



CJ 461: Criminal Justice Internship

Department of Criminal Justice

1. COURSE INFORMATION

1.1. Credit Hours: 3 - 6

1.2. Semester and Year: TBA

1.3. Course Prerequisites: 90 credits of coursework completed toward the degree and the completion of CJ 111, 112, 113, 210, 219, 220 and 230, at least three credits of upper-level criminal justice electives, and 46 credits completed for general education requirements

2. INSTRUCTOR CONTACT INFORMATION

2.1. Name: TBA

Email: TBA

3. COURSE DESCRIPTION

3.1. Course Description

Advanced, off-campus supervised internship in an agency or community setting during which the student applies knowledge and skills learned in the classroom. The internship is linked to a seminar that provides the opportunity to reflect upon the field experience and evaluate student performance.

4. COURSE REQUIREMENTS

4.1. Required Reading

Jordan, W. T., Burns, R. G., & Barringer, T. A. (2007). Criminal justice interns' observations of misconduct: An exploratory study. *Criminal Justice Education, 18*(2), 298-310.

4.2. Required Meetings and Number of Hours Worked

Students are expected to treat the internship in the same manner as if they were paid staff members. Promptness and regular attendance are non-negotiable requirements.

There are three mandatory meetings with your Criminal Justice internship coordinator:

1. Insert date here
2. Insert date here
3. Insert date here

4.3. Required Number of Hours Worked

Students are required to work for the agency where they are placed for the appropriate number of hours, corresponding with the credit hours for which the student is registered. The following sets forth the hours that student interns are required to work:

3 Credits = 120 hours

6 Credits = 240 hours

The agency supervisor will be asked to verify your hours, and to evaluate your performance during the period of your internship. This component is mandatory, and you cannot pass the internship unless the minimum number of hours has been completed. Students may not begin an internship before the semester begins and the internship must end on or before the last scheduled day of class for that semester.

5. ASSESSMENT METHODS AND GRADING

5.1. Evaluation and Grading

Students should refer to the internship manual for appropriate forms that are referenced below. Final grades are derived from the following:

- a. **50 points.** Internship coordinator's analysis of the evaluations conducted by the agency supervisor at mid-term and again at the end of the semester. Periodic contacts by the internship coordinator may also be used in determining the final grade.

Note: Agency supervisors should have completed their midterm evaluations by (insert date). Final evaluations are due at the end of the internship, no later than (insert date).

- b. **10 points.** Timely submittal and depth of analysis of your weekly activity reports and time logs. Weekly activity reports emphasize observations and participation at the internship site. The weekly reports should be completed at the end of each week and be either faxed (828-689-1309), emailed, or hand delivered to the internship coordinator the following Monday morning.
- c. **10 points.** Depth of analysis of intern's evaluation of field placement and self-evaluation in field placement. Refer to the internship manual for appropriate forms. Both forms should be submitted no later than (insert date).
- d. **5 points.** Summary and brief commentary of journal article "Criminal Justice Interns' Observations of Misconduct: An Exploratory Study" (Jordan et al., 2007). The journal article will be handed out at the first meeting with the internship coordinator at the beginning of the semester. The summary/commentary will be due (insert date) and should be approximately three to four typed pages.

- e. **25 points.** Research Paper: A 12-page minimum, double-spaced, typed, 12-point font, original research paper (properly formatted and referenced following the APA Style Manual) on a selected topic relating to your field placement experience is required. Guidelines for the paper follow below (Appendix A). The final research paper is due (insert date).

5.2. Final Grades

Final grades are based on the following scale:

97 - 100 = A+	80 - 83 = B-
94 - 96 = A	76 - 79 = C+
90 - 93 = A-	70 - 75 = C
88 - 89 = B+	60 - 69 = D
84 - 87 = B	Below 60 = F

6. COURSE POLICIES

6.1. Prohibited Activities

Mars Hill University Criminal Justice students will not be permitted to:

- a. Be present at an active crime scene
- b. Seek out persons wanted for crimes or violations
- c. Participate in an arrest
- d. Take part in a search of an area, person, structure, or vehicle
- e. Be armed in any way
- f. Perform an internship where they are employed

Students are required to decline to participate in any activity listed above or that might place the student in danger. If the site supervisors or any representative of the site where the student is performing the internship requires the student to participate in any of the activities listed above, the student will decline to participate and notify the Internship Coordinator as soon as possible. If a student is discovered willfully participating in any of the above listed activities, the student internship will be terminated immediately, and an "F" awarded for the course.

Please remember you are representing Mars Hill University, as well as the Department of Criminal Justice. It is important that you conduct yourself with professionalism and integrity.

