

## **Syllabus SPRING 2016**

### Internship Course & Seminar

Antonia Winstead, MSW

Criminal Justice: 01:202:406, 407, 408

Tuesday 6:40 PM - 8:00 PM

Livingston; LSH, Room A143

Office: 848-445-4265; Fax: 732-445-9068

Office Hours: Tues. 4:00-6:00PM \*By Appointment Only

winstead@rci.rutgers.edu

### 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:

### 1. Class attendance and participation

There will be weekly seminar meetings on Thursdays 6:40 PM to 8:00 PM. Attendance is **mandatory** and will be taken. **Three (3) absences will result in a lowered grade. An excess of more than three (3) 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.

### 2. E-mailed questions to guest speakers (10% of your grade)

I will share each speaker's information, and you are required to email **five (5) questions** to me for the guest lecturer. You must email your questions by 5 PM on the Sunday before class. These questions should be well thought out, intelligent, and relevant. As part of your class participation you are required to ask one question in class.

### 3. 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 and Times New Roman. See due date below.

#### 4. Term Essay

(40% of your grade)

You will have to do a ten (10) 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.**

#### 5. Agency evaluations

(40% of your grade)

Your supervisor will evaluate your performance at the culmination of your internship. Your evaluation will be a 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 evaluation. Please have your supervisor **fill out the attached form, sign your completed hours and place it in a sealed envelope, with his or her signature written over the sealed flap.** You may mail it, hand it to me, or place it in my mailbox by the due date listed below.

#### 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. The paper must follow these guidelines:

- Typewritten, 12-point font, double spaced, Times New Roman, 10 pages (this means 10 pages of your writing, and does not include title pages, abstracts, or reference pages, and must be 10 FULL pages).
- APA format
- At least FIVE (5) acceptable peer-reviewed sources- no older than 2005. Your research should be taken from academic journals (NOT Time Magazine, the NY Times, or similar, nor any websites of any type). Choose ONE of the following topics:
  1. Police Brutality and Policing The Police
  2. Homeland Security: Will America Ever Be Safe?
  3. Criminal Justice Reform: What Can We Do Better?

~\*~\*~ **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.** I will add a number of proportional pages to your paper requirement for the amount of hours you cannot meet.

Spring 2016 Session Schedule of Class Meetings and Due Dates

Class Meetings:

Tuesday	1/19	
Tuesday	1/26	
Tuesday	2/2	
Tuesday	2/9	
Tuesday	2/16	
Tuesday	2/23	
Tuesday	3/1	
Tuesday	3/8	(PAPER TOPIC, REFERENCE PAGE AND JOURNALS 1- 7 DUE)
Tuesday	3/15	SPRING BREAK!!!!
Tuesday	3/22	
Tuesday	3/29	
Tuesday	4/5	
Tuesday	4/12	
Tuesday	4/19	
<b>Tuesday</b>	<b>4/26</b>	<b><u>– LAST CLASS ALL HOURS AND EVALUATIONS DUE</u></b>

Due Dates for Journals:

Journals for weeks 1-7 are to be uploaded in Sakai on 3/8/16 by 5:00 PM. Weeks 8-14 are to be uploaded in Sakai on 4/26/16 by 5:00 PM. Hard copies of ALL Journals 1-14 must be handed in at the beginning of your LAST CLASS on 4/26/16.

Due Dates for Term Paper and Assignments

Paper Topic and Reference Page: DUE 3/8

Your type written paper topic and reference page will be collected at the start of class. Make sure to include your name, ID number and date in the top right hand corner of your paper.

Paper Due Date: 4/26/16

Your paper **MUST** be handed in at the beginning of your last class on Tuesday, 4/26/2016

Supervisor Evaluations and Weekly Hours Log Sheets for all weeks worked are due: No later than 4/26/16; handed in at the beginning of your last class.

Supervisor Evaluations are to be delivered in a sealed envelope with the supervisor's name written across the back flap. Please note: If your supervisor does not sign the back of the envelope, the evaluation will not be accepted and your final grade will be a "T" grade.

