

**Fayetteville State University**  
**College of Arts and Sciences – Department of Criminal Justice**  
**CRJC 430-01 & 02 Internship in Criminal Justice**  
**Spring 2011**

**I. Locator Information:**

Instructor: Dr. Robert A. Brown, Ph.D., Assistant Professor  
Course # & Name: CRJC 430-01 & -02 Internship in Criminal Justice  
Semester Credit Hours: 3  
Day and Time Class Meets: Student Internship Site Class Location: JKSA 220  
Office Location: 320 Laretta Taylor Bldg. Office Phone: 910-672-2272  
Office hours: T&R 9-11am; 1-2pm; W 9-11am  
Total Contact Hours for Class: 120 Field hours (3 Credit Hours)/240 Field Hours (6 Credit Hours)  
Email address: [rbrown20@uncfsu.edu](mailto:rbrown20@uncfsu.edu)

Whenever you send me a message regarding this class, **ALWAYS INCLUDE THE COURSE NUMBER IN THE SUBJECT LINE: CRJC 430**

**FSU Policy on Electronic Mail:** Fayetteville State University provides to each student, free of charge, an electronic mail account ([username@uncfsu.edu](mailto:username@uncfsu.edu)) that is easily accessible via the Internet. The university has established FSU email as the primary mode of correspondence between university officials and enrolled students. Inquiries and requests from students pertaining to academic records, grades, bills, financial aid, and other matters of a confidential nature must be submitted via FSU email. Inquiries or requests from personal email accounts are not assured a response. The university maintains open-use computer laboratories throughout the campus that can be used to access electronic mail. Rules and regulations governing the use of FSU email may be found at <http://www.uncfsu.edu/PDFs/EmailPolicyFinal.pdf>

**II. Course Description:**

This course provides students with the opportunity to synthesize theory and practice in a supervised work environment in a criminal justice agency, with the students' progress and performance on the job monitored jointly by the agency head and the course instructor. Students taking the course for 3 credit hours will complete 120 hours of internship in a criminal justice agency (or agency related to criminal justice), and student taking the course for 6 credit hours will complete 240 hours of internship.

**III. Disabled Student Services:** In accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ACA) of 1990, if you have a disability or think you have a disability to please contact the Center for Personal Development in the Spaulding Building, Room 155 (1<sup>st</sup> Floor); 910-672-1203.

**IV. Textbook and Materials:**

No textbooks are required.

Student internship insurance must be purchased through the university. **Please write a check or money order for \$20.00 to Fayetteville State University. Please deposit the \$20.00 into your account on campus at the beginning of the semester. HOLD OFF ON THIS UNTIL YOU GET AN E-MAIL FROM ME.**

**V. Student Learning Outcomes:**

Upon successful completion of this course, students will be able to:

- Assess how a criminal justice agency or affiliate operates
- Apply the theories and principles learned in the classroom to actual practice
- Identify your personal strengths and weaknesses “on the job”
- Improve your oral and written communication skills

**VI. Course Requirements and Evaluation Criteria:**

This course is field-based, students report directly to their internship site for work, and course-related assessments will be administered online via Blackboard. While this is not an online course, you will be required

to complete various course requirements online via Blackboard. Students are expected to utilize the Blackboard site for this course.

**I reserve the right to change the scheduled date, number, or nature of all course requirements to facilitate course objectives.**

**I reserve the right to reject student work products deemed inappropriate for the assignment.** If a work product is rejected, the student will be notified via email and given one-week from the date of notification to resubmit a revision; blatant failure to follow assignment guidelines and/or shoddy work typically results in rejection. **A 20 percent grade reduction may be applied to resubmitted assignments.** Failure to resubmit a revised work product within one week of the notification date may result in a grade of zero for the assignment.

**Grading Scale:**

90-100	points = A
80-89	points = B
70-79	points = C
60-69	points = D
0 - 59	points = F

**a. Attendance Requirements**

We will meet for class on one occasion (TBA). The notice for this meeting will be announced in Blackboard and students will be emailed regarding the meeting location, date, and time. You will report directly to your internship site to complete your require 120 (or 240) field hours.

**b. Graded assignments and value of each assignment**

Regarding assignments turned in, be certain to keep digital copies (on your computer or on a disk) of all work.

**1. Weekly logs and time sheets (33 points, 33%)**

Students are required to submit seven bi-weekly logs and time sheets (7 @ 4.7 points each) detailing their activities and hours for each two week period. The Bi-Weekly Log Sheet and time sheet is available via Blackboard; students should use this sheet only – do not make up your own. You must complete the biweekly logs and time sheets using Microsoft Word. Please complete the form fully and be explicit – everything you are doing should be reported, even if you are doing the same thing week after week. Do not just write “filing” or “driving with supervisor”, be more explicit.

