

Homeland Security Internship- Graduate

Criminal Justice Center

Department of Homeland Security

SCST-6370.01, 83717

Fall 2017

*INTERNSHIP COORDINATOR: Jim Dozier, J.D., Ph.D.*

*OFFICE; C 217*

*TELEPHONE 936-294-4819 (due to field work, it is best to e-mail Dr. Dozier),  
[icc\\_dcd@shsu.edu](mailto:icc_dcd@shsu.edu)*

*OFFICE HOURS: Appointments only. Please see Mrs. Beaird, Internship Assistant, Advising Office—A214, 936-294-1659, [cjinternship@shsu.edu](mailto:cjinternship@shsu.edu)*

*CLASS HOURS: Internship hours are forty (40) hours per week at your assigned agency. Time sheets will be filled out and signed by your supervisor.*

*PART TIME EMPLOYMENT: No more than twenty part time hours of work will be allowed outside the internship. And, it will only be allowed if approved in advance by the Internship Coordinator. It must not conflict with the internship assigned hours.*

*ADDITIONAL COURSE WORK: You may not take more than three additional school class credit hours in addition to the internship. The additional course must not conflict with internship hours. Exceptions will only be made on rare occasions and is at the discretion of the Internship Coordinator.*

*TEXTBOOK: Not Applicable.*

*COURSE DESCRIPTION: Internship is student placement in a criminal justice, homeland security, nonprofit or other appropriate private community partner. It is for the purpose of acquiring practical experience and to learn how to apply theoretical knowledge gained from the classroom and transition it into a clinical environment. It is a full time, 40 hour per week assignment for the course of the semester. Agency placement is based upon joint effort, collaboration, and discussion between the student and Internship Coordinator. It is also dependent on qualifications and suitability as determined by screening with the Internship Coordinator. In addition, it is dependent on a successful interview with the prospective internship sponsor. This is an Academic Community Engagement (ACE) course. Your transcript will be credited with this designation.*

*COURSE OBJECTIVES: To provide students with practical experiences in cooperation with sponsoring agencies. Through observing and participating from an operational perspective, the student can link classroom content with actual application in the sponsoring partner's job place. This allows the participant, in a real work environment, the opportunity to obtain occupational skills and professional growth. This hands-on endeavor assists the student in developing confidence and self-reliance. It also provides the opportunity to examine whether these experiences are a desirable and reasonable occupational goal. The internship allows the student to develop connections that assist in acquiring job attainment and ultimately achieving workplace success in the field.*

*Working within the public and private justice system is by its nature community engagement. Based upon the above, you will use the skills you develop to improve the community and enhance the quality of life therein. Your role as a citizen is important. Take the internship experience to learn and position yourself to be a positive force in the community.*

*ATTENDANCE POLICY: A time sheet will be maintained by student and signed by the sponsor at the supervising agency. This course requires a forty hour work week at your assigned agency. Any deviation from the work week must be discussed with and approved by the sponsoring agency. Excessive absences, tardiness, or failure to maintain the hourly structure required at your assigned internship, may and probably will, cause you to be dropped from the course. Feel free to discuss this issue with the Internship Coordinator.*

*GRADING POLICY: Your grade will be determined by your performance at the community partner agency. You will keep a journal of your activities. It should be maintained on a daily basis. The activity report will be e-mailed to the internship office at both mid-term and the end of the semester. The goal is to relate theory into practice. Since this is an Academic Community Engagement (ACE) credited course, you will offer a reflection on the benefits provided the community by your work in the field. You should relate how your activities benefitted the community as a whole. You should also include how the ACE experience affected you personally. Include your thoughts on giving back to the community. This means not only during the time of your internship, but also the importance of making community engagement a life long activity. Please provide examples. Your sponsoring agency will submit a mid-term evaluation and will supply an end of term Agency Grade Report to reflect on your performance as an intern. Your grade will be determined as follows: 25% activity log, 25% on ACE reflection and 50% the evaluations provided by the agency. During the course of the semester, one or more field visits may be made to your work location by the coordinator for onsite evaluation.*

*As a Homeland Security graduate student, you will also complete a Capstone Course with another professor on the Homeland Security faculty. This is to fulfill degree requirements.*

## **DUE DATES OF ASSIGNMENTS:**

**CONTACT INFORMATION:** During the first two weeks of your internship, you must submit CONTACT INFORMATION on the agency you are interning with along with a PHOTO of you at the agency you are interning. (Photo must be with a sign/Logo of the agency you are interning with. NO pictures of the agency ID). Due Date is **September 5, 2017**. You must submit the assignments through Blackboard.

Mid-Term Activity Report, Time Sheets, and Mid-Term Agency Evaluation, due **October 11, 2017**. Must be submitted through blackboard.

End of Term Activity Report, Time Sheets, Student Evaluation, Reflection **December 1, 2017**. Submit on Blackboard.

End of Term Grade from Agency Sponsor due: **December 1, 2017**.

The above assignments may be mailed or electronically delivered to Mrs. Beard at [cjinternship@shsu.edu](mailto:cjinternship@shsu.edu). They will be logged in and given to the Internship Coordinator for grading. **Do not mail them to Dr. Dozier**. They will be returned and not entered into the grading system.

The Mid Term Evaluation and Final Grade report from the sponsoring agency may be emailed directly by the agency or mailed to Mrs. Beard at the internship office. The final grade by your agency MUST be received no later than **December 1, 2017** or your grade may be posted incomplete.

Sam Houston State University, College of Criminal Justice  
P.O. Box 2296  
Huntsville, Texas 77341-2296  
Attention: Shelly Beard, Internship Office

## **OTHER INFORMATION:**

Adhere to work hours, agency policies, and rules governing professional staff behavior. This includes appropriate attire as dictated by your assigned agency.

Obey agency policy and direction regarding confidentiality and the handling of confidential information.

Assume responsibility for your action and activities and maintain a strictly

*professional relationship with all clients.*

*Be courteous and enthusiastic.*

*Maintain a positive attitude utilizing adult maturity.*

*Utilize opportunities for learning provided by the agency.*

*REMEMBER: Internship is a privilege, not a right. This is an initial step into your career. Your potential employers will very likely contact your internship sponsor in regards to your suitability for employment. Many internships lead to employment offers. Small things can have large consequences. Expulsion from an internship agency can and probably will result in your failing internship.*

*You have been screened and hopefully represent the best of the students we have to offer the criminal justice field. You are not only a reflection on yourself, but the University, the College of Criminal Justice and the Internship Program. I will take infractions of any of the outlined rules seriously and will take what action necessary to maintain the excellent reputation we have in law enforcement and related criminal justice agencies.*

*You have been well prepared by the college and outstanding faculty for a successful career. You are on the way. Have fun, do what you know is right, and enjoy your future.*

**ACADEMIC HONESTY:**

<http://www.shsu.edu/administration/faculty/sectionb.html#dishonesty>

**DISABLED STUDENT POLICY:**

<http://www.shsu.edu/schedule/>

**SERVICES FOR DISABLED STUDENTS:**

<http://www.shsu.edu/~counsel/sswd.html>

**STUDENT ABSENCES ON RELIGIOUS HOLY DAY POLICY:**

<http://www.shsu.edu/catalog/scholasticrequirements.html#holyday>