

**Criminal Justice Internships at Valdosta State University**  
**College of Arts and Sciences**  
**Department of Sociology, Anthropology, and Criminal Justice**  
**Syllabus CRJU 4910 (A&B), SPRING 2018**

**Contact Information:** Submit all work to the CJ Intern Director Dr. R.K. Prine, Office NH 1008, e-mail [rkprine@valdosta.edu](mailto:rkprine@valdosta.edu), telephone and voice mail 229 333 5489

**Program Requirements:** CRJU 4910 A, for three semester hours of credit, requires a minimum of 150 contact hours with the agency/organization. Spread over the course of the fifteen week Spring semester this equates to an average of 10 hours weekly.

CRJU 4910 B requires a minimum of 300 contact hours for 6 semester hours of credit. Over the course of a fifteen week semester this means an average of 20 agency contact hours weekly.

**Grading:** In order to achieve a grade of “S”, Satisfactory, the intern must:

- 1) Complete all required weekly reports, this is fifteen total, making sure that each entry is clear, concise, and grammatically correct.
- 2) Log in the required number of agency contact hours, over the course of the Spring semester this equates to: 150 for Section A and 300 for Section B these will be verified by the Agency Supervisor
- 3) Complete a term paper following the guidelines in this syllabus and turn it in by the required due date.
- 4) Receive a Satisfactory Evaluation from the Agency Supervisor.

**Failing to complete any of the above components will justify the Intern receiving a grade of “U” Unsatisfactory.**

**Weekly Reports.** The weekly reports will summarize the students experiences for each week of work completed. As a general rule there will be 15 weekly journals/reports. **The faculty supervisor should receive these reports no later than each following Monday by 12:00 noon. Since your first due date falls on a Holiday, your first report will be due on January 16<sup>th</sup>.** Weekly reports may be submitted electronically in a Word document (send to [rkprine@valdosta.edu](mailto:rkprine@valdosta.edu)) or via a printed copy (submit to Nevins Hall Office 1008). Printed copies must be in the faculty supervisor’s office by the same deadline above. Electronic submissions are especially desirable for internships conducted out of town or out of state.

**Weekly journal reports are mainly descriptive in nature.** In Anthropological terms you are an Observer/Participant. Your main role is a university student, you are observing the functions of a CJ agency/office and you are a reporter. Your secondary role as participant is to help carry out the functions of your agency/office. In a sense you are doing fieldwork, qualitative research if you will, in a CJ environment. You should report what interests you and is relevant to the study of CJ. Were you a part of an interesting conversation related to policies/procedures? Did you learn something new today? Did you attend an interview, an arrest, a court case? Did you help someone in the office accomplish a task? Did you assist a victim, citizen, or client with specific

information or aid? All of these items and more are relevant to your weekly observations. In order to keep your observations accurate and detailed, I highly recommend that you keep a daily journal of your internship experiences. **Be sure to proofread each journal entry prior to submission.**

**All weekly reports MUST include the dates and the hours worked.** All weekly reports submitted electronically (as a Word attachment) should be sent to [rkprine@valdosta.edu](mailto:rkprine@valdosta.edu)

**The following is a good header to use in your weekly reports:** Your Name, CRJU 4910, Spring 2018, Your Agency, Dates and Contact Hours, (when possible place as much info as possible on one line to reduce “empty” spacing).

**\*In order to verify the student’s attendance CC each weekly report to their Agency Supervisor.** If the Agency Supervisor disagrees with the day and times reported they will contact Dr. Prine. **Any student who knowingly falsifies their time sheets will be dismissed from the Intern Program.**

**In addition to the journal the student will construct a Term Paper** which will include: a brief history of the agency, an overview of the agency (mission statement, jurisdiction, and organization), and an analysis of the agency which may include suggestions for improvement or reform based upon the internship experience. In addition, the student is expected to apply course concepts to their internship experience. E.g., if the internship is with a law enforcement agency the student should apply principles and concepts gained from CRJU 1100 Introduction to Criminal Justice and 2100 Survey of Law Enforcement, to their experiences. However, other coursework may be equally relevant e.g., CRJU 3300 Criminal Law, CRJU 3310 Criminal Procedure, and CRJU 3700 Ethics in Criminal Justice. You should place these observations within your analysis section. As a general rule the term paper should be a minimum of eight pages for a 3 hour program and twelve pages for a 6 hour program of study.

Major Headings for the term paper are: **History; Overview; Analysis; Conclusion.** Include a Reference section if you refer to Policy Manuals, the Georgia Code, local or state press, or any other relevant materials.

**Term papers are due on 23 April 2018, this is an absolute deadline.** Papers may be submitted either electronically as a Word document or as a hard copy with laser quality print. Hard copies may be turned in to the Departmental secretary in Nevins Hall 1011 (she will mark it with the date/time) or to Dr. Prine in Nevins Hall 1008.

**Course Calendar:** For the Spring 2018, unless the participating agency requires otherwise, Internships will begin on the first day of the regular semester, Monday, 08 January and end on 27 April. Interns are not expected to work on official VSU holidays: MLK Holiday 15 January and VSU Spring Break 12-16 March. It is important that the student verifies the correct dates of VSU Holidays listed above and let their agency supervisor know these in advance.