*If you need to drop off the 2 items listed above, BEFORE placing it in my mailbox, they must first be signed and dated by Matthew Bellof, Program Coordinator, or Sarah Laboy-Almodovar.*

*Matthew's office is in Lucy Stone Hall, room A345. His email address is [Matthew.Bellof@rutgers.edu](mailto:Matthew.Bellof@rutgers.edu).*

*In the event Matthew is unavailable see Sarah Laboy-Almodovar, in room A343.*

*It is in your own best interest to be sure all of your work, when handed in, is bound together; whether by staples, binder clips, a manila envelope, or a small binder. I would NOT recommend regular paper clips.*

*This syllabus is subject to changes at the discretion of the Professor*

#### Student-Wellness Services:

Just In Case Web App

<http://codu.co/cee05e>

Access helpful mental health information and resources for yourself or a friend in a mental health crisis on your smartphone or tablet and easily contact CAPS or RUPD.

#### Counseling, ADAP & Psychiatric Services (CAPS)

(848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901/  
[rhscaps.rutgers.edu/](http://rhscaps.rutgers.edu/)

CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professional within Rutgers Health services to support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include: individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

#### Violence Prevention & Victim Assistance (VPVA)

(848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 /  
[vpva.rutgers.edu/](http://vpva.rutgers.edu/)

The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

#### Disability Services

(848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54  
Joyce

Kilmer Avenue, Piscataway, NJ 08854 / <https://ods.rutgers.edu/>

The Office of Disability Services works with students with a documented disability to determine the eligibility of reasonable accommodations, facilitates and coordinates those accommodations when applicable, and lastly engages with the Rutgers community at large to provide and connect students to appropriate resources.

Scarlet Listeners(732) 247-5555 / <http://www.scarletlisteners.com/>

Free and confidential peer counseling and referral hotline, providing a comforting and supportive safe space.





School of Arts and Sciences  
Criminal Justice Program  
Lucy Stone Hall, Room A345  
54 Joyce Kilmer Avenue  
Piscataway, NJ 08854-8070

Main: (732) 445-2733  
Advisor: (848) 445-1170  
Fax: (732) 445-9068  
Email: [cjmnrb@rci.rutgers.edu](mailto:cjmnrb@rci.rutgers.edu)  
<http://criminaljustice.rutgers.edu>

Dear Sir or Madam:

Attached please find an evaluation form. This evaluation will play a major part in the intern's grade. Please take your time and answer the questions to the best of your ability. **The intern will not see this recommendation, so please answer honestly.** Once the form is completed, please place in the attached envelope, seal, and sign your name over the flap. This evaluation may either be mailed to me directly or handed to the student to give to me personally. If mailing, please send the recommendation to the address above.

STUDENT'S NAME: \_\_\_\_\_

INTERNSHIP LOCATION: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

Thank you in advance for your time.

Sincerely,

Antonia Winstead, MSW  
Criminal Justice Program Internship Coordinator





Student's Name: \_\_\_\_\_

Please circle the grade that would accurately rate the student's performance.

Attitude	A	B+	B	C+	C	D	F
Cooperation	A	B+	B	C+	C	D	F
Initiative/Motivation	A	B+	B	C+	C	D	F
Eagerness to Learn	A	B+	B	C+	C	D	F
Rapport with Supervisor	A	B+	B	C+	C	D	F

How many days was the student absent? \_\_\_\_\_

How many days did the student make up? \_\_\_\_\_

Questions about the Criminal Justice Program Learning Goals:

1. Did the student display a general knowledge about the criminal justice system and how it relates to working within your agency? \_\_\_\_\_
2. Did the student display critical thinking skills, for example, the ability to understand the issues and concerns of your agency and the policies that impact it? \_\_\_\_\_

Using the criteria set forth above and your observation of the student, how would you evaluate the overall performance of the student?

A    B+    B    C+    C    D    F

You may use either the back of this form or letterhead from your agency to comment on the student's performance during the course of his/her internship.

# Student Internship Evaluation Questionnaire

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

Agency: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

1. Your internship experience this semester was: positive, negative, or mixed? Discuss briefly and give two examples. Was there anything you would have changed or improved upon?
2. In what area of your internship did you gain the most knowledge?
3. Did anything happen that you were not prepared for and had not anticipated? How did you handle it?
4. How was your relationship with your Field Supervisor over the course of the internship? Was there anything you would have liked to be different?
5. What advice would you give to students considering an internship at this agency?
6. Did your internship meet your overall expectations? Yes or no? Please explain.