JEFFERSON COLLEGE

COURSE SYLLABUS

CRJ220

CRIMINAL JUSTICE INTERNSHIP

3 Credit Hours

Prepared by
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Revised by: Mark A. Byington
Revised date: August 2014

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Ms. Shirley Davenport, Dean, Arts & Science Education
CRJ220 Criminal Justice Internship

I. CATALOGUE DESCRIPTION

A. Prerequisite: reading proficiency

B. 3 semester hours credit

C. Criminal Justice Internship is a supervised work experience in three to four criminal justice settings, with a minimum of 250 contact hours. Work periods will be arranged. Students will write a brief report on their experiences at each criminal justice setting, including a daily log book. (F, S, Su)

II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

<table>
<thead>
<tr>
<th>Expected Learning Outcomes</th>
<th>Assessment Measures</th>
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<tr>
<td>Analyze the criminal justice agency design.</td>
<td>Journal Internship report</td>
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<tr>
<td>Analyze and evaluate the current approach to the duties of the profession</td>
<td>Journal Internship report</td>
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<td>Coordinator visit</td>
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<td>Summarize professional and personal growth at the end of course</td>
<td>Journal Internship report</td>
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III. OUTLINE OF TOPICS

A. Training agreement
   1. Student responsibilities
   2. Assigned agency
   3. Internship coordinator/instructor
      a. Copy of the signed agreement to the agency and student
      b. Original in the student’s file.

B. Journal
   1. Daily documentation by student
   2. Student sends to coordinator via USPS or email

C. Internship report (upon completion of the required contact hours)
   1. Written narrative
   2. Detail of student experience during the internship with the assigned agency

D. Coordinator visits
   1. Student
   2. Agency supervisor

E. Supervisor final evaluation
   1. Instructor input
   2. Agency input
   3. Evaluation of the student’s performance and participation (Prior to start of
internship, student will be given the opportunity to waive his or her right to view the completed document.)

IV. METHODS OF INSTRUCTION

A. Students communicate on a weekly basis with the coordinator, including the submission of written assignments and documentation of hours completed.

B. Evaluation forms are completed by the assigned agency’s supervisor near the end of the semester.

C. Instructor will make a site visit to the place of employment sometime during the semester.

V. REQUIRED TEXTBOOK

None

VI. REQUIRED MATERIALS

None

VII. SUPPLEMENTAL REFERENCES


VIII. METHODS OF EVALUATION

A. Internship report 50%

B. Journal 40%

C. Supervisor’s evaluation 10%

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website, http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.