

**CRIMINAL JUSTICE INTERNSHIP
SOCI 499**

**Syllabus
&
Practice Manual**

**Abilene Christian University
Department of Political Science**

SOCI 499
Undergraduate Criminal Justice Internship
Sociology Criminal Justice Emphasis Majors

Faculty: Kelly Knight, JD, Attorney at Law
Instructor of Criminal Justice
Department of Political Science

Administration Building, Room 220
Office Phone: 325.674.4823
Office Hours: M, W, 8a-10a & 2-3:30p

Purpose of Criminal Justice Internship

The Department of Political Science & Criminal Justice at Abilene Christian University requires each CJ undergraduate student to complete SOCI 499: in an effort to enhance the criminal justice education of students and provide them with experiences and skills that will improve their employment opportunities after graduation. The Department expects that our internship program will demonstrate to community organizations and agencies that the skills and knowledge our students have acquired through their academic coursework will showcase their potential value as future employees.

Role of the Internship within the Department Curriculum

The 125 hour internship is a three (3) credit hour course at the 400 level. The internship is a practical, community-based educational experience that provides seniors the opportunity to apply knowledge and skills that they have learned in their other sociology and criminal justice courses. In some instances, an internship gives students the opportunity to “try out” a particular field before applying to a graduate program or particular job. On occasion, an internship develops into a job either in the field organization in which the student has interned or in another organization that was part of the student’s networking experience.

Role of the Faculty Internship Advisor

The role of the Faculty Internship Advisor is defined as follows, with the understanding that circumstances may warrant a change in this role when deemed appropriate.

The Faculty Internship Advisor will work with the student to have a meaningful experience that relates to the sociological/criminal justice concepts s/he has learned in previous courses. The Faculty Internship Advisor will also grade all course assignments and assign the intern’s final course grade.

Should problems arise between the field supervisor and the student intern, or within the field organization in general, the Faculty Internship Advisor will attempt to resolve them.

Role of Field Organization is outlined in the Memorandum of Understanding

COMMENCEMENT OF CRIMINAL JUSTICE INTERNSHIP:

No student shall embark upon an internship, whether domestic or foreign, without prior written approval of the Faculty Advisor supported by documents #1 and #2 below (resume and Memorandum of Understanding) and any other corroboration, written or verbal, deemed necessary by the Faculty Advisor and/or Field Agent. Twelfth-hour, arbitrary, unscheduled, unapproved, or spontaneous commencements of “internships” by students acting “on a frolick of their own” will not be honored and will not earn credit for the course. Students who desire to complete internships in the summer are advised that summer internships **MUST BE PRE-APPROVED AND SUPPORTED WITH THE REQUISITE DOCUMENTS** early in the Spring semester preceding the summer internship. Failure to obtain such approval will result in a denial of credit for any hours interned. ACU will not recognize, for purposes of college credit, hours worked by the student without prior approval and contractual documentation

SOCI 499 Student Internship Requirements, Expectations, and Assignments

The following documents are required from the student:

1. **Resume:** Student Interns will construct a professional resume that is current and can be used for interviews with potential Field Organizations. This will aid students in reflecting upon their academic accomplishments and better prepare them for applying for graduate studies and employment.
2. **Memorandum of Understanding between Field Organization and Abilene Christian University:**
3. **Intern Learning Contract and Learning Goals:** At the outset of the internship, the Field Supervisor and Student Intern shall agree upon the specific nature of the internship experience, including learning goals; the obligations of the Field Supervisor to the Student Intern; and the obligations and expectations of the Student Intern to the Field Organization.
4. **Group meetings with faculty advisor:** The Faculty Advisor and student interns will set group meeting times during the semester. During these meetings the student will report on progress toward learning goals. Any problem identified by the student or Agency Supervisor will be discussed during these meetings.
5. **Daily Activity Reports:** Student Interns must work a total of **125 hours**. Student Interns are to record the number of hours worked each day using the **Daily Activity Report**.
 - a. It is the responsibility of the Student Intern to maintain a record of daily activities completed in the field. The record should be kept **contemporaneously** with

his/her daily activities. The Student Intern will be required to present current activity reports during individual and class meetings.

