

Marshall University

Course Syllabus

Course Title/Number	CJ 490/590: Internship
Semester/Year	Fall, 2015
Days/Time	TBA
Location	TBA
Instructor	Margaret Phipps Brown
Office	Smith Hall 735, Marshall University, One John Marshall Drive, Huntington, WV 25755
Phone	304-696-3086; 304-696-3085 (fax)
E-Mail	brownmp@marshall.edu
Office/Hours	During the summer, I do not keep regular office hours on campus. Appointments are available by request.
University Policies	By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy by going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802 Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Course Description: From Catalog

The placement of an individual into a criminal justice agency (police agencies, probation departments, courts, correctional facilities, law practices, victim services, juvenile service, etc.) to observe and participate in its operation. PR: Consent of the Instructor, Junior standing, completion of at least 15 hours of criminal justice courses, and a 2.5 GPA overall and in the major.

The table below shows the following relationships: How each student learning outcomes will be practiced and assessed in the course.

Course Student Learning Outcomes	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
Students will learn the professional demeanor, requirements, and functioning of a criminal justice or related agency with which they intern	Learn from internship agency the requirements for an intern	Supervisor's evaluation of student
Students will record the information they acquire by writing reflective journals and by responding to questions from the text	Journaling	Student journals
Learn how to dress, behave, and function in a professional manner	Learn from internship agency the requirements for an intern	Supervisor's evaluation of student
Coordinate internship hours with the agency and the MU internship director and complete the required internship hours with the host agency	Journaling and assignments	Student journals and assignments
Prepare for a criminal justice or related profession by submitting a resume and completing a career profile with the MU Career Services Center	Learn from internship agency the requirements for a professional career with that agency and completion of a Career Services Center approved resume	Career Services approved resume

Required Texts, Additional Reading, and Other Materials

Gordon, G., & McBride, R. (2012). *Criminal justice internships*. (7th ed). Cincinnati, OH: LexisNexis.

Course Requirements / Due Dates

Please note that all assignments are to be submitted via BlackBoard in MUOnline.

This course is graded on a Credit (CR)/No Credit (NC) basis. For an intern to receive credit, he/she must complete all of the following:

1. Journals must be accurate and acceptable (at the "B" level or above).

Journals: All interns are required to keep a journal of internship experiences and hours. The journal should be typed on 8.5 x 11" paper (**DO NOT** use spiral notebooks). The journal should include a brief synopsis of what you do during your internship, including the hours worked for each entry, the running total of all hours completed, what you did during each shift, how you feel about what you are doing, and how what you see or do relates to what you have learned at Marshall (see Journal Entry Format on page 5). **Your journals and the answers to the assigned questions must be submitted as MS Word documents via Blackboard, as you complete the number of hours (in multiples of 17) necessary for you to write another journal.**

****YOUR JOURNALS AND ASSIGNMENTS (SEE # 2 BELOW) MUST BE SUBMITTED AS YOU COMPLETE YOUR HOURS. FOR EVERY 17 HOURS OF WORK YOU COMPLETE, YOU MUST SUBMIT YOUR JOURNAL AND**

ASSIGNMENT WITHIN ONE WEEK!! JOURNALS AND ASSIGNMENTS SUBMITTED MORE THAN ONE WEEK AFTER COMPLETION OF EVERY 17 HOURS WILL NOT BE ACCEPTED.**

2. Questions from the book must be answered thoroughly.

Readings & Questions: You are required to read different chapters in your text and respond to the questions at the end of the chapters. These questions are to be answered and will be submitted at arranged times (as you finish your hours for journaling) during the semester. Remember, these are essay/discussion questions and you are expected to answer the questions thoroughly to receive credit. However, be brief and to the point. You will not receive credit unless your grammar, spelling, and punctuation are correct and the essays are written so that they can be read. Most of these questions will require information from your agency supervisor, so make your supervisor aware from the beginning that you may need some information and his/her assistance to answer internship questions.

3. Interns must attend all of the scheduled meetings with the instructor and submit the journals as required.

Meetings/Contact: During your internship, you may meet with your internship instructor, but you are not required to do so. You may accomplish these meetings by mail, email, or telephone. If you are experiencing difficulties with your internship, please contact your instructor immediately.

4. All of the hours must be completed with the agency and interns must provide verification of hours from the internship agency supervisor.

Hours: You must work 45 hours at the internship agency for each one hour of academic credit for the internship. At the end of the internship, your agency supervisor is to verify that you have served the required number of hours to receive credit (This information can be recorded on the evaluation form. See below). Failure to complete the required hours will result in a grade of NC for the internship or termination of the internship.

5. Your evaluation form must be returned from your agency supervisor and the intern must have received an acceptable evaluation ("average" or better in all areas and a suggested grade of "B" or above). The evaluation form must be returned no later than **December 2, 2015**. **In addition, you must complete an evaluation of your experiences with the agency and return it to me by December 2, 2015, as well. Evaluation forms may be scanned and submitted via Blackboard or emailed directly your supervisor may send your evaluation directly to me at brownmp@marshall.edu.**

Evaluation Form: Be sure to inform the agency supervisor about the evaluation form at the beginning stages of your internship, so your agency supervisor will be aware of this requirement.

6. All internship students must (1) register for JobTrax at Marshall's Career Services, (2) upload an *approved* resume to JobTrax, and (3) submit a revised resume to me no later than **two weeks after you begin your internship hours**.

Career Services: It is the responsibility of the intern to complete the steps as directed below.

Step 1: Go to MyMU or the Career Services Center webpage (www.marshall.edu/career-services) and register for Marshall's JobTrax. Here you will complete the required profile information and submit. You will receive an email asking for confirmation of your email address, after which you will receive your user name and password by email. Then go into your JobTrax account and upload your resume and a separate document with contact information for three references.