6.2. Successful Course Completion

To successfully complete this course, the following is required:

- a. Attendance at the service location is mandatory. It is anticipated that the student and their site supervisor will work together to determine a schedule. It is then the student's responsibility to resolve scheduling conflicts and to meet their internship responsibilities.
- b. Active participation at the work site is expected. Students will only enhance their opportunities for success if they actively participate in programs and organizational discussions during their internship.
- c. Students must adhere to the timetable set forth in this syllabus by completing and submitting, on or before, due dates all evaluations, journals, timesheets, and the final paper.
- d. Academic integrity must always be maintained. Also included under this title is falsification of any timesheet, log entry, or work record.

7. UNIVERSITY POLICIES

7.1. Academic Integrity Policy

Mars Hill University is committed to the fundamental values of honesty, trust, fairness, respect, responsibility, and courage. Our Honor Code calls us to uphold these core values in the work that we do and the lives that we lead. As a community, we honor and expect honest work, fair and respectful treatment of all members of the community, and trust as the touchstone of our work with one another. When members of our community break this code, it is our duty as an academic community to repair what has been damaged and to follow clear guidelines that support and promote the fundamental values of academic integrity.

7.2. Mars Hill University Honor Code

We, the students of Mars Hill University, pledge ourselves to uphold integrity, honesty, and academic responsibility in and out of the classroom.

7.3. Mars Hill University Honor Pledge

On my honor, I have neither given nor received any academic aid or information that would violate the Honor Code of Mars Hill University.

7.4. Academic Responsibilities of Students in and out of the Class

- a. All coursework you submit is a representation of your knowledge and understanding of the material. Your work represents you.
- b. Collaborating and assisting other students is encouraged. However, behavior that keeps another student from learning (e.g., aiding another student in the submission of work that is not their own) is not acceptable and does not support the values of this university.
- c. Your actions in the classroom can enhance or hinder the ability of other students to learn. All behavior in and out of the classroom must contribute to a positive and productive learning environment.

7.5. Plagiarism

Derived from the Latin word *Plagiarius*, plagiarism is defined by Alexander Lindly as "The false assumption of authorship: the wrongful act of taking the product of another person's mind and presenting it as one's own." (Plagiarism and Originality. New York: Harper, 1952, p. 2).

Plagiarism may take the form of repeating another's sentences as your own, adopting a particularly apt phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. Although a writer may use another person's words and thoughts, they must be acknowledged as such. **Plagiarism is cheating. Any student caught plagiarizing the work of another will, at the very least, receive an "F" for the course, and could lead to expulsion from the University.**

Plagiarism consists of any one or more of the following:

- a. Extracting any sentence from another text without quotation marks and a supporting citation. 2) Extracting a portion of any sentence from another text without enclosing it in quotation marks and a supporting citation.
- b. "Cut-&Paste" or "Mosaic" plagiarism occurs when a student eliminates or adds one or two words to an existing sentence or abbreviates a compound sentence.

7.6. Handling of Violations of Academic Integrity

When there are possible violations of academic integrity, the MHU Academic Integrity Guidebook outlines procedures for:

1. Classifying the violation into one of three possible categories (minor, standard, and major)
2. Reporting possible violations
3. Appealing reports of violations, and
4. How reported violation records will be kept. See the MHU Academic Integrity Guidebook for full descriptions of these procedures.

Mars Hill University is committed to maintaining academic integrity in this and all other courses it offers. Academic integrity—scholarship free of fraud and deception—is an important educational objective of the Criminal Justice Program. Academic dishonesty can lead to a failing grade and includes, but is not limited to, the following:

- Cheating
- Plagiarism
- Fabrication of information or citations
- Facilitating acts of academic dishonesty by others
- Unauthorized prior possession of examinations
- Submitting the work of another person or work previously used without informing the instructor and securing written approval
- Tampering with the academic work of other students

In cases where academic integrity is breached, the instructor OR the MHU Honors Council will decide the penalty for the violation. These penalties range from a zero for the assignment up to suspension from the University. The Honor Council consists of ten members (six students and four faculty representatives, with the Director of Judicial and Leadership Programs as non-voting member) and is responsible for enforcement of the Honor Code. Refer to the Student Handbook for a full description of the Honor Council and the procedure governing hearings. The student has the right to file an appeal related to a penalty for breaches in academic integrity and this process is governed by the policy regarding same in the Student Handbook (see Section 4.6 Academic Appeals Procedure).

Additionally, students enrolled at Mars Hill University are expected to act with civility and personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for self and others, and a civil community.

