

## Internship Course & Seminar

Fall 2011  
Criminal Justice. 01:202:406  
Lucy Stone Hall B-115

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### Course Syllabus

#### **Introduction**

Internship programs have become an integral part of the experiential learning process for students seeking careers in public service or the private sector. Such programs bridge the academic and practitioner arenas and provide a rich understanding for students by affording them “hands on” experience at various federal, state, and local criminal justice agencies or in private sectors. Through interactions with practitioners, students develop marketable skills, begin to establish valuable networks, and oftentimes their internship is a pathway for future employment with their sponsoring agency. Through observation and participation, students are better informed to decide on career choices. Similarly, students can recognize the value of classroom learned theoretical concepts as they are applied in the professional environment.

#### **Credits and Hours**

You may take 3 credits per semester. Three credits require **120 hours** of internship and the rest of the participation listed below. You may do this class for a maximum of 6 credits over two consecutive semesters by doing 240 hours. Or, if you are in your senior year and in your **last** semester, you may do the 240 hours in one semester for 6 credits. Note that if you do 6 credits over two semesters, you only attend the internship class for the first semester, and do not attend classes for the second semester. You then hand in your **10-15 pages of journals**, internship hours, **twenty page paper** and evaluation at the end of the second semester. You must complete your internship during the same semester in which you are registered for this class. Please note that if you are doing this class for six credits, these may not all count towards your major. **It is your responsibility to ensure that your credits are going to fulfill your overall and/or your major credits. If you have any doubts, talk to Sarah Laboy-Almodovar at Lucy Stone Hall!**

#### **Grading**

Your grade will be based on the following five factors:

##### **I. Class attendance and participation**

There will be weekly seminar meetings on Thursdays 6:40 to 8:00 pm. (On rare occasions it will be on Tuesday, see schedule.) Attendance is **mandatory** and will be taken. **Three absences will result in a lowered grade, and excessive (more than 5) absences will result in a failing grade.** There will be class discussions on your experiences and progress of your individual internship so that the entire class can benefit from your knowledge of your agency and your personal experiences. Additionally, there

will be guest speakers throughout the semester that will enlighten you about their particular fields of expertise.

**II. E-mailed questions to guest speakers (10% of your grade)**

I will share each speaker's information, and you are required to email me **at least three (3)** questions to ask of the guest lecturer 2 days before they speak. These questions should be intelligent, relevant, and avoid the obvious such as "what is the best part of your job" or "how did you get where you are today." After I receive each email with your questions, I will respond that I received them. This is your 'receipt' that shows I have received your email. *Keep these emails.* If the speaker is scheduled for Tuesday, you must email the questions by 5 pm on Sunday that week, if the speaker is scheduled for Thursday, you must email the questions by 5pm on Tuesday that week.

**III. Journal entries (10% of your grade)**

You will maintain a journal, which is a student account of intern life. In this journal you will record your observations, analyses of experiences, and interpretations of practices. Some tasks may appear meaningless to you and perhaps your conclusions should be explored in depth during your interview of the agency representative. You can ask yourself questions on why certain agency practices are followed, why particular courses of action are taken, and how the agency bureaucracy or office politics are interwoven in the daily routines of agency employees. You can reflect and realize that sometimes scholarly theory does not conform to reality. ***The journal is not a log where you outline what you have accomplished hour by hour.*** Identify what new skills you acquired and their impact on your personal growth for your future career goals. Date your entries. Entries must be **typewritten, 12-point font, double spaced, Times New Roman. You will email these to me as an attachment every 2 weeks by the end of the weekend (8:00 pm Sunday). See Schedule Attached for due dates.** Each time you will simply add to the document you emailed me the week before. Please use Microsoft Word, any version is fine.

**IV. Term essay (40% of your grade)**

You will have to do a ten page paper on one of the three topics on the attached page. Please review carefully the paper requirements. **If your paper is late, you will be marked down 10 points for each day it is late.**

**V. Agency evaluations (40% of your grade)**

Your supervisor will evaluate your performance at the culmination of your internship and will be large factor in your final grade. You must hand your supervisor the evaluation along with an envelope. You will not be allowed to see the recommendation. Please have your supervisor **fill out the form, place it in the envelope, seal it shut, and then write his or her name over the flap.** You may either mail it or hand it to me.

## PAPER TOPICS

Your paper should be a persuasive paper, meaning that you must pick one side on a divisive issue and then defend it. It does not matter which side you choose as long as your side is well defended. It will be graded using the attached rubric. The paper must follow these guidelines:

- **Typewritten, 12-point font, double spaced, Times New Roman, 10 pages**
- **APA format**
- **At least FIVE (5) acceptable peer-reviewed sources**

Please choose ONE of the following topics:

- If a parent treats a sick child with prayer instead of medicine, if the child dies, should the parent be tried for murder?
- Should severely mentally ill defendants who are not sane enough to stand trial be forcefully medicated in order to make them able to stand trial?
- Should defendants convicted of marital rape have lesser sentences than defendants who raped strangers?

### **~\*~\*~ IMPORTANT NOTES ! ~\*~\*~**

Students may have a hard time finding an internship because they started late or a promised internship fell through. **If it looks like you will not be able to fulfill the required 120 hours, speak with me immediately:** we will add a certain number of proportional pages to your paper requirement for the amount of hours you cannot meet.

## Semester Schedule of Speakers and Due Dates

### Class Meetings

Thursday 9/1  
Thursday 9/15  
Thursday 9/22  
Thursday 9/29  
TUESDAY 10/4  
Thursday 10/13  
TUESDAY 10/18  
Thursday 10/27  
Thursday 11/3  
Thursday 11/10  
Thursday 11/17  
TUESDAY 11/22 ??? STAY TUNED  
Thursday 12/1  
Thursday 12/8  
TUESDAY 12/13 (*last day RU*)

### Due Dates for Journal Entries – *Email by 8:00 pm on the date listed!!!*

Sunday 9/18  
Sunday 10/2  
Sunday 10/16  
Sunday 10/29  
Sunday 11/13  
Sunday 11/27  
Sunday 12/11 – Final draft of entire Journal due

### Due Dates for Term Papers and Assignments

Topic Selection: 9/22

Draft of Reference page: 10/27

Final Draft of Paper: 12/11

\*Supervisor Evaluations Due in my mailbox: 12/16 (by 4:00 pm)

\*Weekly Hours Log Sheets for all weeks worked in my mail box: 12/16 (4:00 pm)

*\*For these items have either Betty or Sarah sign and indicate the time you dropped it off BEFORE placing it in my mailbox. It is in your own best interest to be sure all of these items are bound together, whether by staples, binder clips, a manila envelope, or a small binder. I would NOT recommend regular paper clips.*

## Weekly Hours Log Sheet

**Intern Name:** \_\_\_\_\_

Week ending (date) : \_\_\_\_\_

**Hours worked:** (enter actual times)

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

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Total Hours worked this week: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Agency Evaluation form:

*Please answer to the fullest of your ability based on the Intern's performance.*