CJ 498: Internship in Criminal Justice
Course Syllabus: SPRING 2014

Instructor: Patricia A. Frosio
Office: Professional Studies and Fine Arts (PSFA) 164
Office Hours: Mondays/Wednesdays: 8:00 am – 1:45 pm
Tuesdays/Thursdays: 11:00 am – 6:00 pm
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COURSE OVERVIEW:
This course provides Criminal Justice seniors with applied experience in their field of interest. Students are typically placed in a government agency or nonprofit organization supporting law enforcement officials or other personnel and perform duties of an administrative nature. This course fulfills the practicum requirement for graduation and can also be used as an elective. Students are permitted to enroll in the course two times, earning a total of six units. All students will work under the joint supervision of the course instructor and agency internship supervisor.

COURSE REQUIREMENTS AND GRADING:
Each student will receive a final grade in the course of CR or NC. The student’s final grade in the course will be based on satisfactory completion of a minimum of 192 hours of service and all of requirements described under Internship Course Requirements.

PREREQUISITES:
Students are permitted to enroll in this course if they have:
1) Achieved a 3.0 GPA in major;
2) Completed CJ 303;
3) Achieved senior standing;
4) Completed pre-enrollment requirements. This includes: a) Attendance at the Mandatory Orientation in November 2013; b) Completion of career/internship consultation with Course Instructor; c) Timely completion of required steps to apply for designed positions; d) Adherence to all protocols while applying for internships including timely notification to instructor during each step of process to secure one of the designated positions (see orientation materials and personalized internship consultation follow-up e-mail for specific instructions); and
5) Consent of instructor.

COURSE OBJECTIVES:
The objectives of this course are to:
1) Give students practical experience in the field of Criminal Justice;
2) Enhance students’ understanding of the particular office/organization they are working in;
3) Apply theories and principles of Criminal Justice to actual work situations;
4) Support students’ personal professional growth and development goals so they can be extraordinary in the workplace and distinguish themselves from their peers in order to successfully obtain employment after graduation;
5) Provide students with professional contacts in their field of interest; and
6) Enhance students’ self-awareness about the type of career they would like to pursue (or not pursue) following graduation.
COURSE FORMAT:
This course is an independent study course where the student maintains contact (in person and via e-mail) with the instructor and submits completed writing assignments in Blackboard. **Students are also required to attend three mandatory meetings** during the semester. The first meeting will consist of a workplace ethics and professionalism workshop while the second and third meetings will be a venue for students to share their respective internship experiences and participate in a guided discussion about their professional growth. For each of the required meetings, there will be three choices of dates/times.

CJ 498 CLASS MEETINGS:
Meeting #1: Workplace Ethics and Professionalism Workshop (Locations TBA on Blackboard)
Option one: Thursday, February 13, 3:00 – 4:30 pm
Option two: Friday, February 14, 8:30 – 10:00 am
Option three: Friday, February 14, 3:00 – 4:30 pm

Meeting #2 (Locations TBA on Blackboard):
Option one: Thursday, March 6, 5:00 – 6:30 pm
Option two: Friday, March 7, 8:30 – 10:00 am
Option three: Friday, March 7, 5:00 – 6:30 pm

Meeting #3 (Locations TBA on Blackboard):
Option one: Thursday, May 1, 5:00 – 6:30 pm
Option two: Friday, May 2, 8:30 – 10:00 am
Option three: Friday, May 2, 5:00 – 6:30 pm

INTERNSHIP COURSE REQUIREMENTS:
• Students are required to attend at least one of two Mandatory Orientation Meetings (the meetings for the Spring 2014 course were held November 2013).
• Following attendance of at least one of the two Mandatory Orientation Meetings, each student meets with the instructor individually to discuss career goals and develop a plan to apply for pre-approved, competitive internship positions.
• The student contacts the instructor immediately once he/she has been contacted by one or more of the agency representatives for an interview and again during each step of the application process, including when a conditional offer has been received and start date negotiated.
• The student turns in the Intern Assignment Placement Report (available on Blackboard), signed by the student’s supervisor, **within two weeks of starting the internship**. This is to be hand delivered to the instructor during her office hours. Plan to stay a few minutes to discuss job duties and initial observations at this assignment.
• The student must satisfactorily **complete each and every writing assignment for the course in accordance with deadlines** or the student will not earn credit in the course. **No late assignments will be accepted, no exceptions.**
• The student will attend three mandatory mid-semester meetings (see above).
• The student will need to work a minimum of 192 hours at the same agency in order to earn three units of credit toward graduation and complete the internship. **All service hours must be completed by Thursday, May 15, 2014 or the student will not earn credit in the course.**
• Each student will turn in the original copy of the Internship Program Evaluation Form (which includes a proof of service hours) completed by his/her supervisor once the service hours are completed. This form is to be hand delivered to the instructor during her office hours no later than Thursday, May 15, 6:00 pm. Failure to do so will result in the grade of “no credit” in the course.
READING ASSIGNMENTS: The C Students Guide to Success by Ron Bliwas (available at the Campus Bookstore); supplemental articles posted on Bb.

