fall 2019
Class Time: Wednesday 4:30pm - 7:10pm
Rm. SS 310

INSTRUCTOR INFORMATION

Instructor: Dr. Willie Edwards, Associate Professor
Office Location: Ferguson Hall, Social Science Bldg., Rm 217
Office Hours: MW 3:00pm - 4:00pm; Tues 3:30pm - 4:30pm
Any Other Times, Please Schedule an Appt.
Office Phone: (903) 886-5331
Office Fax: (903) 886-5330
University Email Address: willie.edwards@tamuc.edu
Preferred Form of Communication: (email)
Communication Response Time: (within twenty-four hours during the weekday)

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

There is no required textbook for this class. However, every student is encouraged to secure an Introductory to Criminal Justice book which will serve as the review source for this class. Attempting to go through the class successfully without an introductory criminal justice book will not work.

Suggested Readings (some of these may be given as handouts):


**More Supplementary Readings (if desired by any student):**


**COURSE DESCRIPTION**

**Catalog Description: CJ 470 - Criminal Justice Internship**

Hours: 3

An academically based work experience 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 classroom experiences. Prerequisite Junior standing with 12 hours in criminology, law enforcement, and permission of the instructor.

The syllabus/schedule are subject to change.
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 material 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:
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.

The syllabus/schedule are subject to change.
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 jargons 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.

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 earning a successful (70% or better) grade on two survey exams over criminal justice.
4. Students will describe the internship in an oral presentation.

COURSE REQUIREMENTS

Minimal Technical Skills Needed
The class will use the D2L learning management system. Students in the class may be required to use or be able to perform tasks employing Microsoft Word, PowerPoint, and using presentation and graphics programs, etc.

Instructional Methods

Instructional / Methods / Activities Assessments
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

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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 pts 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 of 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 exams.

(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) During the semester there will be three in-class writings, one on each criminal justice component, worth 15 points each.
(6) At the writing of this class syllabus the professor has the intention of developing a weekly quiz over the criminal justice system. Each quiz will be worth 10 points. Quiz information will be taken from an introductory criminal justice textbook. These will be general questions that any now senior criminal justice major should be familiar with and understand.
(7) Each student will find two positions which require a criminal justice or social behavior degree and present those to the class. A handout with more details will be provided on this assignment.

The points to be obtained for this assignment are as follows:
Review of Introductory Textbook for Criminal Justice
(Class discussion of the three components of cj system 15pts per discussion for each component) 45 pts.
9 Research Articles Reading/Discussing (5 pts each) 45 pts.
3 In-class writings @ 15 points each 45 pts.
14 Weekly quizzes @ 10 points each 140 pts.
Objective survey exam of criminal justice field 100 pts.
Essay survey exam of criminal justice field 100 pts.
2 Job/Position Information Presentation 20 pts.

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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 turned back in for a grade.
(2) Each student will write a cover letter to accompany the resume. It too will be critiqued and returned for a 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) Each student will write a research paper discussing some aspect of the criminal justice field. This assignment will allow students to demonstrate their skills in conceiving a thought and following through to completion. ASA and APA are the writing styles to be used. This research paper must be at least five pages of content and employ at least three references. The use of electronic sources, those websites that have no peer review check-methods. Additional information will be shared with the class by the professor.

The points to be obtained for this assignment are as follows:
- Resume (graded after the re-write) 20 pts.
- Cover letter for resume 10 pts.
- Letter of reference 10 pts.
- Research paper 60 pts.

GRADING

Grading Course Possible Points:
- Internship 350 pts.
- In-class Assignments 495 pts.
- Outside of Class Assignments 100 pts.
- Total Possible Points 945 pts.

The following grade scale will be used:
- A = 945 – 850 pts.
- B = 849 – 756 pts
- C = 755 – 661 pts.
- D = 660 – 567 pts.
- F = 566 and below

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Student Responsibilities or Tips for Success in the Course

Tips on How to be Successful in this Class:
1. Be very focused and involved 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.

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 an aggressive and enthusiastic learner. Remember you may seek employment or a 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 points 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.

Assessments
The methods of assessments will assist us in measuring the accomplishment of the Student Learning Outcomes:
1. Students will be able to describe in written and oral forms the function(s) of the criminal justice components... (participating in the class discussions; writing on criminal justice topics in class or as research papers; and completing essay exam).
2. Students will develop a resume appropriate for a prospective job... (developing this resume and additional material will satisfy one of the Student Learning Outcome).
3. Students will demonstrate their accumulated knowledge gained from the criminal justice curriculum...(completed successfully on the essay and objective exams will allow the students to complete this Student Learning Outcome).
4. Students will describe the internship in an oral presentation... (to satisfy this Student Learning Outcome students will participate in class discussions and describe their experience while doing the internship time at the agency).

