

INTERNSHIP IN CRIMINAL JUSTICE (CRMJ 499)

Semester

Internship Director: Leslie Hill, Ph.D.

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Office Hours: by appointment only

Course Overview

The internship program gives students work experience that counts as academic credit. As a part-time intern (CRMJ 499) you will be expected to work 10 hours per week for a criminology or criminal justice affiliated agency for at least 8 weeks and complete the academic requirements of this course. Upon successful completion of the program, students earn 3 credit hours toward major requirements (Cluster A). Students are able to take the internship class twice, for a total of 6 credits hours toward major requirements (Cluster A). The internship will allow students to gain invaluable experience, develop professional relationships with potential employers and bridge the gap between academia and the professional world by applying their classroom knowledge and developing an awareness of the responsibilities to be encountered upon entering the field of criminology/criminal justice.

Course Objectives

1. Apply criminological theory and practice in work settings.
2. Understand and apply relevant work practices in a professional setting.
3. Understand and apply communication and problem solving skills in a work setting.

Course Requirements and Deadlines

Assignment	Due Date
Syllabus Quiz	Before your first weekly entry
Weekly Submissions (n=8)	Must submit 8 throughout the semester
Supervisor Evaluation #1	4 weeks after your start date
Supervisor Evaluation #2	Your last week

**** Late submission of any assignment will result in a deduction of points unless prior arrangements have been made.****

Point Breakdown

Syllabus Quiz	5 points
Weekly Entries	10 points per entry (8 weeks x 5 points per entry = 80 total points)
Supervisor Evaluations	20 points per evaluation (2 evaluations x 20 points = 40 total points)
Total Points Possible	125 points

Grading Scale

All materials submitted in fulfillment of course requirements shall conform to the Honor Code and to the usual academic standards governing appropriate test behavior. To pass this course you must: **perform satisfactorily at your agency, and submit both supervisor evaluations to earn a passing grade regardless of the number of points you have.** The final course grade determination is as follows:

A= 125-112 B=111-100 C= 99-88
D = 87-76 F= 75-0

Description of Assignments

Syllabus Quiz (must complete before your first weekly entry)

There is one 5 point syllabus quiz to ensure students understand the academic portion of the internship. Please click on “Quizzes” in Canvas and select the “Syllabus Quiz.” You may take it as many times as you need (unlimited) until you get a 5/5. The last two questions allow you to type in your due dates for your two supervisor evaluations, so be sure to take a look at your start and end dates for the internship to assign yourself due dates. Please complete the syllabus quiz as soon as possible and some time before you submit your first entry.

Weekly Entries (Must submit 8 between **(Dates)**)

Students are required to turn submit weekly entries on Canvas. In the “Assignment” tab, there will be a list of weeks Ex. Week 1 Entry, please submit your entry into the proper weekly tab. Your weekly journal entries will describe some of the more interesting/relevant activities in which you participated, why you think they are interesting or relevant, what surprises you, and how these activities relate to what you have learned in your courses. **These entries are exercises in professional communication, so they should be clearly written and free of grammatical errors and slang words. Should you deviate from these guidelines, you will either lose points or not receive credit for the assignment at all.**

You must submit 8 weekly entries during your time as an intern. These must be dispersed evenly throughout your time. Do not wait until the end of the semester, when you have less than 8 weeks left to begin submitting them. They are descriptions of your week, thus you must be able to write about what you did ALL week.

Format of Weekly Entries:

1. All assignments should be in 12 point Times New Roman font with 1” margins

2. In the upper left hand corner of your submission, include your name, placement agency, the date, and the week number.
3. Submissions should be one to two double-spaced pages of text in length. Excluding the information included at the top of each entry.

Weekly entries will be graded based on content, length, and writing quality. Submissions that do not meet these criteria will lose points. For example, if an entry is only ½ a page in length, up to 2.5 points will be deducted from the 5 possible points that can be earned.

*Some agencies will require you to keep information confidential. This is not an excuse to not turn in your weekly submissions. You will not breach confidentiality as long as you do not use names or other identifying characteristics of suspects or clients. Remember that most information in the criminal justice system is open to the public.

Supervisor Evaluations (#1 is due 4 weeks after your start date and #2 is due your last week)

Your agency supervisor will evaluate your performance twice during the semester. The first evaluation serves primarily to point out any problem areas. Please submit each evaluation on Canvas, in the “Supervisor Evaluation # 1 or #2” tab in the “Assignments” tab. Be sure to submit Evaluation #1 in the tab for the first evaluation and Evaluation #2 in the tab for the second Evaluation. It is the student's responsibility to make sure these evaluations are submitted on Canvas. One point will be deducted for each day the evaluation is late. The evaluations can be found at the end of the syllabus or on Canvas in the Supervisor Evaluation submissions tab (within Assignments).

