Internship Syllabus
Criminal Justice 475

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University of Nebraska at Kearney – Department of Criminal Justice
Office hours by appointment
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Your Contact information

You must provide me with your address, telephone numbers (home/ work), and your email address before you start your internship. Please submit this information by email. Periodic "checking in" will be done. That means that if you receive an email or phone call from the Internship Coordinator attempting to check in with you, you need to respond. If you wish to check in with me please send an email or give the Internship Coordinator a phone call. It is the policy of the Internship Program to respond to either email or phone calls within 48 hours excluding weekends and holidays.

Registering for Credit

It is the responsibility of the individual student to search for, apply for, secure and document an internship placement. The Criminal Justice Department Internship Coordinator will be able to provide you with ideas, feedback, potential placement information and guidance through the application process. It is recommended that to start to conduct your search for an internship placement at the beginning of the academic term prior to the term in which you expect to register for and take part in the internship.

It is the responsibility of each student to register for course credit (CJUS 475). Failure to do so precludes one from gaining credit. You will read this syllabus, complete the internship application for the UNK Criminal Justice Department Internship Program. You will obtain and complete the Criminal Justice Department Internship Work Plan. Once you have secured your internship, you will then submit the above forms to the UNK Criminal Justice Department Internship Coordinator. Upon verification of your internship placement, you will be provided with the code to register for the course. This office will neither register students nor retroactively assign credits. If you have questions regarding this policy please speak to the Intern Coordinator. If you are registered you will have access to the Blackboard web site for CJUS 475 Internship. Please use the CJUS 475M Blackboard.

Course Requirements

Professional Conduct

You are expected to maintain professional throughout your internship. You are expected to dress professionally. You are expected to maintain professional standards of confidentiality and behavior at all times. You are expected to obtain, read and understand the policy of the program or agency that you are working with as that policy relates to interns and employees in general.
Journal

You are required to maintain a journal of your activity and experiences during your internship placement. This product is meant to record your observations and reflections on a minimum of a weekly basis, if not a daily basis. The value of the completion of your journal will become more apparent toward the end of the internship. Journaling is a requirement of successful completion of this course. You will submit your journal entries on Black Board. You may make as many entries per week as you wish. Each week's journal assignment will close at 11:59 P.M. on each Sunday.

Your journal should include:

- A description of the daily tasks you performed and highlight significant learning experiences. You needn't recount a daily log of what you did - make it a narrative.
- Include your thoughts, perceptions, what you liked, didn't like, why you feel the way you do, and in general terms what you learned, and whether you believe the internship was a worthwhile experience.
- Include some thought on the setting you worked in and how you perceive it now that you have worked in the institution.

Your journal summary, at the end of the semester, should provide a reflection of the progress and learning dynamics of your internship experience. Included within your journal summary should be reflections on what you found most interesting or most exciting during your experience. What are your plans for the future? Do you believe the internship has helped you professionally toward your goal? Has the internship experience somehow help to clarify your thinking on a career? Your Journal Summary Assignment is due no later than 11:59 P.M. on Sunday one week prior to finals week.

Paper

You will select the topic that most closely matches your internship experience and your current interests or plans for the future. Your paper must be typed, double-spaced and, depending for how many credits you are registered, from 10 to 15 pages of content depending on the number of hours you are registered for. The length of the paper does not include the reference pages or title page. The 9 hour internship requires a 12 to 15 page paper. The 6 hour internship requires at 10 to 12 page paper.

You may select one of the options for the research topic focus listed below or you may select your own topic. Your paper is due no later than the Sunday, by 11:59 P.M. one week prior to the finals for the school term within which you are registered.

Papers are graded primarily on the content, but style, grammar, and form will count. Carefully proof and edit your paper.

Papers must have:

- A title page.
- An introduction describing the topic and its importance (this should be accomplished in the first two paragraphs).
• The body of your research paper
• A conclusion discussing what lessons your case study teaches about your topic.
• Bibliography.
• Papers should be typed; use Times New Roman font no larger than 12 pt.

You should list your sources completely in the bibliography and make references in the text in parentheses by author, year, and page numbers. For example, if you wanted to cite criminal justice reform in a textbook written by L. Sabato you would put the following (Sabato, 1999, pp.663). A full citing of books should be listed in the bibliography. Consult a style manual for the APA guidelines on citing. Do not assume you are doing it correctly. A good website for how to cite using APA format is http://owl.english.purdue.edu/owl/resource/560/01/. This website also contains great information on writing a research paper. Your research paper should have a minimum of four academic references.

