

Internship in Criminal Justice - Course Information/Syllabus

CJ 393 (undergraduate) & CJ 593 (graduate)

Spring 2011

Coordinator: Dr. Dana Greene

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Office: Breland Hall 106

Overview:

This is a special studies course and does not meet like a regular course. You are responsible for completing all scheduled hours at the internship site and for staying in touch with the internship coordinator. We will be using e-mail to stay in touch, discuss our experiences, and turn in assignments, etc. I will send out a preliminary greeting to all interns at the beginning of the summer. E-mail is the best way to reach me though I hold office hours Tuesdays 12noon – 2:15pm & Wednesdays 5:15-6pm. My office is in Breland Hall room 106, pop in anytime I'm scheduled to be there or we can always schedule an appointment if necessary.

You must complete 10 hours per week at the internship site for every 3 credit hours you take toward the internship this semester. You must complete at least 15 weeks at the internship site. The exact days and hours you are there is to be negotiated with your internship supervisor. **You must complete the required number of hours to pass the course.** This is an S/U graded course.

Expectations/Coursework:

Please remember that you are representing not only yourself but also the Department of Criminal Justice. Please follow all agency rules and policies and conduct yourself in a professional manner. Please make certain that as you log your activities and write about your experiences, as well as when you discuss the internship with anyone, that you maintain the **confidentiality** of all involved. If you have any questions or if any problems arise, please do not hesitate to contact the internship coordinator. Also, please encourage your internship supervisor to contact the internship coordinator at any time.

Your course grade (**S** – satisfactory or **U** - unsatisfactory) is based on the successful completion of the following (You may submit your work as email attachments OR place your work in my office mailbox located in the CJ Department main office). Please notify me when you've turned in your work and

confirm that I've received it. All work must be completed, and written work submitted, by **May 6th** unless you've sought, and were granted, an extension by the internship coordinator (Professor Greene):

1. Fifteen (15) weeks of 10-40 hours per week (depending on credit hours) at the internship site (finish by or before the week of May 6th).
2. A log of the days and hours worked and a description of all of your activities with the total number of hours calculated at the end.
3. A reflective paper due on **May 6th** in which you:
 - a. Describe why you chose this internship site and what you were hoping to learn or gain from it.
 - b. Describe in detail the 5 most important things you learned and how you learned them.
 - c. Compare what you learned to what you hoped to learn in the beginning.
 - d. Discuss the ways that your internship experience supported what you have learned in the classroom and how it added to or differed from what you have learned in the classroom.
 - e. Discuss the strengths and weaknesses of your internship experience.
 - f. Describe how you will use what you've learned in your future endeavors.
4. Both you and your supervisor will be asked to evaluate the internship experience at the end of the semester. I will send you the forms via email and you must submit them to me by May 6th in order to receive an S grade for the class.

Note:

For those *repeating* their internship for a second semester at the same site, the reflective paper for that semester should address the following:

- a. Describe one ethical dilemma you or a co-worker faced on the job and how it was handled
- b. Discuss what aspects of this job you'd like to have in your future employment
- c. Discuss what aspects of this job you'd like to avoid in your future employment
- d. Describe what you learned about yourself from the experience.