**2. Reports [Writing assignments] (33 points, 33%)**

Students will complete 7 reports (7 @ 4.7 points each) on varied topics related to the internship throughout the time in the field. The Report Assignments are available via Blackboard and must be completed using Microsoft Word. *See informational handout entitled “Writing Assignments” at end of syllabus.*

**3. Agency supervisor evaluation (34 points, 34%)**

One time during the semester the agency supervisor will be asked to evaluate the performance and progress of the student in his or her role as an intern. This form will be mailed to your supervisors from me. Please see syllabus for due dates so you can remind your supervisor.

**d. Policy on Missed or Late Assignments**

All course requirements must be completed on-time. All assignments are due at the times established in the course schedule. Late assignments will be accepted with the following penalties: the first day it is late (which begins at 10:00 AM on the assigned due date) there will be a 15% reduction from the total points for the assignment, a 30% reduction at day two (which begins at 10:00 AM the day after the assignment was originally due), and no assignment will be accepted 48 hours after the assigned due date.

Makeup assessments will be given only when there is a valid excuse for missing the scheduled assessment **and the reason for the absence is clearly documented** (e.g., bail papers, citations, hospital admission/discharge

papers, police reports, etc.). Those who have a valid excuse for missing a scheduled assessment will have to take a makeup assessment **within one week of the original date.**

*e. Expectations of students:*

- A. Students **will complete hours required** for internship.
- B. Students will attend internship dressed and acting appropriately and eager to learn. Remember, you are representatives of Fayetteville State University and your behavior must reflect the high level of integrity being such a student requires.
- C. Students **will inform instructor as to any problems in the placement immediately, even if you have been told by your placement supervisor that he or she will contact me.**
- D. Students will inform agency supervisor when they are unable to come in on an assigned day. **Students will provide, in writing, to agency supervisor and instructor how he or she intends to make up the missed hours (e-mail will suffice).**
- E. Students will complete all academic assignments **on time** and will submit them via Blackboard.
- F. Interns will abide by any conditions set forth by placement agency (ex. Confidentiality).
- G. Students will purchase student internship insurance through the university. Checks or money orders should be made out to Fayetteville State University and deposited at the Cashier's Office.
- H. Students will turn in all forms PRIOR to the beginning of their internship. Your hours will not be counted until I have those forms.
- I. **Failure to comply with the requirements and expectations for CRJC 430, or the requirements and expectations established by the internship site, can result in the student being withdrawn from the internship, and/or failing the internship. If an insurmountable problem arises during the semester with the internship/site for which the student is culpable, the student is not guaranteed placement with another internship/site.**

*f. Academic Misconduct:*

Any student found guilty of academic dishonesty will be subject to disciplinary actions as described in the student handbook. Academic dishonesty includes, but is not limited to the following: cheating, plagiarism, complicity in academic dishonesty (helping or attempting to help another student cheat) and misrepresentation to avoid academic work (e.g. fabricating excuses of illness, injury, accident, family death, etc. to avoid the timely submission of academic work or test taking). The aforementioned forms of academic misconduct also apply to online activity related to this course (i.e., misrepresenting time worked or activities related to the internship, copying summaries of activities from other students, etc.). Any incident of academic misconduct can result in failure of the course, not just a zero on that assignment/course requirement, no matter how big or small the activity.

*g. Students with Disabilities*

Students with a disability that affects their performance of their internship duties are expected to meet with the professor and the internship supervisor so that appropriate strategies can be considered to ensure participation and achievement opportunities are not impaired.

**VII. Academic Support Resources** – I am here to answer any questions/concerns you may have throughout the semester.

**VIII. Course outline and Assignment Schedule**

The last day eligible to turn in assignments is the last date listed for the week an assignment is due at 10am. For example: Your first assignments are due by January 21<sup>st</sup> at 10am.

Date	Exercise	Place to turn it in
Week 1 January 8-14		
Week 2 January 15-21	a. Bi-weekly log and time sheet b. Writing assignment 1	a. Blackboard b. Blackboard
Week 3 January 22-28		
Week 4 January 29-February 4	a. Bi-weekly log and time sheet b. Writing assignment 2	a. Blackboard b. Blackboard

<b>Week 5</b> <b>February 5-11</b>		
<b>Week 6</b> <b>February 12-18</b>	a. Bi-weekly log and time sheet b. Writing assignment 3	a. Blackboard b. Blackboard
<b>Week 7</b> <b>February 19-25</b>		
<b>Week 8</b> <b>February 26-March 4</b>	a. Bi-weekly log and time sheet b. Writing assignment 4	a. Blackboard b. Blackboard
<b>Week 9</b> <b>March 5-11</b>		
<b>Week 10</b> <b>March 12-18</b>	a. Bi-weekly log and time sheet b. Writing assignment 5	a. Blackboard b. Blackboard
<b>Week 11</b> <b>March 19-25</b>		
<b>Week 12</b> <b>March 26-April 1</b>	a. Bi-weekly log and time sheet b. Writing assignment 6	a. Blackboard b. Blackboard
<b>Week 13</b> <b>April 2-8</b>		
<b>Week 14</b> <b>April 9-15</b>	a. Bi-weekly log and time sheet b. Writing assignment 7	a. Blackboard b. Blackboard
<b>Week 15</b> <b>April 16-22</b>	<b>a. Agency supervisor evaluation</b> <b>b. Student evaluation of agency</b>	a. U.S.P.S./Online b. Online
<b>Weeks 16 &amp; 17</b> <b>April 23-May 6 (Friday)</b>	Review and address any unresolved issues related to the internship.	