You will need to provide citations within your paper and in the form of a reference page. Please adhere to APA style formatting for your citations. If you have questions about whether you are citing appropriately or what is acceptable, then please contact the professor. Plagiarized work may result in a zero for the paper, failure of this course, removal from the Criminal Justice Department as a student or possible expulsion from the University of Nebraska at Kearney. Plagiarism will also be reported to Student Conduct Board.

Agency Evaluation

In addition to your paper and journal, your Internship Field Supervisor will complete an evaluation of your activity and work performance within the placement. This evaluation will be submitted no later than one week before finals of the school term for which you are registered for your Internship. The Internship Coordinator will send this evaluation form from the Internship Coordinator. The evaluation will be returned directly to the Internship Coordinator at UNK:

Internship Coordinator
Criminal Justice Department
2212 Founders Hall
University of Nebraska at Kearney
Kearney, Nebraska 68849

Deadlines (see your Black Board website for specific dates each term)

Each week you will be expected to submit a summary of your weekly activities in the form of a journal. The Internship Course site on Black Board provides your weekly journal as a weekly assignment. The deadline for submitting your weekly journal is on Sunday at 11:59 P.M. of each week starting the second week of the school term.

Your research paper is due on the Sunday by 11:59 P.M. one week prior to final exams for the school term.

The standards of Student Conduct for the University of Nebraska at Kearney apply to all aspects of the Internship Program. The student is expected to read and understand the ethical and professional conduct standards for the agency or program within which they are placed.

Please note: It is the policy of the Criminal Justice internship program to NOT give incompletes for internship courses/credits. In taking this class for credit you have the same academic
responsibilities as you would if you were taking a class at the university. All papers and information pertaining to your internship must be turned in by the due date listed above or the student will receive a failing grade.

Please make sure that you are registered for the right number of credits! YOU ARE NOT ALLOWED TO ADD THIS COURSE AFTER THE SECOND WEEK OF CLASSES.

**Possible Research Paper Topics**

In exploring possible topics for your research paper you may select from the following options or design your own topic. You must have a minimum of two academic references supplemented by at least three journal or news articles. The following are suggestions. If you wish to select one of the provided topics, you may still seek out and request academic resources other than those identified.

**Topic One: Corrections** *(for students in correctional facilities, probation, parole, etc.)*

Corrections today is undergoing a significant change. Historically, corrections did whatever correctional officials and politicians thought was appropriate to do with little or no critique. Today all aspects of corrections are expected to clearly identify what they are doing, why they are doing it, and how our effectiveness can be measured. Carefully consider the topic of "Evidence Based Practices" and how corrections is meeting the demand for accountability in corrections.

Begin by reading the following books (required).


(Supplement with at least 3 recent journal or newspaper articles)

**Topic Two: Courts** *(for student in law firms, an attorney’s office, etc.)*

Plea-bargaining has become a routine facet of the American legal system. Some argue that its practice allows criminals to get away with more serious infractions of the law while others argue that it’s unfair to the prosecuted because they are often coerced into accepting a plea. Write a paper on why plea-bargaining is so pervasive in American society. Begin by reading the following books (suggested).


(Supplement with at least 2 recent journal or newspaper articles)

You may identify various functions or topics within the legal system to conduct your research on. Plea bargaining is only one. You may address prosecutorial discretion, judicial or attorney misconduct, seeking justice in the adversarial legal system. In writing this paper you may select a high profile legal case in order to focus your attention.
Topic Three: Policing (for students in juvenile justice, policing, corrections)

Within the last few decades there have been numerous incidents involving clashes between police and society. It is your responsibility to identify what issues are currently creating conflict. Begin your writing by reviewing the following books with journal articles as supplements (required).


(Supplement with at least 3 recent journal or newspaper articles)

Consider the following questions in your paper. Why is there the appearance of a divide with respect to policing? Find and analyze 2 issues currently facing the organization for which you are working. What is the nature of each issue? Describe the problems, the groups involved, and the different values at play. Why is there tension among some police departments and some communities? What is responsible for this? What are the remedies? What approaches are being tried and what have failed?

Topic Four: Policy Analysis

1. The books you are responsible for reading and which will aid in your research project are (required):


(Supplement with at least 2 recent journal or newspaper articles)

2. Select a public policy topic concerning criminal justice that is of personal interest, one worked on this legislative session and is being (or was) considered by the Congress and President. (Examples include handgun purchase restrictions, three strikes you're out legislation, Megan's Law, etc.). The topic is of your discretion (with my approval) but it must have been seriously considered in Congress and either adopted or not adopted. The paper should trace how the issue proceeded through the policy process and should include the following stages outlined below.