- b. The Daily Activity Report should accurately reflect the number of hours worked each day.
 - c. The Daily Activity Report should **apply criminal justice knowledge and skills during the practice.**
 - d. The completed journal of recorded daily activities is to be submitted with the Student Intern Final Internship Report.
 - e. **Daily Activity Reports will be reviewed periodically by the Faculty Internship Advisor.**
 - f. **Field Supervisor Time Worked Verification:** Each week, the Student Intern's Field Supervisor will verify the total number of Student Intern hours recorded on the intern's **Daily Activity Report**.
6. **Final Report Paper:** Upon completion of the required hours for the practicum experience, the student will write and submit a final practicum/internship paper. Instructions for the paper are included in this document. This assignment will include a faith and vocation aspect, as described by the instructor.
7. **Research Paper Assignment:** As a portion of the final grade, students will complete a paper with a minimum length of 2,000 words (approximately 7 pages) and worth a minimum of 10% of the assessment for the course. This paper provides an opportunity for a summative assessment of the student's information literacy skills, including the proper citation of a minimum of 5 appropriate sources that support their research. Students will present their research papers as they would in a professional setting. Topics must be approved by the instructor.

Completing the Student Internship

1. **Student Intern Final Internship Report:** As the Internship draws to an end, the Student Intern will prepare materials which are to be included in the **Student Intern Final Internship Report**. The Final Report, and other relevant materials, will serve as a record of the Internship.
2. **Student Intern's Evaluation of Internship Experience:** The Student Intern will complete an evaluation form related to his or her internship experience.
3. **Field Supervisor's Evaluation of Student Intern:** The Field Supervisor will complete an evaluation of the Student Intern's performance and completion of initial expected goals. NOTE: In the discretion of the Faculty Advisor, the field agency may substitute established intra-agency intern evaluations for the standard form.

4. **Letter of Thanks to Field Supervisor:** On or before the date set for the final exam, the Student Intern will write and deliver to the Field Supervisor a professional, typewritten letter of thanks for the generous donation of time and talent expended by the Field Supervisor in furtherance of the Student Intern's education. **Prior to deliverance, the Student Intern must submit this letter for review/editing by the Faculty Advisor.**
5. **Submission of Student Intern Final Internship Report:** On or before the date set for the final exam, the following items should be place in a 3-ring binder and submitted to the Faculty Internship Advisor in the order stated:
 1. Student Intern Final Internship Report Paper.
 2. Student Intern's Evaluation of Internship Experience.
 3. Field Supervisor's Evaluation of Student Intern.
 4. All Daily Activity Reports in accurate chronological order.
 5. Resume
 6. Copy of Thank You letter to Field Supervisor.
 7. Any other supporting documentation relevant to the Student Intern's performance and/or internship experience.

Final Grade Determination

The Student Intern's final course grade will be based on completing, on time, all course requirements listed below.

Assignment	Percent of Final Grade	Due
Intern Resume	5	Within week 1 of beginning internship.
1) Memorandum of Understanding: Abilene Christian University, Department of Sociology and Family Studies, and Field Organization 2) Intern Contact Information Form	5	Within week 1 of beginning internship.
Daily Activity Reports (Documentation of hours worked and internship activities totaling 130 hours)	25	1. At scheduled appointments with Faculty Advisor 2. Finals Week
Student Intern Final Report Paper	25	Finals Week
Student Intern's Evaluation of Internship Experience	10	Finals Week
Field Supervisor's Evaluation of Student Intern	10	Finals Week
Thank You Letter to Field Supervisor	5	Finals Week
Scheduled Intern Progress Assessment Meetings with Faculty Internship Advisor	5	As scheduled
Research Paper Assignment	10	Finals Week

IMPORTANT:

- **It is expected that all required work be completed in the semester enrolled.**
 - . Exceptions to this policy must be approved by Department Chair.