7.7. Incomplete Grades

Incomplete grades are not automatic; rather, a grade of incomplete will be granted at the instructor's discretion with enough documentation by the student of hardship necessitating extra time to complete course requirements. Completion of an incomplete grade shall follow Mars Hill University's policy concerning this matter. If work is not completed within that time frame, the student's grade will roll over to F. Thus, the grade will roll over to F if the incomplete work is not completed before the drop period expires in the semester following the semester in which the grade of incomplete was assigned. This follows the most recent version of the MHU Undergraduate Studies catalog.

8. ADDITIONAL SUPPORT

8.1. Accommodations

Mars Hill University informs its intent to comply fully with the Americans with Disabilities Act (ADA). MHU does not discriminate based on disability in employment or admissions and makes reasonable accommodations as needed for persons with documented disabilities. Questions and grievances should be directed to the Committee on Disabilities at P.O. Box 6714, or to disabilityinfo@mhu.edu.

The instructor will comply with MHU's policy associated with accommodating students with some type of disability that necessitates some sort of special assistance related to course work. However, the type of assistance that may be needed will need to be documented IN ADVANCE of the need for such accommodations and only documented through the Counseling Center at MHU (Nash 109; 828.689.1410). Please make an appointment with the Counseling Center right away about this should you need some type of accommodation due to any type of physical or mental disability. The Counseling Center will then contact the instructor with information about what type of special accommodation that might be. This cannot be corrected at the end of the semester, and it must be accomplished at the beginning of the course.

8.2. Student Support Services Program:

If you find you need tutoring for this course, help with reducing test anxiety or personal counseling please contact the Student Support Services Office. These services are of no cost to the student. The Mars Hill University Student Support Services Program is 100% funded by a grant from the U.S. Department of Education. Services and resources may include, but are not limited to:

- Academic and Personal Advising
- Peer tutoring
- The SSS Computer Lab and Resource Center
- The SSS Study Center
- Assisting students with academic accommodations
- Workshops and Seminars
- Exposure to Cultural Programs

The SSS Office is open 8:00 a.m. through 5:00 p.m., Monday – Friday (August through May). They are in Marshbanks Hall, Room 202, or you can call them at (828) 689-1380. For more information, see the following webpage: <http://www.mhu.edu/campus-life/student-services/student-support-services>.

8.3. Writing Center

The Mars Hill University Writing Center, located both online and in Renfro Library, offers free writing tutoring for all MHU students and can assist students at all stages of the writing process, from pre-writing to revising final drafts, on any writing assignment for any class!

To schedule a tutoring session, students should use the Penji scheduling system at this link:(web.penjiapp.com).

The Writing Center offers tutoring by appointment as well as drop-in tutoring on Zoom and in the Writing Center. Email flopez@mhu.edu or writingcenter@mhu.edu if you have trouble scheduling an appointment.

Check out the Writing Center website at <https://www.mhu.edu/current-students/student-services/writing-center/> for updated hours, FAQ's, and help!

8.4. Student Support Services

If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact the instructor.

If any student does not have a suitable computer to complete their academic work, please contact the IT Dept at [\(828\) 689-1444](tel:8286891444) or stop by Wall 119 and ask for assistance.

Other Questions/Concerns: Any questions regarding Moodle should be directed to IT Support ([828-689-1444](tel:8286891444) or helpdesk@mhu.edu).

APPENDIX A

Guidelines for Criminal Justice Field Research Paper

I. Introduction

Brief overview of the agency, including:

- a. Type of agency (local, state, federal, law enforcement, court, corrections, and any other relevant descriptive information).
- b. Location
- c. Size of the agency (number of personnel, offenders, geographical area served, and any other descriptive information).
- d. Special accomplishments or recognition

II. Organizational Culture and Structure

- a. Expected Employee Behavior:
 - Mission Statement*
 - Official goals statement*
 - Official values statement*
 - Code of Ethics/Conduct*

*Include copies in the appendices section of the paper if available. If not available, please note that in the paper.

- b. Organizational Structure:
 - Agency organization chart
 - Organization chart for the unit (include number of employees)
 - Agency relationship to other elements of the criminal justice system (Students may use a flow chart to illustrate this relationship)

III. Agency Functions

- a. Most important staff functions in unit to which the student is assigned
- b. Prioritize the functions by calculating the percent of employee time spent on each function

IV. Integration of Course Content and Internship

- a. Based on prior course work, discuss the issues and challenges most relevant to the agency (e.g., budget constraints, legal changes, increasing or decreasing crime rates, effects of jail/prison overcrowding, changing area demographics, effects of get-tough-on-crime policies, impact of the media on public perception of the agency, etc.).
- b. According to the agency, which of these issues and challenges have the greatest impact on the ability of the agency to accomplish its mission? What is the nature of this impact?
- c. How does the agency address these issues and challenges?