3. In your paper, consider the different stages of the policy process, and attempt to answer each of the following questions:

   a. The Policy Agenda: How did this problem become part of the government agenda? What role did linkage institutions such as public opinion, the media, political parties, elections, or interest groups play in putting this issue on the agenda?
   b. Policy Formation: How did the proposed policy address the public problem? In other words, what would this policy do or what was it supposed to do? How was it formulated and by whom? (For example, by the Governor, Legislature, the bureaucracy, interest groups, etc.)
   c. Policy Adoption: Describe the politics surrounding the consideration of this policy. Who were the key actors (legislators, interest groups, agency officials, the Governor, etc.) involved in determining whether the policy was adopted or was not adopted? What role did other factors such as public opinion and the political environment play in the outcome?
   d. Policy Implementation and Impact: If the policy was adopted, how was it carried out, and what is its likely effect on society? If the policy was not adopted, what are some of the potential consequences of its failure on society?
4. You are encouraged to express your own opinions in the conclusion, but the assignment—your assessment of a policy—is to be as objective as possible. Do not write an editorial or diatribe slamming the President, Congress, the Republicans, or Democrats. (I know this can be tempting and fun, but resist it; if you must, do it in your journal.) Write the paper as a neutral social scientist trying to explain and analyze why a certain policy was/was not adopted and why politics and institutions shaped that particular solution to a problem.

**Topic Five: Choose Your Own**

You may elect to choose your own topic and develop your own questions. You may choose a topic you have already completed for another course but you must show how you are expanding your research and your research product. You must have internship coordinator approval of your books, topic, and research questions.

If you do not get this approval, your paper will not be accepted at the end of the semester. Whichever topic you may choose a thesis statement, an outline, book selection, and explanation of questions to be answered is due within three weeks of the opening of the term for which you are registered.

**GRADING CRITERIA**

The academic and practical portions of the internship will be weighted equally in the decision to assign a passing or a failing grade. Students must demonstrate satisfactory completion of both the academic and practical components of an internship to receive a passing grade.

The field experience portion of the consideration for your passing or failing this course will be based primarily upon the evaluation of your internship field supervisor and the Internship Coordinator for the Criminal Justice Department. The academic portion of the grade will be based upon the assessment of the faculty member in charge of the internship program. If the requirements presented within the syllabus are met there is very little reason why there should not be a passing grade issued. If, however, the student does not complete or turn in the academic portion of the internship, does not submit the journal entries, the journal summary and the research product, they will receive a failing grade.

Grading for Internships is on a Credit / No Credit basis. This grading format is to allow you to explore the nature of the agency and program within which you are working, document your work related activity and complete a relevant research project. Your performance at your placement cite is critically important to your successful completion of the Internship course. Your completion of the documentation including the journaling and your research paper are equally important. If you are “fired” from your internship placement it will result in “No Credit” for your internship.

9 Credit Hour Internship: For 360 hours of internship work you will receive 9 credits and you are required to complete a 12 - 15 page paper and your page journal;

6 Credit Hour Internship: For 240 hours of internship work you will receive 6 credits and you are required to complete a 10 - 12 page paper and your journal;

5 Credit Hour Internship: For 200 hours of internship work you will receive 5 credits and you are required to complete a 10 - 12 page paper and your journal;

If for some reason a student is unable to complete the practical portion of their internship, or if they are fired or removed from their position as an intern, they will automatically receive a failing grade.
The number of pages required for your research topic has been reduced in favor of you making a concerted effort to maintain your journal and update it at least once per week. Your journal entries must be filed on Blackboard no later than 11:59 P.M. on the Sunday following your week of internship experience.

The focus of your research paper should be one that has meaning to you. You may talk with your Internship Field Supervisor to determine if you might want to do a research project that addresses a need within the agency with which you are placed. You may want to do your paper research the professional and ethical policies and standards for the agency or program that you are working within.

Feel free to send me emails presenting questions about the paper. The paper is supposed to parallel and enhance your internship, not be a burden in addition to your internship field experience.

**Students with Disabilities or Those Who are Pregnant**

Students with disabilities or those who are expecting are encouraged to contact me for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students with documented disabilities or those who are pregnant. To receive accommodation services for a disability, students must be registered with UNK Disabilities Services Coordinator, David Brandt, in the Academic Success Office, 163 Memorial Student Affairs Building, 308-865-8214 or by email brandtdl@unk.edu. For those needing accommodation due to pregnancy, you need to visit with Student Health. The following link provides information for students and faculty regarding pregnancy rights. [http://www.nwlc.org/resource/pregnant-and-parenting-students-rights-faqs-college-and-graduate-students](http://www.nwlc.org/resource/pregnant-and-parenting-students-rights-faqs-college-and-graduate-students).