NOTE: DO NOT USE THE TEMPLATE FORMS IN THIS MANUAL

COPY ALL FORMS AS NEEDED

MEMORANDUM OF UNDERSTANDING

Abilene Christian University Department of Political Science & Criminal Justice

AND

_____ **(Field Organization)**

This memorandum establishes an understanding between the aforementioned parties concerning obligations established toward the mutual goal of facilitating the undergraduate education of students enrolled in (SOCI 498) at Abilene Christian University.

The Department of Political Science & Criminal Justice at Abilene Christian University agrees to:

- Send to the Field Organization students who have been approved to enroll in SOCI 498. These students have completed a substantial portion of their academic requirements and are believed ready to perform in, and benefit from, an internship experience.
- Assign a Faculty Internship Advisor to work directly with designated Field Organization in a mutual effort to further the Student Intern's learning experience, and in resolving problems that may arise.
- Accept responsibility for final determination of the Student Intern's grade in SOCI 498:

The Field Organization agrees to:

- Assign a specific staff member as the Field Supervisor to supervise the Student Intern's field experience, including: verification of weekly internship activities and hours worked, and complete the required Student Intern evaluation.
- Provide facilities, supplies, space, and clerical support, within its capabilities, which may be necessary to the Student Intern's effective performance of his or her learning tasks.
- Request that the Department of Political Science & Criminal Justice at ACU withdraw a Student Intern from the internship experience if (in the opinion of the Field Supervisor) personal conduct or educational progress of the Student Intern is such that no further time or effort should be expended.
- The Field Organization agrees not to terminate a student's internship placement without just cause or without prior notice and discussion with the Faculty Internship Advisor. It

will be the Faculty Internship Advisor's responsibility to notify the student of termination from the internship experience.

This affiliation will begin on _____. It shall continue until the Student Intern has completed the required number of internship hours; or if deemed necessary by either party prior to completion of the internship agreement. The party wishing to discontinue the affiliation shall notify the other party in writing no later than the middle of the semester in which the student is enrolled in an internship.

Field Organization Supervisor: _____ Date: _____

Faculty Internship Advisor: _____ Date: _____

Internship Learning Outcomes/Goals and Expected Outcomes

Student Intern Information

Name: _____
Internship _____
Location: _____
Agency _____
Supervisor: _____
Date Begin: _____ Date Ends: _____

Instructions

Goals should always be: **S** – Specific **M** – Measurable **A** – Achievable **R** – Realistic **T** – Time Bound

1. **Learning Outcome/Goal.** Briefly describe what you expect to learn from your internship experience. Goal should be measurable.
2. **Method.** What will you do in the agency to achieve this outcome? What will you do to learn the stated goal?
3. **Importance.** Rank the goal as Essential, Important, or Desirable as follows:
Essential – required for job performance
Important – helpful for job performance
Desirable – asset for job performance

1st Learning Outcome/Goal

Description:

Method:

Importance: ☐ Essential ☐ Important ☐ Desirable

2nd Learning Outcome/Goal

Description:

Method:

Importance: ☐ Essential ☐ Important ☐ Desirable

3rd Learning Outcome/Goal

Description:

Method:

Importance: ☐ Essential ☐ Important ☐ Desirable

4th Learning Outcome/Goal

Description:

Method:

Importance: ☐ Essential ☐ Important ☐ Desirable

**SOCI 498-01 CRIMINAL JUSTICE INTERNSHIP
STUDENT INTERN CONTRACT**

INTERNSHIP CONTACT INFORMATION

Student Intern Contact Information:

Student Intern Name: _____ Banner #: _____

ACU Address _____ Phone _____

Permanent Address _____

Field Organization Contact Information:

Field Organization: _____

Address: _____

Phone: _____

Field Supervisor: _____

Field Supervisor Address: _____

Field Supervisor Phone: _____

Student Intern Contract Agreement:

I affirm I am enrolled in SOCI 498-01, and understand the requirements and expectations of the course, and that I will conduct myself in a professional manner that positively reflects me and ACU.