- **Each student has slightly different start and end dates, so the due dates for each supervisor evaluation will be different for each student. Please reach out to the professor to confirm your due dates for each evaluation to avoid confusion.**

Assignment Submission

Please refer to the assignments tab on Canvas for all assignment submissions. This includes the weekly entries, ethics paper, and both supervisor evaluations. Each weekly entry should be submitted in the assignment tab with the corresponding week. Please submit each evaluation on Canvas, in the “Supervisor Evaluation # 1 or #2” tab in the “Assignments” tab. Be sure to submit Evaluation #1 in the tab for the first evaluation and Evaluation #2 in the tab for the second Evaluation.

Online Course Requirements

- Computer with reliable internet connection (DSL, LAN, or cable connection desirable)
- Access to Canvas
- Access to Zoom
- Webcam and microphone

Course Structure

This course will be delivered entirely online through the Citadel’s Learning Management System, Canvas. You will need your Citadel CWID and password to login to the course from the Canvas home page (<https://lesesnegateway.citadel.edu/cp/home/displaylogin>).

REMINDERS:

1. As an intern, you are expected to work part-time (ten hours per week) with your placement agency for at least 8 weeks throughout the academic semester. Spot checks will be conducted to make sure you are meeting the hours requirement.
2. You are expected to comply with all agency rules and regulations (this includes agency regulations concerning dress code). Any intentional or unintentional violation of agency rules will be handled as though you were a staff member within that agency. This includes termination of your internship if termination of a staff member's employment would be in order. If the termination is due to a serious infraction, such as falsifying records, theft, harassment, etc., the student will fail the internship as well and may be brought up on University Conduct Code Charges. If a student is terminated we cannot guarantee a new placement.
3. Students may be removed from their agencies, if deemed necessary, at the discretion of the internship director—this will result in an automatic failure of the internship program.
4. You are expected to behave in a professional manner throughout the duration of your internship. This includes professional communication between you and all other staff members (including but not limited to your supervisor) as well as appropriate professional behavior. Should any situation arise that you feel was not handled in an appropriate and professional manner (either by yourself or someone else within the agency), please bring it to the attention of the Internship Director immediately. Additionally if you need to report harassment or would like to look over the guidelines, click the link for The Citadel's policies on equal employment and diversity: <https://www.citadel.edu/root/hr-policies-procedures>
5. You must never identify yourself or permit others to identify you as anything other than a student intern. You are definitely not permitted to work in any undercover capacity. You are a student and only a student.
6. You must register for CRMJ 499 and pay for the 3 semester hours of credit by the Citadel's deadline date for fee payment.
7. You should contact your placement agency one full week prior to the beginning of your internship. Ask if they have any final information or instructions for you (including where to report) or if you need to obtain any type of schedule from them.
8. Do not take unauthorized actions. Be certain that you fully understand what is expected of you for any given task. Do not hesitate to ask questions if you do not understand something.
9. Stay in close communication with the Internship Director. If you are having a problem with your placement agency, let me know at once. Notify the internship director immediately if your mailing address, e-mail address, or telephone number changes. If you have any questions at all, please call or e-mail the Internship Director.
10. You are allowed two excused sick days if necessary. Any additional days missed will have to be made up. Call the office if there is a problem you cannot resolve.

11. The Citadel does not require you to work during the week of Spring Break or during Finals Week. However, this is something that you should discuss with your supervisors ahead of time if you will not be in town.
12. If you have questions or just need to talk during your internship—do not hesitate to contact the internship director for academic issues and for work-related issues. If I am not immediately available, leave a message (843.953.6063) or email (lhill4@citadel.edu) and I will get back to you as soon as possible. The Department of Criminal Justice office welcomes and encourages communication from students.
13. Please remember, the internship is a very important part of your academic career. Often hiring agencies will contact your internship supervisor for an evaluation of your work. We expect top performance both academically and professionally

Changing Internship Agencies:

You may not change your internship agency without the express approval of the internship director. Further, note that these requests are reviewed only under the most extreme circumstances.

Email Accounts:

Each student is responsible for getting and maintaining Citadel email account. The Internship Director will communicate with you through your Citadel email address throughout the semester. Make sure that you check your FSU email account at least once a week. The internship director may send updates and other communications to your account.

****A note on email etiquette: Use traditional greetings and closings in every email you send. Also remember to include your name so that the internship coordinator will know with whom she is communicating. ****

Technical Assistance

If you need technical assistance at any time during the course or to report a problem you can:

- Email the Center for Excellence and Innovation in Teaching, Learning, and Distance Education (CEITL &DE) at ceitlde@citadel.edu
- Visit the Canvas tutorials found in your Citadel Online Student Resource course, or visit the HELP MENU in your course navigation bar.

