

Tompkins Cortland Community College
Master Course Syllabus

Course Discipline and Number: CRJU 230
Course Title: Criminal Justice Internship

Year: 2023-2024
Credit Hours: 3

Attendance Policy: *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

Services for Students with Disabilities: *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

Course Description

This course is an opportunity for criminal justice majors to gain work experience in a criminal justice, human service, or community-based social service agency. A student may participate in the criminal justice internship after completing 12 semester hours of criminal justice courses and meeting other requirements. However, placements are prioritized and first offered to criminal justice majors in their final semesters. Before registering for the course, students must contact the criminal justice program chair. Eligibility criteria include an overall minimum GPA of 2.5 and a valid New York State driver's license. In addition, students must undergo legal history/court record background checks by host agencies. Convictions of certain crimes and other violations of the law may preclude participation. Prerequisites: C or better grade in CRJU 105; CRJU 210 or CRJU 205 and SOCI 207; ENGL 101 and RDNG 116 if required by placement testing. Prior completion or concurrent enrollment in MATH 090 if required by placement testing. Instructor permission is required; the instructor may allow concurrent enrollment in CRJU 210 or CRJU 205 and SOCI 207. 3 Cr. (9 Lab.) Fall and spring semesters.

Course Context/Audience

This course is open to criminal justice majors only and should be taken in the last semester prior to graduation. The course provides the opportunity for students to include an internship in their studies and to integrate classroom learning with practice before entering a criminal or juvenile justice profession. It is anticipated that students will have an opportunity to participate in the daily operations of a criminal justice or human services agency. This participation may involve direct service to the public/clients, assistance with selected administrative tasks, or duties that are appropriate for a criminal justice student intern. All criminal justice internships must meet the criteria established by the State University of New York and Tompkins Cortland Community College. Also, it should be understood that some agencies might have additional criteria for accepting interns. This course may be graded on a pass/fail basis. It does not readily transfer nor meet SUNY general education requirements. It does meet some of TC3's general education goals as discussed later in this syllabus and is considered a criminal justice or unrestricted elective.

Basic Skills/Entry Level Expectations

Writing: WC College level writing skills are required. See course co-requisites or pre-requisites.

Math: M1 Taking MATH 090 (if needed) – Course requires limited use of very basic mathematical skills.

Reading: R4 Before taking this course, students must satisfactorily complete RDNG 116 or have assessment indicating that no reading course was required.

Course Goals

The Criminal Justice internship is designed to:

1. Assist the student with preparation for career exploration and choice in the criminal justice system through experiential learning.
2. Provide students with a real life learning experience in the criminal justice system through internship placement in an agency.

Course Objectives/Topics

Objective/Topic	% Course
The student will observe the daily operations of a criminal justice or human services agency.	60%
The student will be expected to note how those principles, theories, and methodologies acquired in related courses are applied.	20%
The student will gain awareness for the problems encountered by criminal justice and/or human services agencies	20%

General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none">➤ develop meaningful questions to address problems or issues.➤ gather, interpret, and evaluate relevant sources of information.➤ reach informed conclusions and solutions.➤ consider analytically the viewpoints of self and others.	<p>Students are confronted with real life scenarios as they work side by side with supervising professionals in agencies. Students witness multiple situations, participate in varying shifts or programs at an agency and rotate in their participation with professionals at their assigned sites. Questions are asked during observations. Follow-up occurs with the internship coordinator. Placement occurs in an agency for 120 hours during a semester. Weekly reports that summarize activities and observations are submitted to the internship coordinator. Face to face meetings and site visits or contacts are held. Self-evaluations are completed by students and supervisory evaluations are completed by site supervisors.</p>
SOCIAL/GLOBAL AWARENESS OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none">➤ Students will begin to understand how their lives are shaped by the complex world in which they live.➤ Students will understand that their actions have social, economic and environmental consequences.	<p>Students learn ramifications for mistakes, improper attire and negative attitudes that are displayed during job interviews and subsequent placements and how these lead to job loss. They also observe criminal behavior and future consequences for such.</p> <p>Placement occurs in an agency for 120 hours during a semester. Weekly reports that summarize activities and observations are submitted to the internship coordinator. Face to face meetings and site visits or contacts are held. Self evaluations are completed by students and supervisory evaluations are completed by site supervisors.</p>

Instructional Methods

This is a fieldwork experience. A minimum of 120 hours of internship work must be performed on site. Students average 8 hours per week. The students also meet weekly with the instructor and submit written reports.

Methods of Assessment/Evaluation

Method	% Course Grade
Required: Weekly Reports: A summary of weekly activities and observations; meeting deadlines for submission, correct number of entries per week, scope of entries and writing style are considered.	30%
Required: Course Instructor's Assessment: Should include an evaluation of the student's level and initiative to complete ALL course requirements; the quality of the student's contribution to their chosen agency; educational growth and development of student.	30%
Required: Agency/Supervisor Evaluation: Completed by the agency or site supervisor; points given depend on the number of times that a student has to be evaluated. If an agency supervisor does not complete the evaluation form - this portion of the grade will be deleted from computation of a student's final grade.	20%
Required: Student Self-Evaluation: To be completed by the student at the end of the semester.	10%
Required: Time Cards: These provide number of hours worked and emphasize meeting deadlines for submission, correct entries, and absences or tardiness	10%

Text(s)

A text is not required for the course.

Bibliography

Harr, Scott and Hess, Karen. 2010. Careers in Criminal Justice and Related Fields: From Internship to Promotion, 6E Cengage.

Stephens, W. Richard. Careers in Criminal Justice, 2nd edition. © 2002. Boston, MA: Allyn and Bacon.

Reynolds, Jean and Mariani, Mary. Police Talk: A Scenario-Based Communications Workbook for Police Recruits and Officers. © 2002. Upper Saddle River, NJ: Prentice Hall.

The Office of Internships, John Jay College of Criminal Justice, CUNY, NY, NY. © 2006. Available 5/01/2006 @ <http://www.jjay.cuny.edu/careerdevelopment/internships.asp>

Other Learning Resources

Audiovisual

- 1) Career video for forensics
- 2) "Inside the Morgue."

Electronic

<http://www.npcr.org/Successfulinternship.html>.

Other

No resources specified