

DEPARTMENT OF CRIMINOLOGY & CRIMINAL JUSTICE
INTERNSHIP PROGRAM – CRJU 494
University of South Carolina
Fall 2007

Internship Coordinator: Mr. Geoffrey Alpert **Office Hours:** By Appointment
Email Address: geoffa@gwm.sc.edu **Telephone:** 803-777-6424
Office: Room 202, Currell

COURSE OBJECTIVES AND PURPOSE OF THE INTERNSHIP

The goals of the internship program include:

1. An opportunity to apply academic experiences in a professional field setting.
2. An opportunity to explore possible career choices.
3. An opportunity to gain useful criminal justice experience, and improve employment potential upon graduation.
4. An opportunity to experience the “real world” of criminal justice.
5. To establish a network of contacts within the field of criminology and criminal justice.

ACADEMIC REQUIREMENTS

<u>MATERIAL</u>	<u>DUE DATE</u>	<u>POINTS</u>
Orientation	8/27/07	10%
Learning Objectives Statement	10/22/07	15%
Mid-Semester Workshop & Presentation	10/22/07	15%
Experience Paper	12/3/07	15%
Research Paper	12/5/07	30%
Agency Evaluation	12/5/07	15%
Verification of Hours Form	12/5/07	<u>MANDATORY</u>
		Total = 100%

INTERNSHIP PROGRAM HOURS REQUIREMENT

All student interns, graduate and undergraduate, are required to complete a minimum of **160 hours to earn 3 university credits**. To keep track of your hours worked, use the ‘Verification of Hours’ form and record your hours on a weekly basis. Your supervisor from the agency must sign off each week on your hours worked. This form is mandatory.

MANDATORY MEETINGS

Unless specifically excused by the Internship Coordinator, internship students are required to attend an orientation meeting at the beginning of the semester. The orientation meeting is worth 10% of your final course grade. The mid-semester meeting will take place on or around October 22nd in room 205 at 3:30. Students should prepare 10-15 minute presentations about their internship experiences for the mid-semester workshop. This meeting is worth 15% of your final course grade.

LEARNING OBJECTIVES STATEMENT

Most internship agencies provide some type of orientation for student interns. Students should use this orientation period to ask questions and talk about possible objectives for their upcoming semester experience. The intern should prepare a TYPED learning objectives statement and give it to his/her internship supervisor for the supervisor's input and feedback. The input from the supervisor is critical. With this input, the mutually agreed upon modified statement becomes an informal contract by which decisions can be based during the course of the internship. If an internship involves multiple agencies, a learning objectives statement **must** be submitted for **each** agency.

All Students must meet with their supervisor and **obtain his/her signature on the final draft** of the learning objectives statement. Make three copies of your final learning objectives statement with your supervisors' signature. Retain one copy for yourself, give one copy to your supervisor, and return the third signed copy to the Internship Coordinator. This assignment is worth 15% of your final course grade.

RESEARCH PAPERS

Undergraduate students will be required to submit a 10-12 page research paper including a minimum of 7 scholarly references from quality journals from the field of criminology and criminal justice. The topic of the paper should be relevant to the student's internship placement. This paper should synthesize the research literature on a narrow topic. This paper cannot be a historical overview of the agency. Students are advised to discuss their proposed paper topic with the Internship Coordinator before starting their research. The research paper is due on December 5th and is worth 30% of your grade.

LATE PAPERS (How to Lose Points)

"Late" is defined as any course requirement that is not received by 4 PM on the due date. For each day an assignment is late, 10% will be deducted. Points will also be subtracted if the assignment does not follow the required format or is incomplete.

PROFESSIONAL AND ETHICAL CONDUCT

Students should be aware that while they are performing their internship duties in the field that they represent the Department of Criminology and Criminal Justice, as well as the University of South Carolina. Students are expected to conduct themselves in a manner as they would in any professional employment environment.

- Internships may not be taken in an agency in which a student is currently employed.
- Any misuse or abuse of power or authority will not be tolerated.
- Dress and act appropriately and professionally in the workplace.
- Arrive to work on time. Follow all rules and regulations regarding punctuality, reliability, and conduct.
- Do not make "other" commitments (i.e., employment, other classes, Doctor's appointments) that will conflict with the required working hours of the agency. Students are reminded that they are expected to perform as any other employee in the agency.

