

Community College of Baltimore County

School of Business, Technology and Law

Criminal Justice Studies

CRJU 273

Internship Manual

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CRJU 273

Criminal Justice Internship

Detailed Course Outline

DESCRIPTION

CRJU 273 – 3 Credits – Criminal Justice Internship provides students an opportunity to apply classroom learning to the work environment. It also assists students in identifying potential employment opportunities in the criminal justice field and provides critical skills necessary to acquire a job in this area. The Internship is required for all degree or certificate-seeking students in the Criminal Justice Studies Program. This course requires seventy-five (75) hours of work with an approved criminal justice agency and an additional forty (40) hours of written assignments for a total of 115 hours of work completed.

Prerequisites: CRJU 110, CRJU 120, CRJU 122 and CRJU 250 with a minimum overall GPA of 2.0 or the approval of the program coordinator

RATIONALE

Criminal Justice information has been conveyed to the students by lecture material and it is hoped that significant learning has come about through classroom discussion, independent research projects and independent study. However, little has been done within Criminal Justice programs to offer the student practical experience. For this reason, the internship courses were designed to fill this void. The student, subject to approval from the instructor, will select a specific agency, office or institution within the Criminal Justice field and will work at the selected site in a specialized area supervised by a practitioner for seventy-five (75) hours for three credit hours for this course.

GOALS AND OBJECTIVES

The course experience helps to prepare the pre-service student decide which areas in the Criminal Justice field may offer career possibilities. It will be beneficial to the in-service student in better understanding areas of the Criminal Justice System that may not be well-known. Through such understanding, more cooperation and coordinated efforts may develop among the various Criminal Justice entities. Specific learning objectives will be developed by the student and their site supervisor.

INSTRUCTIONAL METHODS

Meeting with the Professor: The student is required to meet with the Professor prior to on-site commencement, in person, on the telephone or video conferencing. The Professor will review the course expectations and clarify student questions related to the course. Students are asked to seek their own internships (from the list or through their own contacts with persons in criminal justice agencies). If a student is unable to locate an internship within a reasonable time, the Professor will assist. Some internship positions require criminal background checks, for example, police departments, while others may require “upfront” training (Mothers Against Drunk Drivers, Court Watch). Time spent for any training applies to the student’s internship hours.

Many internship sites will not accept students who have a criminal conviction or pending civil or criminal proceedings. Please inform the Professor of any current or prior legal issues that may interfere with the internship placement. It is imperative to be “up front” with potential site supervisors regarding a student’s status.

After the initial meeting with the Professor, the student must maintain contact with the Professor via monthly “Status Update” submissions in Blackboard by the 5th of every month during the internship period (this provides a record of the student’s status during the semester). The submission must contain the following information:

- Location of internship
- Number of hours completed
- A brief summation of activities to date (two or three sentences)
- Any other information the student wants to add

The intern may also make contact with the Professor in-person and by telephone as needed, but the above submission is the minimum required. Once the student has completed the internship hours and has submitted Forms 7 and 8, the student is not required to submit the monthly Status Update. These updates are a pivotal form of communication between the Professor and the Student to ensure a successful completion of the course.

On-Site Instruction: Instruction on office assignments and procedures are provided by the student's on-site supervisor. Co-workers may also provide instructive assistance when they are available for that purpose. The Professor should be contacted if the student believes that on-site supervision is inadequate, but only after the student has first addressed this issue with appropriate office personnel.

EVALUATION

The student's grade for the internship class is based on the following:

- Student’s evaluation by his/her site supervisor midway through the internship and at the completion of the required number of contact hours;
- Timely submission of forms and Status Updates;
- Timely completion of Academic components –Procedures & Ethics Project, Resume Project, and Reflective Report.

CRITERIA FOR APPROVAL OF INTERNSHIP SITE

- Internship site must be willing to provide work responsibilities and duties for the intern directly relating to the student’s educational major.
- Internship site must be able to provide the intern with a work area sufficient for the intern to perform the required duties.
- Internship site must recognize and support the intern’s education as a top priority at all times.
- Internship site must provide a professional and ethical atmosphere in which the intern can work and interact with other employees.

