

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 2021

Contact Information: Submit all communications to the CJ Intern Director Dr. R.K. Prine, Office NH 1025, e-mail 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 semester, this equates to an average of 10 hours weekly.

CRJU 4910 B requires a minimum of 300 contact hours for six semester hours of credit. Over the course of the fifteen-week semester, this means an average of 30 hours weekly.

Note that some agencies have a different hour requirement, e.g., an agency might require 200 contact hours, in that case the student could obtain 3 hours of credit but not 6. If the agency requirements are not made clear on the application, then students will need to clarify the minimum number of hours required during the interview process.

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

- 1) Complete all required weekly reports, unless the student has permission for a late start or early finish due to the sponsoring agency, this is fifteen, making sure that each entry is clear, concise, and grammatically correct.
- 2) Log in the required number of contact hours with the agency: 150 for Section A and 300 for Section B, verification is through the Agency Supervisor
- 3) Complete a term paper following the guidelines in this syllabus and turn it in by the 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.

Students can track their academic progress by accessing the Gradebook function in BlazeView. Grades are updated weekly.

Weekly Reports. The weekly reports will summarize the students experiences for each week of work completed. There are fifteen weekly journals/reports. **The faculty supervisor should receive these reports no later than each following Monday by 12:00 noon. If a due date falls on a VSU recognized Holiday simply submit it the following day.** Weekly reports should be submitted electronically in a Word document using the Blaze View system, if the student encounters any problems then send the report to rkprine@valdosta.edu as a Word Attachment. Upload each weekly report in Blaze View under the Assignments portal. Faculty supervisor’s comments and grades are posted for each week’s report in the Assignment section.

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) to rkprine@valdosta.edu

The following is a first line to use in your weekly reports: Your Name, CRJU 4910, Spring 2021, the 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 attendance, send a brief e-mail with the info indicated above (Your Name, CRJU 4910, the Agency, Dates and Contact Hours) to Dr. Prine with a CC to the 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 receive a failing grade. Students should send the attendance e-mail the same day they post their Weekly Report in Blaze View.**

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 should include suggestions for improvement or reform based upon the internship experience. In addition, the student will 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. 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 Friday 03 May, this is an absolute deadline. Early submissions are welcome. Submit papers electronically via the Blaze View system; however, if the student encounters any problems, they may submit a Word Attachment to Dr. Prine via e-mail. Again, the address is rkprine@valdosta.edu

Course Calendar: Unless the participating agency requires otherwise, Internships will begin on Monday 11 January, and end on Monday 03 May, this follows the regular Academic Calendar. Interns should not work on official VSU holidays: check the VSU Academic Calendar.

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. 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. Submit all weekly reports via Blaze View; 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 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 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) Students must follow the agency guidelines on social distancing and protective masks. 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. The exception is for certified LEO's who are doing administrative internships with their respective agencies.
- 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. Do not fraternize with agency personnel, 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.

Students who intern outside a 50 radius from the VSU campus are eligible for a partial fee waiver.

There are no longer excluded counties, eligibility will be determined based on actual distance of the assigned location's physical address to the VSU Valdosta campus located at 1500 N. Patterson Street, Valdosta, GA. Distance from the campus will be determined by using Google Maps.

A new waiver form has been developed, to be initiated by the student and approved by the coordinator or instructor of the internship/externship/practicum course. The person approving the document will ensure the correct physical location is entered on the student form. Department head approval is also required. Once academic approvals are in place, the form can be forwarded to the Bursary via email, fax, or campus mail. The mandatory fees web page has been updated, and provides a link to the new form, <https://www.valdosta.edu/administration/finance-admin/financial-services/students/policies-and-procedures/mandatory-fees.php>

Waivers will be applied beginning 2 weeks prior to the first day of the semester, based on the approved forms received in the Bursary. So, students who can provide the approved request form earlier will no longer need to pay the fees up front and then wait for reimbursement. Waivers will continue to be applied as approved forms are received in the Bursary

Because a student's eligibility for the 50-mile radius waiver can change, the Bursary will audit student records after online drop/add has ended, to ensure the student remains eligible for the waivers (i.e., enrolled in no other on campus courses, not living on campus, no changes to assigned location).

As part of this audit, the Bursary will email a list and/or copies of the waiver forms to the departments for their review and confirmation that physical locations are still valid. If the student is subsequently found to be ineligible the waiver would be removed and the student would then be responsible for the fees. The Bursary will notify the student if the waivers are removed and the student owes a balance.

During the transition period, the Bursary will continue to accept the old forms from instructors, but if there is a question on a particular student about the distance we will need the full address to confirm (i.e., if "Tifton" is entered on the form, we will need to

know the full physical address for the assignment, since parts of Tift County are within the 50-mile radius but parts of it may be beyond 50 miles).