#### **IX. Teaching strategies**

Because this course requires students to complete hours outside of the classroom, but still attend to academic assignments, the teaching strategies involved will include bi-weekly contact between the student and instructor via reports outlining internship activities. No lectures or discussions will take place. The instructor will grade the biweekly log and time sheets and writing assignments that link the practicum with what the student has learned in the field.

#### **X. References**

Gordon, G.R., and McBride, R.B. (2008). *Criminal Justice Internships: Theory into Practice (6<sup>th</sup> ed)*. Cincinnati, OH: Anderson Publishing.

Harr, S.J., and Hess, K.M. (2009). *Careers in Criminal Justice and Related Fields: From Internship to Promotion (6<sup>th</sup> Ed.)*. Belmont, CA: Wadsworth, Cengage Learning.

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### **Writing Assignments**

#### **REPORT # 1      Orientation to the Community**

- a. Describe the geographical area (city, county, region, or state) serviced by the institution, department, agency, or division in which you are working. For example, you might include in this description such dimensions as population, industry, urban-rural boundaries, occupation, demographics, and government. (Tell me about the crime rate in Fayetteville or Cumberland County or whatever city/county you are working in.)

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**REPORT #2 Orientation to the Agency****a. Setting -- Institution, Department, Agency, or Division**

1. What services are provided by the internship setting, and to whom are the services administered?
2. Describe the source or sources of financial revenue which make possible the operations of the institution, department, agency, or division to which you have been assigned for your internship.

**b. Administration and Organization**

1. Who makes the POLICY governing the institution, department, agency, or division? Is there a Board of Directors, a Board of Regents, a Governing Board, or other designated board or committee that is responsible at state or local level for policy-making? How are Board or Committee members selected? What is the length of time Board or Committee members serve?
2. Describe the positions that comprise "top management" of the institution, department, agency, or division to which you have been assigned for your internship. Such positions might include superintendent, director, executive, assistants, supervisors, chiefs, etc.

**c. Community Resources (Local, State, Federal)**

What community resources (local, state, federal) are used by the institution, department, agency, or division, and in what way?

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**REPORT #3 Expectations and Reality**

- a. Describe two (2) areas you have discovered about the policies or operations of the criminal justice system or your agency that are different from what you had been lead to believe from newspaper or television reports or even from classes you have taken.
- b. Describe two (2) areas you discovered about the policies or operations of the criminal justice system or your agency that essentially conform to your previous expectations.
- c. How have your views changed with regards to:
  - (1) Crime?
  - (2) Punishment?
  - (3) criminals?

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**REPORT #4 The Educational Venture Between the Department of Criminal Justice and the Internship Setting**

- a. What are your personal reasons for this educational venture? What goals can be achieved by the student intern, by the agency, and by the University?
- b. How can the learning derived from the field internship experience contribute to the persons serviced, to the community, to the State of North Carolina and any specific populations you want to help overall?

- c. Describe two learning experiences you have had during this internship that have had the most meaning for you. State your reasons for your choices.

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**REPORT #5 Effectiveness and Suggestions for Change**

Write an essay in which you describe how you would increase the effectiveness of your agency if you were in charge. List at least one thing you would change in your agency – even if you think your agency is doing a good job.

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**REPORT #6 Research of Three Agencies**

Identify and research three agencies (internship placement may be included) where you would like to be employed. Present in this paper sections on the following areas:

- name of agency
- duties involved at agency
- salary and promotion
- requirements to be employed by agency (College degree, academy, etc.)
- why you chose this agency

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**REPORT #7 Evaluation and Consolidation of Goals**

Your final report should be a complete report of your internship experiences – meaning give a section to each of the activities you reported in your biweekly log (ride-a-longs, client home visitations, in office appointments, policy discussion, staff meetings...). Title your report “How I Evaluate Myself as a Future Criminal Justice Worker,” and do not exceed five typed pages. Describe the extent to which the theoretical knowledge included in your course work at Fayetteville State University, Department of Criminal Justice contributed to your field practice experience during your internship. Cite at least two FSU courses. Show what you have learned, indicate how your ideas have changed or been supported, and why. List your strengths and weaknesses and grade yourself on job performance.

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**CRJC 430 - Internship in Criminal Justice**  
**Bi-Weekly Log and Time Sheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Bi-Weekly Log#: \_\_\_\_\_

(Please identify the log and time period, such as Weeks 1 & 2; Weeks 3 & 4; Weeks 5 & 6; etc.)

I. **Activities:** List what activities you participated in this week

II. **Clientele:** With whom in the field did you work- include clients and co-workers. (Do not give me names, just types of clients and types of co-workers)

III. **Reflection:** What was the most interesting or important thing that happened to you this reporting period?