SPECIFIC COURSE REQUIREMENTS:

1. The student will obtain permission from the field supervisor for placement as an Intern. The student will return the *Agency Information Form* (Form 1) AND the “*Internship Data Form*” (Form 2) to the Professor BEFORE beginning the Internship.
2. The student must submit the “*Internship Agreement*” (Form 3) and “*Learning Objectives Form*” (Form 4) to the Professor within five (5) days of the meeting with the internship site supervisor.
3. The student must maintain contact with the Professor via Status Updates (as specified above under subtitle Instructional Methods).
4. The student will be evaluated in writing by the field supervisor approximately midway (Form 5) through the internship and at the conclusion (Form 7) of the 75-hour experience. The form must be forwarded to the Professor upon receipt and no later than the last day of class for the semester to avoid an incomplete grade.
5. At the completion of the internship the student will submit the hours log (Form 6).
6. The student must immediately report any accidents, confrontations, or unusual incidents to the Professor.
7. The student must complete the three written assignments – The Procedure and Ethics Project, the Resume-Building Project, and the Reflection Report (details can be found on the LMS).
8. Field supervisors and their agencies offer the Internship as a courtesy to students and the College. The student has a responsibility to be an active participant in the internship and to be punctual for assignments. Failure to meet for assignments may result in a failing grade for the course. Dressing appropriately and acting professionally will characterize the student as an asset to the agency and the College. The student is an emissary of The Community College of Baltimore County and is expected to act accordingly.

PROFESSIONALISM

“Professionalism in the workplace is based on many factors, including how you dress, carry yourself, your attitude and how you interact with others. The definition of professionalism indicates that each person performs their tasks with genuine earnestness and honesty. It refers to a person doing his / her job with sincerity while maintaining professional etiquette and ethics in the workplace.” (JWilliamsStaffing.com)

An intern is considered to be an entry-level employee in an agency. Although you are not being paid to report to work, you are expected to behave as an employee. In addition, your position as an intern is linked to the College. Therefore, you are fulfilling two roles – an employee and a student. It is essential that you remember that you represent CCBC and its image with its criminal justice partners. Therefore, the following list may be helpful as you prepare to assume your duties as an intern.

Don't:

- Be late or abuse breaks
- Make personal phone calls or use your cell phone to send or receive text messages
- Play on the computer or search social media sites
- Disrespect other people's work space
- Become known as a complainer or slacker
- Be afraid to ask questions or speak up at the right time
- Get involved in the personal affairs of co-workers (don't gossip)
- Handle personal affairs at work
- Take your position for granted; the internship is a privilege

Do:

- Dress appropriately for the environment
- Be enthusiastic and exhibit a positive attitude about the experience
- Understand the boundaries and limits of the position
- Keep inappropriate language out of the workplace
- Use good communication skills – both verbal and written
- Demonstrate willingness to pitch in and be a team player
- Build your own portfolio (projects you worked on, letters from co-workers, etc.)
- Accept personal responsibility for actions, decisions, etc.
- Be nice to everyone!

Finally:

You only get one chance to make a first impression. Be sure that your first impression is positive.

Many of these suggestions are collected from: Careers in Criminal Justice and Related Fields by J. Scott Harr and Karen Hess, 2010, Wadsworth Cengage Learning.

FORMS

Form 1: Agency Information Form – Student completes and return to the internship coordinator before the start of the internship (or shortly afterwards).

Form 2: Internship Data Form – Student completes and returns with Form 4 (Internship Agreement).

Form 3: Internship Agreement – Student completes and returns to the Internship Coordinator within five days of meeting with the internship site supervisor.

Form 4: Learning Objectives – To be completed by the student with the assistance of the internship site supervisor. Return this form to the internship coordinator as soon as possible after the start of the internship.

Form 5: Progress Report – To be completed about midway through the internship (for example, after approximately 35 hours) by the site supervisor and returned to the internship coordinator as soon as possible. The site supervisor has can have the student return the form or the form can be directly sent to the internship coordinator by the site supervisor.

Form 6: Evaluation (employer form) – To be completed by the internship site supervisor upon completion of the internship. This form can be returned to the Internship Coordinator by the student or directly by the employer.

Form 7: Hour Log (employer form) – To be completed by the student and/or internship site supervisor. Hours must be confirmed by the internship site supervisor.