I understand that my final course grade will be determined by the Faculty Internship Advisor with input from the Organization Field Supervisor.

Student Intern

Date

Organization Field Supervisor

Date

Faculty Internship Advisor

Date

DAILY ACTIVITY REPORT INSTRUCTIONS

A very important requirement of the Internship is to keep an accurate record of hours worked and your daily activities. Unless your field organization requires you to record hours worked on a form specific to that organization, **make as many copies of the daily activity form to record your time worked and daily activities.** *NOTE: If you must record your hours worked on another form, you must still use this form to record your daily activities

When describing your daily activities, reference your knowledge of the laws, procedures, and protocols of criminal justice practice..

Daily Activity Reports will be evaluated on the following:

- Applying the correct laws, procedures, and practices to the observations, events, and/or daily activities you choose to describe;
- Clear and detailed writing.

Daily Activity Reports are to be kept-up-to-date, organized chronologically in a secured 3-ring binder, and will be evaluated by the Faculty Advisor periodically throughout the semester at student/faculty appointments.

DAILY ACTIVITY REPORT

Student Intern Name _____ Date _____

Field Organization_____

Time Started Today _____ Time Quit Today _____

Total Hours Worked at Internship this Day _____

Total Internship Hours Completed to Date _____

Narrative of Daily Activities: (Reminder: When describing your daily activities, reference your knowledge of the laws, procedures, and protocols of criminal justice practice..)

[illegible]

(USE THE BACK OF THIS PAGE AS NEEDED)

This certifies that _____ engaged in the activities as stated.

Field Supervisor Signature: _____ Date: _____

Student Intern Signature: _____ Date: _____

NOTE: Daily Activity Reports should be kept in chronological date order, in a secured 3-ring binder, and submitted to the Faculty Advisor for review when requested.

STUDENT INTERN PAPER FINAL REPORT INSTRUCTIONS

Format

- Publication Manual of the American Psychological Association (APA) writing guidelines is preferred.
- The **Student Intern Final Internship Report** is to be typed, double-spaced, 6-8 pages of text, 12 point Times New Roman font, and one inch margins.
- The **Student Intern Final Internship Report** should include at least 5 sources from various professional journals or books, primarily referencing the laws, procedures, and protocols of criminal justice practice used during the internship experience.
 - All references should be included on a separate References page.
 - Citation of references should be included in the text of your paper in accordance with the guidelines of the Publication Manual of the American Psychological Association (Fifth Edition).
- The **Student Intern Final Internship Report** will be graded on content, comprehensiveness, clarity, writing skills, and application of the laws, procedures, and protocols of criminal justice practice. The report will be kept by the Political Science & Criminal Justice Department; therefore, if you wish to retain a copy you must make a copy of the report prior to submitting it for evaluation.

Content

The Student Intern Final Report Paper should include the following:

1) The Field Organization

- a) What are the functions/goals/objectives of the field organization and the strategies to achieve these goals? Describe the most interesting or unique means of achieving organizational goals and objectives.
- b) What is the structure of the field organization in terms of its staffing and the roles that each perform? (Top level staffing may be above the department or field organization personnel with whom you work. Include this level of staffing if it is pertinent). Does the field organization have a Board of Directors? If so, what responsibilities do they hold?
- c) If the Field Organization is a social service or government organization, how is it funded?

- d) Describe those who are served by the field organization - such as clients, customers, etc, and the types of services available to them. Are there “qualifications” that clients must meet?
- e) Describe at least one “unique” problem or dysfunction you observed during your internship experience. Why did you find this issue “unique” and how would you resolve or improve the issue?

2) Student Intern Role

- a) Describe your role as a Student Intern in the field organization.
- b) Describe a minimum of five (5) examples of how you applied criminal justice concepts, laws, procedures, and practices in the workplace. Be specific.
- c) Summarize the goals of your internship and the results of stated goals.