Step 2: Career Services will review and either approve or make suggested changes to your resume. To view suggested changes, go to your JobTrax account, click Documents, then Pending Documents and view the Word version of your resume. Please reply to these recommendations and upload the final version of your resume.

Step 3: Submit your revised and APPROVED resume to me with your first set of journals as proof that you completed the process.

PAPER GUIDELINES FOR PROFESSIONAL OR GRADUATE INTERNSHIPS

If you are doing a paper as a part of your professional or graduate internship, see the instructor for guidelines. Papers are not required for nonprofessional internships.

FOUR TO SIX CREDIT HOUR INTERNSHIPS

For a four to six credit hour internship see the instructor for additional requirements and due dates.

Grading Policy

This course is graded on a CR/NC basis. Students must complete all of the course assignments listed above in order to receive a Credit (CR) grade for the course.

Academic Dishonesty

All students must be familiar with the university's policy concerning academic dishonesty. Academic dishonesty includes cheating, fabrication and falsification of data or information, plagiarism, bribes/favors/threats, and complicity with any of these activities. Students who violate this policy face sanctions included in the Academic Dishonesty Policy, including lowering of a grade on an assignment, lowering of a final grade, or failing the course.

COURSE SCHEDULE MATRIX

Complete journal entries, read the chapters listed and answer the questions listed for each hour of credit.

Submit your journals and the answers to the assigned questions as one MS Word document via email to brownmp@marshall.edu. Again, you will submit the journals and answers to the questions at the conclusion of 17, 34, 51, 68, 85, 102, 119, and 135 hours of internship. You may use this sheet to keep a log of the items you have submitted.

Three Hour Internship (135 hours): Schedule

Hours Completed	Readings & Questions	Journal	Due
17	Chapter 1 Chapter 2, revise resume	3 pages, double spaced and typed	Journals and answers to questions are due as you complete the number of hours listed in the left column, no later than one week after you complete the number of hours listed in the left column.
34	Chapter 3, questions 3-6 Chapter 4, questions 1-2	3 pages, double spaced and typed	
51	Chapter 5, questions 1-2 Chapter 6, questions 1-6	3 pages, double spaced and typed	
68	Chapter 7, questions 1-8 Chapter 8, questions 1-4 for interns in the field	3 pages, double spaced and typed	
85	Chapter 9, questions 1-8 Chapter 10, questions 4, 6-9	3 pages, double spaced and typed	
102	Chapter 11, questions 1 & 6	3 pages, double spaced and typed	
119	Chapter 12, agency questions 1-3 & yourself questions 3 & 4	3 pages, double spaced and typed	
135	Chapter 13, questions 1-7 & 9 Chapter 14	3 pages, double spaced and typed	

****All hours, questions, papers, and work must be completed on or before the date specified above, unless the instructor approves a different date. Failure to meet with your director before or during the first week of the semester may result in a grade of NC for your internship.**

Attendance Policy

Students are required to complete the number of hours necessary for their internship in the course of the semester. This is to be worked out between students and their respective internship supervisors.

Important Dates in Summer 1, 2015:

Aug. 24: First class day; late registration
 Aug. 31: "W" period begins
 Oct. 30: Last day to drop individual course with "W" grade
 Sept. 18: Applications for graduation due in Academic Dean's office
 Nov. 2-Dec. 6: Complete withdrawals only
 Dec. 4: Last class day
 Dec. 11: Final exam day

Journal Entry Format

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Directions: Please type this assignment and use proper margins and fonts. Use double space, and separate each section accordingly. Each journal entry should be at least 3 complete pages in length.

Submit your journals and the answers to the assigned questions as MS Word documents via Blackboard at the conclusion of 17, 34, 51, 68, 85, 102, 119, and 135 hours of internship.

You will develop the journal entries for this course using the following format. Each section is described in more detail below. Please follow the directions!

Section 1: State what happened (factual approach); about one page in length

Directions: Type this section in regular type.

Please begin each journal with a statement like this: This journal covers hours ____ (number of hours, e.g., 0-17, 18-24) of my internship, which I am completing at _____ (agency name). These hours cover _____ (dates worked).

Also, this section should include a complete, detailed description of what specific activities you carried out. What did you see, hear, and do? Include time of day, place, and descriptions of what you encountered. Be precise and full in your description. This section should contain no subjectivity—no adjectives. You will be graded on the accuracy and amount of detail that you document.

Section 2: Describe how you reacted (affective approach); about one page in length

Directions: Type this section in **bold** type.

This section should include a description of how the experiences in Section 1 affected you. How did you feel? React? What did you learn about yourself? Your assumptions and biases? Your sensitivities? What “buttons were pushed” (good or bad) in you by these experiences? This section should contain only the affective part of your experience. You will be graded based on how well you communicate about the emotional impact of your experiences.

Section 3: Connect Sections 1 & 2 using information and concepts from your criminal justice classes and textbooks (analytic approach); about one page in length

Directions: Type this section in *italic* type.

In this section you will make connections between what you experienced, the emotional impact of your experience, and how this impacted the social environment or those around you. What ideas and concepts from readings and classes at Marshall might help to explain your reactions? Connect the experience to what you saw, did, and felt with what you encountered during your internship hours. This

section requires you to connect course content with your factual and emotional experiences. Think about your criminal justice classes and readings/class notes to support your analysis. Also, be sure you explicitly discuss the impact of your civic engagement on the social environment. That is, take a step back and look at the big picture. Also, think about how these experiences will impact you in the future. How will you take what you learned from this experience to a job in the future? You will be graded for this section based on how well you use course content to support your analysis of experiences with your internship and your emotional responses.