The Honor Code

A cadet does not lie, cheat, or steal. Nor do they tolerate those who do. Any honor violations will be reported to the Honor Committee.

Students with Disabilities

The Citadel complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request through Services for Students with Disabilities in the Student Success Center (117 Thompson Hall, 843-953-6877) to verify their eligibility and to identify appropriate accommodations. Students should speak to his/her professor and also make requests for academic accommodations to Services for Students with Disabilities so we can ensure these accommodations and facilitate student success. If you have an immediate access need, please reach out to your faculty immediately in person, via email, or during office hours. Students with short-term disabilities, such as a broken arm, can often work with instructors to minimize classroom barriers. In situations where additional assistance is needed, students should contact the Services for

Students with Disabilities as noted above. Please know that accommodations are not retroactive, so avoid any delays.

Academic Integrity Statement: Students will submit only their own work for evaluation in this course, except as appropriately documented. All rules and stipulations of The Citadel's Honor Manual and Honor Code apply to this course, including its definitions and policies related to cheating, lying, stealing, and non-tolerance. Cheating or evidence of academic dishonesty on any work submitted for evaluation will result in an "F" for both the assignment and the course. To ensure academic integrity, you must abide by both the letter and spirit of all honor, documentation, and citation requirements. Plagiarism in any form is unacceptable, as it fails to meet any standard of academic work. It is your responsibility to read and understand what constitutes intentional and negligent plagiarism. Plagiarism, intentional or negligent, may be referred as an honor violation. The complete Honor Manual may be found at: <http://krausecenter.citadel.edu/wp-content/uploads/2019/08/2019-2020-Honor-Manual-WEB.pdf> and the Honor Code can be found in the Course Catalog: <http://www.citadel.edu/root/images/cgc/cgc-academic-catalog.pdf> In addition, Course material is for the sole use of students currently enrolled in the course and not for redistribution to electronic file sharing sites (share drives, Chegg, Course Hero, etc.).

Supervisor Evaluation #1

Submit: On Canvas
 “Supervisor Evaluation #1” tab under “Assignments”

Due: 4 weeks after your start date

Name of Intern: _____

Intern CWID: _____

Supervisor: _____

Title: _____

Agency: _____

Email: _____

Agency Address: _____

Please circle the response which best indicates the intern’s performance while working with your agency.
 Please comment on the next page.

Poor Below Average Average Good Excellent

	Poor	Below Average	Average	Good	Excellent
Conforms to attendance and punctuality standards					
Completes assignments on time					
Shows initiative- seeks work					
Communicates well in writing					
Communicates well orally					
Works well with others					
Works well independently					
Demonstrates desire to learn					
Acquires new skills readily					
Accepts responsibility					
Responds well to constructive criticism					
Demonstrates respect for authority					
Handles confidential information appropriately					
Chances of employment with this agency (if an opening were available)					

PLEASE COMMENT (Whenever possible, please provide examples.)

Learning ability: How quickly and accurately has the student learned what is necessary to carry out assignments?

Flexibility: How does the student adapt to changes in work assignments, procedures, deadlines and work pressures?

Productivity: Please comment on the quantity and quality of the work completed by this student

Suggestions: What suggestions would you offer the student to help him/her meet career goals/learning objectives or to remedy areas of weakness?

Has this evaluation been discussed with the student? **Yes** **No**

Signature: _____ **Date:** _____

Supervisor Evaluation #2

Submit: on Canvas
 “Supervisor Evaluation #2” tab under “Assignments”

Due: Your last week

Name of Intern: _____ Intern CWID: _____
 Supervisor: _____ Title: _____
 Agency: _____ Email: _____
 Agency Address: _____

Please circle the response which best indicates the intern’s performance while working with your agency.
 Please comment on the next page.

	Poor	Below Average	Average	Good	Excellent
Conforms to attendance and punctuality standards					
Completes assignments on time					
Shows initiative- seeks work					
Communicates well in writing					
Communicates well orally					
Works well with others					
Works well independently					
Demonstrates desire to learn					
Acquires new skills readily					
Accepts responsibility					
Responds well to constructive criticism					
Demonstrates respect for authority					
Handles confidential information appropriately					
Chances of employment with this agency (if an opening were available)					

PLEASE COMMENT (Whenever possible, please provide examples.)

Learning ability: How quickly and accurately has the student learned what is necessary to carry out assignments?

Flexibility: How does the student adapt to changes in work assignments, procedures, deadlines and work pressures?

Productivity: Please comment on the quantity and quality of the work completed by this student

Suggestions: What suggestions would you offer the student to help him/her meet career goals/learning objectives or to remedy areas of weakness?

Has this evaluation been discussed with the student? **Yes** **No**

Signature: _____ **Date:** _____