**This course will address the following VSU General Education Outcomes:**

1) Students will demonstrate knowledge of principles of ethics and their employment in the analysis and resolution of moral problems. Students will describe and analyze any

ethical dilemmas that they see within the context of their field experiences. Usually this will not involve the intern directly but will include either CJ practitioners or clients. As always the intern will not identify any officer or client by name in either the description or analysis of their field experiences.

2) Students will use computer and information technology when appropriate. All weekly reports will be turned in electronically; also, many of the sponsoring agencies require interns to use computers for data entry or analysis (e.g., juvenile justice, probation, and the public defender's office).

3) Students will express themselves clearly, logically, and precisely in writing and in speaking, and they will demonstrate competence in reading and listening. Both the weekly reports and term paper will be graded on content, grammar, and spelling.

**This course will address the following Educational Outcomes in Criminal Justice:**

1) To develop in students an understanding and appreciation of the structure and function of the criminal justice system as it applies to the ethical treatment of adults and juveniles within the context of law and the Constitution of the United States. In an internship experience the students are in a unique position to witness the actual workings of the criminal justice system because they are placed with agencies in law enforcement, courts, corrections, or juvenile justice.

2) To develop an understanding of various theories in criminology, their strengths and weaknesses, and their role in gaining an understanding of crime. Students will apply their understanding of theory to the real world situations that they experience during the internship. This application will be manifest in their term papers which includes an analysis section. One of the student's objectives is to compare and contrast course concepts with their actual internship experiences and to discuss these similarities and differences in their term papers.

**Code of Conduct:** Each student intern MUST abide by the following rules of conduct:

1) Always show up for work on time and dressed in an appropriate fashion. If you have to miss a day due to illness, family emergency or other reasonable excuse you must notify your agency supervisor in advance or ASAP depending on the circumstances. Unexcused absences will result in a grade of U (Unsatisfactory).

2) You should never volunteer for work that you are not qualified to do, you do not make arrests and you do not carry firearms.

3) You must respect all the rules pertaining to agency information. You never discuss the elements of cases or records and you never share that information with anyone outside the agency. You must maintain the agency's protocol on confidential information. Any violation of confidentiality rules will result in an immediate dismissal and may include additional sanctions from the agency.

4) You must avoid participating in office "gossip" and you should not show favoritism toward any of the people that you work with. Fraternizing with agency personnel is not allowed, simply put, you do not date the people that you work with at any time during

your internship. If you experience any problems during your internship you should report those ASAP to your agency supervisor and the intern director.

5) You must conduct yourself in a professional manner at all times. Behavioral standards are different in CJ agencies compared to academic institutions. E.g., falling asleep in class may get you a scolding from a Professor but taking a nap while “on duty” in an Internship will get you dismissed.

6) If you are dismissed from an Agency for cause (you have violated either the agencies’ or VSU’s rules of conduct) then you will receive a “U” Unsatisfactory for your final grade. There are no exceptions a dismissal will result in a grade of Unsatisfactory.

**Sample of an Agency Evaluation Form:** Each student will receive an evaluation from their agency supervisor based upon the following criteria:

- 1 = Did not meet requirements
- 2= Minimally met requirements
- 3= Adequately met requirements
- 4= Exceeded requirements
- 5= Provided exceptional performance

- \_\_\_\_\_ The Intern was punctual
- \_\_\_\_\_ The Intern was dependable
- \_\_\_\_\_ The Intern grasped necessary skills quickly
- \_\_\_\_\_ The Intern quickly assimilated into our agency’s culture
- \_\_\_\_\_ The Intern was a self-starter and showed initiative
- \_\_\_\_\_ The Intern responded well to supervision
- \_\_\_\_\_ The Intern asked relevant questions
- \_\_\_\_\_ The Intern exhibited a strong work habit
- \_\_\_\_\_ The Intern conducted his/her self in an ethical fashion
- \_\_\_\_\_ The Intern was cooperative with agency personnel
- \_\_\_\_\_ The Intern appeared to be highly motivated
- \_\_\_\_\_ The Intern had effective verbal communication skills
- \_\_\_\_\_ The Intern had effective written communication skills
- \_\_\_\_\_ The Intern demonstrated effective job skills
- \_\_\_\_\_ The Intern performed adequately on their assigned tasks
- \_\_\_\_\_ The Intern seemed to understand the basic structure of the Criminal Justice System
- \_\_\_\_\_ The Intern seemed to understand basic principles of Criminal Law and Procedure
- \_\_\_\_\_ The Intern followed our agency’s codes and work routines
- \_\_\_\_\_ The Intern followed our agency’s policies and procedures
- \_\_\_\_\_ The Intern made good decisions
- \_\_\_\_\_ The Intern sought advice when appropriate
- \_\_\_\_\_ The Intern followed advice once given
- \_\_\_\_\_ The Student came to our agency well prepared for an Internship
- \_\_\_\_\_ Overall, the Intern performed up to our agency standards

In order to receive a Satisfactory Evaluation the average score must be a 3.0 or above. Dr. Prine will send an Agency Evaluation form directly to the intern’s agency supervisor.