3) Appendix (These items must be included)

- a) Include the completed **Student Intern’s Evaluation of Internship**.
- b) Include the completed **Field Supervisor’s Evaluation of Student Intern**.
- c) Include a copy of a "**Thank you for the experience**" letter to your Field Supervisor.
Make note of the date you delivered or mailed the letter.
- d) Include any other material supportive of your internship experience.

STUDENT INTERN EVALUATION OF INTERNSHIP

Student Intern Name _____ Banner# _____

Name of Field Organization _____

Name of Field Supervisor _____

- 1) Describe the nature of the Field Organization setting:

- 2) Approximately how much time per week did your Field Supervisor spend with you in direct supervisory contact?

- 3) At what point (if any) in your Internship were you given direct responsibility for independent work? Describe in detail.

- 4) Describe your relationship with your Field Supervisor.

- 5) Was your Field Supervisor, or other employees with whom you worked, concerned about your professional development? Explain.

- 6) What were the major, if any, challenges of the Field Organization?

- 7) What were the positive aspects of your internship experience in this specific Field Organization?

8) Do you think the Department of Political Science & Criminal Justice should use this Field Organization again? Yes _____ No _____

9) Would you recommend that your Field Supervisor be asked to supervise future interns? Explain your answer. Yes _____ No _____

10) Add any other comments you wish to make regarding your internship experience.

11) What final letter grade would you give yourself? _____. Explain why.

ORGANIZATION FIELD SUPERVISOR'S EVALUATION OF STUDENT INTERN

Intern Information

Student Intern:

Date:

Job Title:

Field Organization:

Field Supervisor:

Evaluation Guidelines

Your evaluation of the Student Intern named above will be one of the determining factors in the Student Intern's final grade. Therefore, you are asked to comment on the following items, and at the end of this document, assign a value to the Student Intern's work according to the five options given. While your comments need not be lengthy, please provide enough information so that your final evaluation may be supported.

Also, if you are willing, it is recommended that you share your comments and assignment of values with the Student Intern. By doing so, you will have an opportunity to give feedback in the form of praise, as well as, constructive suggestions for improvement in their work.

Evaluation

Use this rating key for the following evaluation:

1 = Unsatisfactory

Does not perform required tasks. Requires constant supervision

2 = Marginal

Needs improvement in quality of work. Completes tasks, but not on time.

3 = Meets Requirements

Meets basic requirements. Tasks are completed on time.

4 = Exceeds Requirements

Goes above and beyond expectations.

5 = Exceptional

Always gets results far beyond what is required.

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
Achieves Set Objectives	☐	☐	☐	☐	☐
Open To Constructive Criticism	☐	☐	☐	☐	☐
Demonstrates Required Job Skills And Knowledge	☐	☐	☐	☐	☐

Demonstrates Effective Management And Leadership Skills	☐	☐	☐	☐	☐
Completes All Assigned Responsibilities	☐	☐	☐	☐	☐
Meets Attendance Requirements	☐	☐	☐	☐	☐
Takes Responsibility For Actions	☐	☐	☐	☐	☐
Recognizes Potential Problems And Develops Solutions	☐	☐	☐	☐	☐
Demonstrates Problem Solving Skills	☐	☐	☐	☐	☐
Offers Constructive Suggestions For Improvement	☐	☐	☐	☐	☐
Generates Creative Ideas And Solutions	☐	☐	☐	☐	☐
Provides Alternatives When Making Recommendations	☐	☐	☐	☐	☐

Provide Suggestions for Intern Self-Improvement

Please Add Any Additional Comments You Feel Are Appropriate

After considering the above criteria, I am assigning (Student Intern's name) _____ the value of _____. If you have assigned a value of Unsatisfactory or Exceptional, please explain this rating with a few supporting comments:

Student Intern Evaluation completed by:

Organization Field Supervisor

Date

Verification of Student Intern Evaluation:

By signing this form, I confirm that I have discussed this review with my Field Supervisor. Signing this form does not necessarily indicate that I agree with this evaluation.

Student Name: _____

Student Signature _____ Date: _____