FORM 1

CRIMINAL JUSTICE INTERNSHIP (CRJU 273)

AGENCY INFORMATION SHEET

Name of Intern: _____

Agency/Site: _____

Address: _____

Phone Number: _____

Type of Agency: *(please check)*

_____ **Federal** _____ **State** _____ **County** _____ **Local**

CJ Component: *(please check)*

_____ **Law Enforcement** _____ **Courts** _____ **Corrections** (includes Community Supervision)

Mission Statement:

Main function of the agency:

FORM 2

INTERNSHIP DATA FORM

(Completed by the student and returned with Internship Agreement)

Students Name: _____

Telephone: _____

Agency where internship will be performed:

Name of Agency: _____

Internship Supervisor's Name: _____
(The person with whom you will be working with or report to)

Supervisor's E-mail Address: _____

Supervisor's Telephone Number: _____

FORM 3

INTERNSHIP AGREEMENT

**COMPLETED BY STUDENT AND RETURNED TO INSTRUCTOR WITHIN 5 DAYS
OF THE MEETING WITH THE SITE SUPERVISOR.**

It is agreed to be of mutual interest and advantage that the students enrolled in the Criminal Justice Studies Program at The Community College of Baltimore County be given the opportunity and benefits of an internship experience.

The Community College of Baltimore County agrees to:

1. Arrange with the site supervisor of the internship site for the acceptance and starting dates of the internship.
2. Certify that each student has completed all courses and requirements prior to beginning work at the site.
3. Provide the site with student evaluation forms.

Notice of Nondiscrimination

The Community College of Baltimore County does not discriminate against individuals on the basis of race, color, gender, age, national origin, religion, sexual orientation or mental or physical disability in the administration of its educational and employment policies, programs, practices and activities.

The Internship Site agrees to:

Recognize the internship student as a participant in an educational program and to cooperate in every way to provide teaching situations for the student that will contribute to his/her development.

1. Provide a site supervisor willing and capable of evaluating and guiding the student.
2. Report immediately any unsatisfactory progress of the student to the college's internship coordinator.
3. Assist in the evaluation of the student's performance by signing time logs and completing evaluation forms.
4. Certify at the completion of the internship that the student has completed a minimum of **50 hours**.

The Student agrees to:

1. Report to the internship site punctually and in accordance with scheduled hours.
2. Call the internship site in advance if there is any change in the schedule due to class requirements or illness.
3. Complete and turn in time logs to internship coordinator.
4. Meet with internship coordinator weekly, either in person, online, or via telephone.
5. Work for the best interest of the employer, keep all information involving clients at the internship site confidential, and follow all rules of professional conduct.
6. Not sever relations with the employer without the approval of the internship coordinator.

Site Supervisor

Date

Internship Student

Date

FORM 4

LEARNING OBJECTIVES: With your supervisor, develop a list of 3-6 **specific** learning objectives and action plan items to be accomplished during this semester. State your learning objectives in terms of what you plan to achieve and your action plan items to as how you plan to reach these objectives.

Learning Objectives (What do you intend to learn or achieve?)	Action Plan (What specific actions, strategies and assignments do you plan to take in order to accomplish the corresponding learning objectives?)
1.	
2.	
3.	
4.	
5.	
6.	

Supervisor Signature

Date

Student Signature

Date

CCBC Internship Coordinator Signature

Date

FORM 5

PROGRESS REPORT

Name of Student: _____

Please rate your intern on the following factors:	Outstanding	Good	Satisfactory	Poor	Inadequate	N/A
Meets expectations of job assignment						
Is punctuality and dependable						
Possesses a willingness to learn and work						
Accepts and uses constructive feedback						
Takes appropriate initiative when applicable						
Communicates effectively with clients						
Communicates effectively with co-workers						
Clearly conveys ideas / subject matter in written work						
Demonstrates an understanding of the agency mission and role within the criminal justice system						
Dresses appropriately for job assignment						

Do you feel a need for a follow-up phone call? _____ Yes _____ No

Supervisor Signature

Date

Phone/E-Mail

FORM 6

FINAL EVALUATION

Name of Student: _____

Please rate your intern on the following factors:	Outstanding	Good	Satisfactory	Poor	Inadequate
Functions at a high level of productivity					
Exhibits a professional attitude and is punctual					
Shows an ability to learn and problem solve					
Possesses a desire and willingness to take on new assignments					
Accepts and uses constructive feedback					
Displays a spirit of cooperation and teamwork					
Shows creativity and originality on assignments					
Communicates effectively with co-workers and clients					
Utilizes academic knowledge and skills					
Overall assessment of the student intern					

When would you like to have another inter/co-op? _____
(please state semester and year)

Please call, I have questions - _____ Yes _____ No

Supervisor Signature

Date

Phone/E-Mail

FORM 7

HOUR LOG

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

Week of: _____ **Number of Hours:** _____

TOTAL NUMBER OF HOURS WORKED AT PLACEMENT: _____

Please note: internships can be completed in 14 weeks or less.

I certify that the above student has worked the hours indicated.

Supervisor Signature Date

I certify that I worked the hours indicated above.

Student Signature Date