

Criminal Justice Internship - Undergraduate

Criminal Justice Center

CRIJ-4373, CRN Nos. 84140, 84141, 84142

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

OFFICE HOURS: Appointments only. Please see Mrs. Beaird, Internship Assistant, Advising Office-A214, 936-294-1659, 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: Harr, Scott J. and Hess, Karen M. (2010) Careers in Criminal Justice and Related Fields: From Internship to Promotion. Sixth Edition. Wadsworth Cengage Learning.

COURSE DESCRIPTION: Internship is student placement in a criminal justice agency. 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 course is also designated as a writing enhanced course "W" and an Academic Community Engagement (ACE) course. Your transcript will be credited with these designations.

COURSE OBJECTIVES: To provide students with practical experiences in cooperation with criminal justice agencies. Through observing and participating from an operational perspective, the student can link classroom content with actual application in the criminal justice job place. To allow 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 criminal justice is 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 criminal justice field.

Working within the criminal 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 three factors. First, you will supply an activity report and reflection on your community engagement to be graded by the Internship Coordinator. This is to be a summary, not just a list of activities. It should be maintained on a daily basis. The activity report will be submitted through blackboard at both mid-term and the end of the semester. The goal is to relate theory into practice. Second, you will submit an end of term paper that evaluates your internship experience. It will outline your career goals and how you intend to achieve them. You are to use your course textbook as a resource for your report. I will not designate how long it should be, but it should be no shorter than twelve (12) pages. Finally, 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, 25% end of term paper, and 50% the evaluations provided by the agency. Sponsoring agency is also evaluating you and the end of term paper to attain grade. During the course of the semester, one or more field visits may be made to your work location by the coordinator for onsite evaluation. **This is a writing enhanced credit course "W" which means that at least 50 percent of your course grade will derive from writing activities designed to help you master course objectives.***

DUE DATES OF ASSIGNMENTS:

CONTACT INFORMATION: Due **September 5, 2017** is CONTACT INFORMATION (name of agency, name of supervisor, address/phone number) of the agency you are interning with along with a PHOTO of you at the agency where you are interning. (Photo may be with a sign/logo of the agency you are interning with or a photo of you performing an assignment during your internship. NO PICTURE OF YOUR AGENCY ID). You must submit assignment through blackboard.

Mid-Term Activity Report and Reflection (Daily Activity Log), Time Sheets, and Mid-Term Agency Student Performance Evaluation, due **October 11, 2017**. Assignment must be submitted through blackboard.

End of Term Activity Report (Daily Activity Log), Time Sheets, Personal (Student) Internship Evaluation Form, Term Paper on internship experience and career goals, and End of Term Agency Grade from Agency Sponsor, due **December 1, 2017**. Assignment must be submitted through blackboard.

The above assignments must be submitted through blackboard. **Do not mail or fax them to Dr. Dozier**. They will be returned and not entered into the grading system.

For problems with course tools or features, course access, browser, plugin, display issues, blogs, and podcast :

Email: blackboard@shsu.edu

Phone: [936.294.2780](tel:936.294.2780)

Toll-free: [877.759.2232](tel:877.759.2232)

Hours:

Mon. - Fri. 7 a.m. - Midnight (Email/Phone); Mon.-Fri. 8 a.m. - 6 p.m. (Chat)

Sat. 7 a.m. - Midnight (Email/Phone)

*The SHSU Online Support Desk is closed during university holidays and observes shorter hours during interim sessions.

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 and community involvement 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.

STUDENT ACADEMIC POLICIES concerning Attendance, Academic Honesty, Disabled Student and Services for Disabled Students, and Absences on Religious Holy days may be found at: <http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>

USE OF TELEPHONES AND TEXT MESSAGERS IN ACADEMIC CLASSROOMS AND FACILITIES: <http://www.shsu.edu/dept/academic-affairs/aps/aps-curriculum.html>