

**University of South Carolina,  
Department of Criminal Justice  
CRJU 494/794: Internship Syllabus**

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**Course Description:**

Internship experiences in the field of criminal justice serve multiple purposes. The criminal justice intern will develop self-directed learning skills, will gain a better understanding and appreciation of knowledge gained in the classroom, and will be exposed to and better understand the complexities of the criminal justice system. Toward that goal, the following is a list of goals and objectives of the criminal justice internship:

- A. To provide the criminal justice intern with insight into the day-to-day activities of criminal justice agencies and organizations and to provide a realistic perspective of the complex nature of such agencies and organizations;
- B. To provide the intern a greater appreciation of knowledge gained in the classroom and a realization of the importance of that knowledge as it applies to the administration of criminal justice;
- C. To provide the interning student with a sense of career orientation by creating a heightened sense of desire for their chosen field; and
- D. To enable the student to assess his/her skills and abilities against tasks of real-work situations.

Interning in criminal justice agencies and organizations may also serve to provide the student with connections for future employment opportunities, or simply help the intern decide on a specific area of interest. Internships provide all students with an opportunity to integrate academic studies with the day-to-day operations with a criminal justice agency or organization. During an internship, students are similar to employees of the agency or organization. They are assigned duties by their supervisor and are expected to relate to that supervisor as any employee would. While interns are not actual employees, supervisors do expect some return on their investment in students and do assign work that is beneficial to the agency/organization.

**Professional Expectations:**

Students are expected to respect others and adhere to the USC-Student Code of Conduct during the internship. Expectations include academic integrity, accountability, appropriate language, civility, cleanliness, fairness, honesty, justice, nondiscriminatory behavior, professional ethics, punctuality, reliability, respect, trustworthiness, and other aspects of professional behavior. If Dr. Smith receives a report of inappropriate or unprofessional behavior then he will investigate and your internship can be stopped immediately.

**Adverse Events:**

The intern has the right to a safe and comfortable working environment. If the intern experiences any threat towards physical health (i.e. threatened by a client or inmate, traffic accident, dangerous workplace conditions) or mental health (i.e. sexual harassment, practitioner misconduct, bullying, hostile workplace) please inform Dr. Smith *immediately*. Dr. Smith will provide basic training for interns, though once in the field all interns should use discretion and common sense when faced with challenging circumstances. Just remember if you don't tell me, I will not know – so communicate if something is troubling you.

**Course Requirements:**

Completion of the following requirements will assist you in accomplishing the learning objectives for this internship experience. All forms are available on the USC-Criminology website. Please just look for the 'internship' tab.

**Time Sheet (0%):** Per University requirements you must complete 160 hours of internship during the scheduled semester. This equates to approximately 10 hours per week in a major semester (i.e., Fall or Spring semesters). Timesheets should be downloaded by the intern and given to the primary mentor weekly. At the bottom of the page place the cumulative number of hours to track your progress over the semester. Completed timesheets should be placed in the box located in the Criminology office. You are welcome to use the photocopier if you would like to keep a copy for your records. There is no grade given for this component however not reaching the required 160 hours will result in an F grade.

**Memorandum of Agreement (0%):** Students should provide their primary mentor the Memorandum of Agreement form for discussion and to sign. This is simple form to discuss some basic expectations between intern and mentor. Once signed please return to Dr. Smith – this simply informs me that you have had this important conversation with your mentor.

**Paper Responses & Evaluations (100%):** Interns are required to assess their socialization experience before, during, and after being in the field. As such, you are required to write 4 double-spaced page essays on 3 separate occasions.

- (a) **Pre-test (Due January 30<sup>th</sup> or earlier):** Select a combination of (a) one academic article, (b) one reading book, and (c) one movie. All three items should focus on a person, concept, or organization that relates to your internship. You will write one three page paper for this section.

Using these material answer these questions:

- Describe the materials that you examined? What do they tell you to expect?
- Describe your background knowledge or experience with this agency.
- What are you hoping to get out of the internship experience?
- How do you think these 3 materials relate to the 'reality' of your upcoming internship? Are they accurate and informative or not?
- What skill sets/knowledge base did you observe or note in these materials?

(b) **Mid-Semester Reflection (Due February 27th or earlier)**: You will write one three page paper for this section. Please reflect on your experiences and answer the following questions:

- Define your internship organization.
- How does your internship site fit into the local, state, national, and international community?
- How does your internship site interaction with the local neighborhoods?
- What are the goals of the internship agency? Describe the successes and challenges that limit achieving these goals.
- Describe the job description and daily activities of your primary mentor. What activities or roles does he or she fulfill on a daily basis?
- What ethical issues have you confronted during your internship experience?
- Where do you see changes impacting the agency within the next five years (note: you may need to speak with people at the agency to get a sense for some of these questions).

(c) **Final Response & Evaluation (Due April 23<sup>rd</sup> or earlier)**: You will write one three page paper for this section.

- Describe your internship experience. What were the benefits? What were the challenges?
- Do you foresee yourself in this agency/career in the future?
- What recommendations or tips would you provide for another student entering the same internship that you did?
- How would 'self-evaluate' your experience?
- What articles, books, or movies would you know like to review to gain further experience in this area? Describe these materials.
  
- Note: Dr. Smith will provide you with an end of semester evaluation sheet.
- Note: Dr Smith will provide your primary mentor with a student evaluation sheet.

**Grading Scale:**            90- 100% =A / 85-89.9% =B+ / 80-84.9%= B / 75-79.9%= C+  
70-74.9% =C / 65-69.9% =D+ / 60-64.9% =D / 0 -59.9% = F

**Note:** Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 require USC to provide academic adjustments or accommodations for students with documented disabilities. Students seeking academic adjustments or internship accommodations must self-identify with Dr. Smith and with the Office of Student Disability Services prior to requesting an accommodation.