CRJS 4416 Undergraduate Internship in Criminal Justice  
Spring 2018

Instructor: Dr. Camille Gibson  
Section # and CRN: P01 24247  
Office Location: Don Clark 358  
Office Phone: 936-261-5228  
Email Address: cbgibson@pvamu.edu  
Office Hours: MWF 9:00-10am; Noon-2:00 p.m.; other times by appointment.  
Mode of Instruction: Practicum

Course Location: Internship site  
Class Days & Times: Internship site as scheduled  
Catalog Description: Credit 6 semester hours. A student may be required to satisfactorily complete a minimum of three month’s internship in an approved criminal justice setting preferably between the junior and senior year. This internship program is specifically designed to acquaint the student with practical aspects of criminal justice.

Prerequisites: You must make sure you meet the following internship eligibility criteria:  
1. You must be a criminal justice major;  
2. You must have a minimum 2.0 overall GPA (if not, see the Department Head);  
3. You must have completed a majority of the core criminal justice courses or have junior, but preferably senior standing.

Co-requisites: None.  
Required Texts: None.


Student Learning Outcomes: The goal of this course is to gain meaningful experience working in a criminal justice setting.

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 describe the operations of the specific criminal justice setting</td>
<td>1, 5, 6</td>
<td>Communication</td>
</tr>
<tr>
<td>2 describe the social, political and economic influences on the criminal justice setting</td>
<td>1, 5, 6</td>
<td>Critical Thinking; Communication; Social responsibility</td>
</tr>
<tr>
<td>3 write more accurately, critically and with introspection</td>
<td>6</td>
<td>Communication; Critical thinking; Social responsibility</td>
</tr>
</tbody>
</table>
describe a more concrete career path than before the internship

Critical thinking; Social responsibility

Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Weekly logs</td>
<td>50</td>
<td>50%</td>
</tr>
<tr>
<td>2) Term paper</td>
<td>15</td>
<td>15%</td>
</tr>
<tr>
<td>3) Resume</td>
<td>10</td>
<td>10%</td>
</tr>
<tr>
<td>4) Supervisor evaluation</td>
<td>25</td>
<td>25%</td>
</tr>
</tbody>
</table>

Total: 100 100%

Grading Criteria and Conversion:
A = 100 – 90pts;
B = 89 – 80pts;
C = 79 – 70pts;
D = 69 – 60pts;
F = 59 pts or below

Detailed Description of Major Assignments:

Assignment Title or Grade Requirement
Weekly logs (worth 50% of the final grade)

Description
[Critical thinking; communication; social responsibility] Weekly logs are due on Mondays by noon CST via e-mail. You will be reporting on work done during the previous week. You must also state the number of hours worked that week and the cumulative hours for the semester. It is your responsibility to keep track and report on your hours on a weekly basis.

Each log should detail what you did during the week, with emphasis on the details of your learning experiences. Be specific about your learning process. It should be a minimum of one page, double spaced, using Times New Roman, 12 font size; 1 inch margins (top, bottom, right, left sides). These should be well-written; edit carefully before submitting.

Consider: What new experiences did I have this week? How were tasks achieved? How well does this site reflect what I learned in my courses [specific about the course(s)]? What are issues? What could be better and how? Describe the impact on yourself as a future criminal justice professional.

You can use the weekly log information in writing your term paper. Due date: see Calendar section below.

NOTE: For the first weekly log include: 1. your supervisor’s name, title, telephone and email and, 2. Your contact information: telephone number, PV email address

Term paper (worth 15% of your final grade)

[Critical thinking; communication; social responsibility]. Students must submit a 4-page paper that includes a detailed overview of their experience, a comparison of classroom knowledge with your internship experience, and an explanation of how this experience has helped you to clarify your career goals. It should also include a comparison of your earlier assumptions about the job versus what you learned (the myth versus the daily reality of the job). Although your weekly logs can be used in writing this paper, DO NOT cut and paste chunks of information from your logs into the paper. Think! Offer suggestions on how the internship experience might be improved. The paper should be well-written, 4 pages, typed, double-space, size 12 Time New Roman font (approximately 1,000 words). Submit your paper as an
attachment to an email message addressed to your instructor. You may submit your paper to your agency supervisor as well, but you do not have to (optional). **Due date:** see Calendar section below.

**Resume (worth 10% of your final grade).**

[critical thinking; communication; social responsibility]: E-mail me your resume for feedback. After you receive the feedback, send a revised copy for review as necessary.

**Supervisor’s evaluation (worth 25% of the final grade)**

[critical thinking; social responsibility]: Students are responsible to make sure that your internship supervisor completes and submits the two required Supervisor Evaluation of Intern Form by the mid-point due date and by the final evaluation due date. This form will be sent to the supervisor in advance. The supervisor must submit verification that 200 hours were completed. **Due date:** see Calendar section below.

**Course Procedures or Additional Instructor Policies**

**Internship Application Process**

1. Students are responsible for arranging their own internships. Discussing the various options with the internship coordinator can facilitate this process.
2. After selecting an agency, you should contact the agency directly to make sure that they are willing and interested in having you as an intern. Agencies have application and qualification process. Most include background checks.
3. Before you can enroll in the course you must be approved by the agency. A statement must be sent to the instructor stating willingness to supervise your work for 200 hours during the length of the semester.
4. You must provide contact information for the person who will be supervising your work.
5. Supervisor must agree to submit signed time sheet to verify hours worked (min. 200).
6. Students cannot receive academic credit for serving as an intern with the agency where they are currently employed.
7. Students cannot be supervised by relatives.