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

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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

<table>
<thead>
<tr>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
<th>Maintenance Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft® Edge</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Microsoft® Internet Explorer®</td>
<td>N/A</td>
<td>11</td>
</tr>
<tr>
<td>Mozilla® Firefox®</td>
<td>Latest, ESR</td>
<td>N/A</td>
</tr>
<tr>
<td>Google® Chrome™</td>
<td>Latest</td>
<td>N/A</td>
</tr>
<tr>
<td>Apple® Safari®</td>
<td>Latest</td>
<td>N/A</td>
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<table>
<thead>
<tr>
<th>Device</th>
<th>Operating System</th>
<th>Browser</th>
<th>Supported Browser Version(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Android™</td>
<td>Android 4.4+</td>
<td>Chrome</td>
<td>Latest</td>
</tr>
<tr>
<td>Apple</td>
<td>iOS®</td>
<td>Safari, Chrome</td>
<td>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.</td>
</tr>
<tr>
<td>Windows</td>
<td>Windows 10</td>
<td>Edge, Chrome, Firefox</td>
<td>Latest of all browsers, and Firefox ESR.</td>
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- 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

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• 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/
  ○ Adobe Flash Player (version 17 or later)  https://get.adobe.com/flashplayer/
  ○ Adobe Shockwave Player  https://get.adobe.com/shockwave/

• 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 in to 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.

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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.

Interaction with Instructor Statement

Contact of Professor:
Students wishing to contact the Professor should visit his office during the stated office hours or make an appointment. Students may also contact the Professor using the office telephone number or the email, both are provided on the first page of this class syllabus.

Research Assistance:
For research assistance, students should contact: Reference Librarian at James G. Gee Library Room 218; 903-886-5719 or http”//www.tamu-commerce.edu/library

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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 to so. 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 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 agency (medical or law enforcement, etc.).

This department 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. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. “Academic dishonesty” includes, but is not limited to, plagiarism (the appropriation of stealing of the ideas or words 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

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removal) of resource material. Sites that address plagiarism and how to avoid it: http://www.plagiarism.org or http://www.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.

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

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.

**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. 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

**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

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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/academic/13.99.99.R0.01.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.

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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

<table>
<thead>
<tr>
<th>Week One</th>
<th>Class meets; class introduction; Review of Class Syllabus &amp; Requirements</th>
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<tbody>
<tr>
<td>August 28, 2019</td>
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<table>
<thead>
<tr>
<th>Week Two</th>
<th>Follow-up on Class Requirements</th>
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<tbody>
<tr>
<td>September 4, 2019</td>
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<table>
<thead>
<tr>
<th>Week Three</th>
<th>Class Discussion of Assigned Research Articles</th>
</tr>
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<tbody>
<tr>
<td>September 11, 2019</td>
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The syllabus/schedule are subject to change.
| Week Four  
**In-class Writing # 1** |
|---|---|
| Week Five  
September 25, 2019 | No Class |
| Week Six  
October 2, 2019 | Coverage of Introduction to Criminal Justice – student bring to class an *Introduction to Criminal Justice* text book; Begin coverage of cj components- Police (law enforcement) |
| Week Seven  
October 9, 2019 | Introduce Courts review discussion |
| Week Eight  
October 16, 2019 | Continue Courts review discussion  
**In-class Writing # 2** |
| Week Nine  
October 23, 2019 | Introduce Corrections review discussion;  
Speak about Resume Writing (cover & reference letters) |
| Week Ten  
October 30, 2019 | Continue Corrections review discussion;  
First draft of resume, cover & reference letters due |

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| Week Eleven                     | Return of marked draft of resume, cover & reference letters  
|                               | Speak on Research paper, giving out any handouts on paper |
| Week Twelve                   | Mail out Student Evaluation to Internship Agency  
|                               | **In-class Writing # 3** |
| Week Thirteen                 | **Student Research Paper due**  
|                               | Student Job Presentations to be conducted |
| November 27, 2019             | **No Class – Thanksgiving Holiday** |
| Week Fourteen                 | **Essay Exam over CJ to be administered in class;**  
|                               | Students must have completed hours at internship agency;  
|                               | Internship journal, and time sheets are due  
|                               | **Deadline for receiving Student Evaluation from internship agency** |
| Week Fifteen                  | **Objective Exam over CJ will be available in D2L December 9, 2019 and must be completed by December 11, 2019 by 11:59pm;**  
|                               | **Actually Final Exam Week, no class meeting. But be aware of the due date for the objective exam. No excuses will be acceptable.** |

**Have a great experience and let me know if you have problems, questions, or come by if you desire to visit.**

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