- Call your supervisor when ill (extended absences should be reported to the Internship Program Coordinator). You may have 1 day of an excused absence. Any additional absence must be made up.
- Complete all work assigned by the agency and all academic work assigned by the Internship Coordinator.
- Interns who are terminated by their internship sponsor for any unethical and/or unprofessional activities, will receive a grade of 'F' for the course. Students should contact the Internship Coordinator if they are having difficulties at their agency.

Description and Guidelines for the Learning Objectives Statement

The learning objectives statement contains six broad categories where you should be experiencing growth throughout your internship. Your task is to develop personalized objectives for each of the categories. Each category should contain 2-5 objectives. Use these guidelines to assist you in writing your personal objectives. Indicate what you would like to learn and how you will accomplish this. Your agency supervisor's experience and input is critical to identifying "how" you will accomplish this learning. For example, you may want to learn how the police analyze crime data and identify crime patterns, but it is the supervisor who knows how you will learn this (i.e., by working with crime analysts to learn how they identify and the areas).

Job Competencies

The tasks you work on and situations you encounter will compel you to learn new skills that will make you a competent employee. Observations of the professionals you work with provide you with insight on particular job skill requirements. What are the job skills you would like to learn about? Which job functions would you like to observe? How will you accomplish learning these skills and functions?

Broadening Horizons

It is important for you to understand how individual policies, procedures, units or departments work within a broader context. You may not understand the reason for a policy until you analyze it from a larger perspective. You may also wonder why a perfectly sound program does not seem to work when put into practice. What policies and procedures do you hope to understand? What units and departments do you need more information about? How will you obtain this information?

Interpersonal Skills

Succeeding in the work world requires a variety of interpersonal, communication, and problem-solving skills. Simple tasks involve communicating, lending assistance, and responding to directions. More advanced tasks may require initiating, supervising, and negotiating skills. During your internship experience, your abilities to initiate and implement ideas will be challenged. You may even be involved in developing and completing projects. How will you demonstrate your ability to take initiative? What can

you do to develop a positive relationship with coworkers? Employers use their assessment of such skills to make hiring and promotion decisions. What interpersonal skills will you improve upon or observe throughout your internship? How will you accomplish this?

Learning About Your Agency

Within the work world there are a number of formal rules and regulations, as well as informal cultural norms and values that guide employees' behaviors and actions. Each employment setting will be different, depending upon the expectations of the supervisors, managers, and coworkers. You will become familiar with formal agency rules and regulations. How will you learn about job requirements, benefits, and hiring processes? How will you learn about the informal organizational culture, including the informal norms and values that guide employees' behaviors and actions?

Career Explorations

There is no better means for career exploration than field experience. A period of work experience will typically expose you to more than one type of work so you can explore several careers at once. You are able to assess the relative appeal of different occupations from the standpoint of challenges and frustrations, rewarding accomplishments, and working hours or conditions. Use your internship to become familiar with professional literature and organizations in order to obtain the most current information relating to your field and to learn about job opportunities. How will you learn about other careers through this position? How will you find out about professional organizations connected to this area of criminal justice? How does the agency you intern with fit into your career plans? Will you be able to establish contacts with agencies outside of your own? If so, how?

Research Skills

You will most likely be utilizing a number of research skills such as reviewing literature, interviewing, and writing. These tasks may teach you how to seek out information and then to organize it in a clear, concise, factual and objective report. Your ability to relate academic knowledge to job demands will be tested. You may be expected to design proposals, manuals, forms, or publications. What would you like to gain more knowledge about through research? What reports will you be writing? What other opportunities are there for you to collect information through interviewing clients? What other types of research will you be involved with?

Other Objectives

The above categories outline typical growth areas of internship participants. There usually are a number of other competency areas for internship participants. These areas can be included in this section. Feel free to design objective statements that correspond to your additional categories.