**PLEASE REMEMBER YOU ARE REPRESENTING PVAMU, AS WELL AS THE CRIMINAL JUSTICE PROGRAM AND JUSTICE STUDIES DEPARTMENT.** It is important that you conduct yourself with professionalism and integrity.

In order to help you succeed in this internship, the following two items should be taken into careful consideration:

1. Some agencies care very much how you dress. Before you begin your internship, **ASK how you should dress.** Do not make assumptions about professional dress standards based on your experience at university.

2. If you think there might be a problem that you cannot work out with your supervisor related to your attendance, the quality of your work, or any other aspect of your internship, **DO NOT LET IT GROW TO BE A BIG PROBLEM.** Please contact me so that we can discuss any issues, concerns or items of conflict that might have the potential to create an unpleasant work environment. **Call or email me at the first sign of a problem so that together we can work on an intervention strategy.**

Finally, make sure you understand the information in this document, especially internship requirements as described and the due dates. If you have questions, contact your instructor via telephone or email (I prefer email). It is your responsibility to maintain communication with me by checking your email at least twice weekly and turning your weekly assignments as scheduled. I will respond to emails within 24 hours (except on weekends).

**NOTE: Syllabi subject to change with advance notice.**

**Late assignments** are discouraged and may result in a grade penalty.

**Expect no extra credit assignments.**

**Incompletes are rarely given.** Please see the university handbook for the university policy on the assignment of “incomplete” grades. **NOTE:** Students who have a failing average in a course cannot receive an incomplete grade.
**Academic misconduct:** (e.g. plagiarism) [see Student Handbook] will not be tolerated. Anyone caught engaging in any such activities – FAILS the course. Criminal Justice demands persons of impeccable integrity.

* If you encounter problems in meeting any of these requirements, do not hesitate to utilize my office hours.

**Submission of Assignments:**
Written assignments should be typed, double-spaced and in APA format per the 6th edition of the manual. Assignments are due as indicated. Late penalty = 3% points off of the final grade.

**Formatting Documents:**
Microsoft Word is the standard word processing tool used at PVAMU. If you are using other word processors, be sure to use the “save as” tool and save the document in either the Microsoft Word, Rich-Text, or plain text format.
<table>
<thead>
<tr>
<th><strong>Week One:</strong></th>
<th><strong>Jan 16:</strong> Review of the syllabus.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings:</td>
<td>See suggested reading list.</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Your first weekly log 1 assignment is different from the other logs. It requires that you e-mail me CONTACT INFORMATION: *1) Your supervisor’s name, title, telephone and e-mail address and 2) Your contact information: phone number, PV e-mail address</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Week Two:</strong></th>
<th><strong>Jan. 22</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings:</td>
<td>Chapter (s): see suggested reading list</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Weekly log 2 due.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Week Three:</strong></th>
<th><strong>Jan. 29</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings:</td>
<td>Chapter (s): see suggested reading list</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Weekly log 3 due.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Week Four:</strong></th>
<th><strong>Feb. 5</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings:</td>
<td>Chapter (s): see suggested reading list</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Weekly log 4 due.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Week Five:</strong></th>
<th><strong>Feb. 12</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings:</td>
<td>Chapter (s): see suggested reading list</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Weekly log 5 due.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Week Six:</strong></th>
<th><strong>Feb. 19</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings:</td>
<td>Chapter (s): see suggested reading list</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Weekly log 6 due. Remind your supervisor to complete your mid-point evaluation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Week Seven:</strong></th>
<th><strong>Feb. 26</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings:</td>
<td>Chapter (s): see suggested reading list</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Weekly log 7 due. Resume also due.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Week Eight:</strong></th>
<th><strong>Mar. 5</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Readings:</td>
<td>Chapter (s): see suggested reading list</td>
</tr>
<tr>
<td>Assignment(s):</td>
<td>Weekly log 8 due. <em>Mid-point Supervisor Evaluation form due this week.</em></td>
</tr>
</tbody>
</table>

| **Week Nine:** | **March 13-16** *Spring Break.* |
Week Ten: Mar. 19
Readings: Chapter (s): see suggested reading list
Assignment (s): Weekly log 9 due.

Week Eleven: Mar. 27
Readings: Chapter (s): see suggested reading list
Assignment (s): Weekly log 10 due.

Week Twelve: April 2
Readings: Chapter (s): see suggested reading list
Assignment (s): Weekly log 11 due.

Week Thirteen: April 9
Readings: Chapter (s): see suggested reading list
Assignment (s): Weekly log 12 due. This is the final weekly log.

Week Fourteen: April 16
Readings: Chapter (s): see suggested reading list
Assignment (s): Draft of your term paper is due.
Remind your supervisor to complete your final evaluation.

Week Fifteen: April 23
Readings: Chapter (s): see suggested reading list
Assignment (s): Final Supervisor Evaluation form due this week.

Week Sixteen: April 30: Term paper due.
Log of hours worked (200 hours); signed by supervisor due by May 7.

Student Support and Success
John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.
https://www.pvamu.edu/library/ Phone: 936-261-1500
The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

7
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.

2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.

3. Fabrication: use of invented information or falsified research.

4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else’s words, ideas, or data as one’s own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one’s own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor’s ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be
tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

**Title IX Statement**

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU’s Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

**Class Attendance Policy (See Catalog for Full Attendance Policy)**

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University’s attendance policy in each course syllabus.

**Student Academic Appeals Process**

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

**TECHNICAL CONSIDERATIONS**

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15” monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.
Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to https://mypassword.pvamu.edu/ if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

E-mails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent e-mails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.