BI-WEEKLY JOURNALS:
Beginning on February 10 through April 28, students will submit bi-weekly journal entries on the second and fourth Mondays of the month (dates are listed under the journal assignments on Bb) about his/her internship experience in the format described below. The purpose of this assignment is to keep in regular communication with the instructor about the internship activities. In addition, this assignment assists the student to develop professionally through a reflection of purposeful efforts to be extraordinary in the workplace, develop skills employers are seeking in applicants and apply academic concepts to observations in the workplace. Sections 2, 3, 4 and 5 should each be a minimum of four (4) sentences in length.

1) Number of hours worked this reporting period and total number of hours since the beginning of the internship.
2) Summary of duties performed.
3) Discussion of efforts made during this period to demonstrate extraordinary work ethic and initiative in the workplace (doing more than what was expected of you).
4) Discussion of specific efforts made this rating period to focus on one or more of the following areas of professional development in the workplace: Critical thinking, ethical decision making, good attitude, teamwork skills and/or effective communication (use specific examples to illustrate these efforts when possible).
5) Discussion of at least one relevant academic theory or concept applied to an observation made at your internship during this reporting period at the internship (i.e. theories and concepts learned in criminal justice, sociology or public administration courses).

NOTE #1: Students who turn in journal entries that only provide a description of tasks and observations will not receive a passing grade in the course.
NOTE #2: The instructor will be providing individualized feedback on the journal entries, which may include questions or information to provide in future entries. Please take the time to review the feedback after receiving the Bb announcement that the entries have been reviewed.

Journal entries are due by the second and fourth Mondays of the month, 11:59 pm (reflecting on the prior two week’s experiences).

WRITING ASSIGNMENTS:
Each student is responsible for completing two (2) writing assignments as follows:

*Writing Assignment #1: Due Monday, March 24, 11:59 pm (VIA BLACKBOARD)
During the first half of the semester, the student is encouraged to fully focus on his/her development as a professional. To assist in this reflection, each student will read the book The C Students Guide to Success by Ron Bliwas and write a minimum of a four (4) page paper analyzing how each of the 10 lessons presented in the book relate to his/her professional development during the internship. If one or more of the lessons do not apply, the lesson(s) can be analyzed in terms of the student’s past or present employment or future career objectives.
NOTE #1: The paper must be based on material from the book, or the student will not receive a passing grade. Papers that are presented like a book review instead of a reflective paper will not receive a passing grade.

*NOTE #2: If this is the second time you’ve enrolled in CJ 498, please complete the alternative writing assignment posted on Bb.
Writing Assignment #2: Due Thursday, May 15, 11:59 PM (VIA BLACKBOARD)
Throughout the Spring semester, criminal justice students are encouraged to reflect on individual contributions to their assigned agency’s mission, the role this agency plays in the criminal justice system and overall “takeaways” from this experience.

The final writing assignment should include the following information and analyses in a **minimum of two (2) double spaced pages:**

• Brief overview of the agency;
• Brief overview of the student’s internship duties;
• Analysis of the role and effectiveness of the agency/organization in the scheme of Criminal Justice in the San Diego region;
• Analysis of how the internship assignment and course helped the student transition from a Criminal Justice student to practitioner and/or how this experience influenced the student’s career goals.

**PERFORMANCE EVALUATION:**
After the student has completed 192 hours of internship work, he/she should ask to meet with the internship supervisor to discuss his/her performance. Previous to the meeting, the student should ask his/her supervisor to complete and sign the Internship Program Evaluation Sheet (available on Blackboard). The form also provides proof to the instructor that a minimum of 192 hours service hours was completed.

**DUE THURSDAY, MAY 15, 6:00 PM** (this needs to be hand-delivered to the instructor during her office hours any time during the semester after the hours are completed).

**STUDENT CONDUCT:**
Students working as interns through the CJ 498 course are representing San Diego State University and their work reflects upon the School of Public Affairs and fellow students. As a result, ethical and professional conduct by students is required throughout the internship process. *Breaches in ethical conduct at the internship site or with the instructor can result in referrals to the Campus Student Rights and Responsibilities Office for disciplinary action.* The following are a few general rules of professional conduct:

• Dress appropriately when doing your internship work.
• Always arrive to work early. In professional settings, “early is on time” and “on time is late”.
• Respect the policies and work rules of the agency, especially in regards to confidential information.
• Use active listening skills when receiving instructions from supervisors; ask clarifying questions when needed to ensure accuracy of work products and take good notes for future reference.
• Show respect toward your internship supervisor, always.
• Demonstrate interest and curiosity in the work that you’re doing; thank your supervisor or anyone who takes the time to make your internship a valuable experience.
• Be courteous toward and attempt to get along with all individuals you work with at your internship assignment.
• Take initiative in completing your internship work assignments and in seeking new assignments. Be a “self-starter”!
• Simply said, be extraordinary in all that you do. Remember as you transition from a student to a job seeker, you’re being watched by people who may be willing to be a reference for you or otherwise assist you to obtain a professional job. Approach each day like it’s a job interview – and nail it!