LEARNING OBJECTIVES STATEMENT – CRJU 494

Students Name: _____ Internship Start Date: _____

Agency: _____

Date: _____

Supervisor's Signature: _____

LEARNING OBJECTIVES STATEMENT

List and explain specific objectives you have determined for each of the following categories based upon the information provided in this syllabus. Be sure to identify 2-5 objectives for each of the areas. Submit this form to the Internship Coordinator by 4 PM on October 20th. If you need additional space, you can re-make this form.

Specific Job Competencies

Broadening Horizons

Interpersonal Skills

Learning About Your Agency

Career Exploration

Research Skills

Other Objectives

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EXPERIENCE PAPER – Fall 2007

The experience paper is a summary of your overall internship experience with the agency. You must submit a 5-page type written, double-spaced, standard 1” margin paper using the outlined format from this syllabus. It must contain a cover sheet with your name, the semester and year, and the name of your internship agency in addition to the 5 full pages of text. The paper will be graded on completeness, adherence to the outline provided, content, and grammatical correctness.

Outline for the Experience Paper

1. Explanation of the Agency’s Function – Describe the function of the agency and how it interacts with other agencies in the criminal justice system.
2. Explanation of the Internship Position – Describe what you did as an intern with the agency and how your work related to the agency’s functions.
3. Comparison of the Ideal Function to Experienced Functions – Use specific examples to illustrate how the agency either fulfilled its ideal functions or differed from the ideal. Relate your experiences to your academic classroom education and apply concepts, theories, etc., whenever possible. Analyze your experience by comparing the real to the ideal. (For example, an ideal function of the police is to enforce all laws...).
4. What Have You Learned – Highlight the most important aspects of what you have learned and how it will help you in your future career in the field of criminal justice. What objectives did you achieve success in? What did you accomplish? What skills did you gain?
5. Final Recommendations – Present any recommendations for improving or modifying the internship experience you had in the agency you worked for or with the Department of Criminology & Criminal Justice Internship Program. How could the experience be improved? Which requirements were especially helpful? Which requirements were of no value to you? In what way could you have been better prepared for your internship? What should the Internship Coordinator do that is currently not being done?

Forwarding Address/Career Goals – The Internship Program Coordinator would like to have your forwarding address and telephone number in case there is a problem with assignments and/or to make referrals to employers. What are your plans after graduation? Has this internship led to a job offer?

Name _____
 Student ID _____
 Agency _____
 Date _____

AGENCY'S EVALUATION OF STUDENT INTERN

INSTRUCTIONS: Students are responsible for providing this form to their supervisor. Supervisors should complete this evaluation and provide feedback to the intern verbally. The criteria below should be discussed with the student and rated. If the rating is 1 or 2, please provide comments supporting this rating.

Please return this form to the address below **by December 5th**. It will then be placed in the student's academic file where he/she will have access to it.

Geoffrey P. Alpert
 Department of Criminology & Criminal Justice
 University of South Carolina
 Columbia, SC 29208

5=strongly agree 4=agree 3=neutral 2=disagree 1=strongly disagree

Attitude Toward Work

The intern's attitude is positive and enthusiastic. 5 4 3 2 1

Initiative

The intern is able to work with little direction. 5 4 3 2 1

Quality of Work

The intern's work is neat and accurate. 5 4 3 2 1

Adaptability

The intern adapts quickly to new situations. 5 4 3 2 1

Dependability

The intern is reliable in following directions. 5 4 3 2 1

The intern completes assignments on time. 5 4 3 2 1

The intern arrives for work on time. 5 4 3 2 1

Cooperation

The intern is well accepted, tactful, and works well with others. 5 4 3 2 1

Communication Skills

The intern effectively communicates with coworkers. 5 4 3 2 1

The intern effectively communicates with the public. 5 4 3 2 1

The intern effectively communicates in writing. 5 4 3 2 1

Accepting Criticism, Discretion

The intern accepts constructive criticism and uses it to make improvements. 5 4 3 2 1

Personal Appearance

The intern arrived at work dressed appropriately and well groomed. 5 4 3 2 1

Additional qualities you wish to rate:

_____ 5 4 3 2 1

_____ 5 4 3 2 1

Overall Performance 5 4 3 2 1

Additional Comments:

Supervisor Signature: _____ Phone: _____