

Syllabus Fall 2015

Internship Course & Seminar

Antonia Winstead, MSW

Criminal Justice 01:202:406, 407, 408

Tuesday - 6:40 - 8:00PM

Livingston - LSH - B115

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Office Hours: Mon. 2:00-4:00PM *By Appointment Only

Course Syllabus

Introduction

Internship programs have become an integral part of the experiential learning process for students seeking careers in public service or the private sector. Such programs bridge the academic and practitioner arenas and provide a rich understanding for students by affording them "hands on" experience at various federal, state, and local criminal justice agencies or in private sectors. Through interactions with practitioners, students develop marketable skills, begin to establish valuable networks, and oftentimes their internship is a pathway for future employment with their sponsoring agency. Through observation and participation, students are better informed to decide on career choices. Similarly, students can recognize the value of classroom learned theoretical concepts as they are applied in the professional environment.

Credits and Hours

You may take 3 credits per semester. Three credits require **120 hours** of internship and the rest of the participation listed below. You may do this class for a maximum of 6 credits over two consecutive semesters by doing **240 hours**. Or, if you are in your senior year and in your **last semester**, you may do the 240 hours in one semester for 6 credits. Note that if you do 6 credits over two semesters, you only attend the internship class for the first semester, and do not attend classes for the second semester. You then hand in your **10-15 pages of journals**, internship hours, **twenty page paper** and evaluation at the end of the second semester. You must complete your

internship during the same semester in which you are registered for this class. Please note that if you are doing this class for six credits, these may not all count towards your major. **It is your responsibility to ensure that your credits are going to fulfill your overall and/or your major credits. If you have any doubts, talk to Sarah Laboy-Almodovar at Lucy Stone Hall!**

Grading

Your grade will be based on the following five factors:

1. Class attendance and participation

There will be weekly seminar meetings on Thursdays 6:40 to 8:00pm. Attendance is **mandatory** and will be taken. **Three absences will result in a lowered grade. An excess of more than three (3) absences will result in a failing grade.** There will be class discussions on your experiences and progress of your individual internship so that the entire class can benefit from your knowledge of your agency and your personal experiences. Additionally, there will be guest speakers throughout the semester that will enlighten you about their particular fields of expertise.

2. E-mailed questions to guest speakers (10% of your grade)

I will share each speaker's information, and you are required to email me at least **three (3)** questions to ask of the guest lecturer days before they speak. You must email the questions by 5pm on the Sunday before class. These questions should be intelligent, relevant. After I receive each email with your questions, I will respond that I received them. This is your 'receipt' that shows I have received your email. *Keep these emails.*

3. Journal entries (10% of your grade)

You will maintain a journal, which is a student account of intern life. In this journal you will record your observations, analyses of experiences, and interpretations of practices. Some tasks may appear meaningless to you and perhaps your conclusions should be explored in depth during your interview of the agency representative. You can ask yourself questions on why certain agency practices are followed, why particular courses of action are taken, and how the agency bureaucracy or office politics are interwoven in the daily routines of agency employees. You can reflect and realize that sometimes scholarly theory does not conform to reality. *The journal is not a log where you outline what you have accomplished hour by hour.* Identify what new skills you acquired and their impact on your personal growth for your future career goals. Date your entries.

Entries must be **typewritten, 12-point font, double spaced, Times New Roman**. See due date below.

4. Term essay (40% of your grade)

You will have to do a ten page paper on one of the three topics on the attached page. Please review carefully the paper requirements. **If your paper is late, you will be marked down 10 points for each day it is late.**

5. Agency evaluations (40% of your grade)

Your supervisor will evaluate your performance at the culmination of your internship; your evaluation will be **a large** factor in your final grade. You must hand your supervisor the evaluation along with an envelope. You will not be allowed to see the evaluation. Please have your supervisor **fill out the form (found under "Resources" on Sakai), place it in the envelope, seal it shut, and then write his or her name over the flap**. You may mail it, hand it to me, or place it in my mailbox by the due date listed below.

PAPER TOPICS

Your paper should be a persuasive paper, meaning that you must pick one side on a divisive issue and then defend it. It does not matter which side you choose as long as your side is well defended. It will be graded using the attached rubric. The paper must follow these guidelines:

- **Typewritten, 12-point font, double spaced, Times New Roman, 10 pages (this means 10 pages of your writing, and does not include title pages, abstracts, or reference pages, and must be 10 FULL pages).**
- **APA format**
- **At least FIVE (5) acceptable peer-reviewed sources- no older than 2003, only in academic journals (NOT Time Magazine, the NY Times, or similar, nor any websites of any type).**

Choose ONE of the following topics:

1. **Would America Be Safer If Our Gun Laws Changed**
2. **Mental Illness and Crime: How Connected Are the Two**
3. **Does Our Criminal Justice System Work: What Can We Do Better**

~*~*~ IMPORTANT NOTES! ~*~*~

Students may have a hard time finding an internship because they started

late or a promised internship fell through. If it looks like you will not be able to fulfill the required 120 hours, speak with me immediately: we will add a certain number of proportional pages to your paper requirement for the amount of hours you cannot meet.

Fall 2015 Session Schedule of Class Meetings and Due Dates

Class Meetings:

Tuesday	9/1
Tuesday	9/8 - no class (it's a Monday class schedule)
Tuesday	9/15
Tuesday	9/22 (PAPER TOPIC SELECTION DUE)
Tuesday	9/29
Tuesday	10/6
Tuesday	10/13 (DRAFT OF WORK CITED PAGE DUE & Journals 1 - 7 Due)

Class Meetings: Continued

Tuesday	10/20
Tuesday	10/27
Tuesday	11/3
Tuesday	11/10
Tuesday	11/17
Tuesday	11/24
Tuesday	12/1
Tuesday	12/8 – ALL HOURS AND EVALUATIONS DUE (LAST CLASS)

Due Dates for Journals:

Journals for weeks 1-7 are to be uploaded in Sakai on 10/13 by 5:00PM; weeks 8-14 uploaded in Sakai on 12/8 by 5:00PM. Hard copies of ALL Journals 1-14 must be handed in at the beginning of class on 12/8.

Due Dates for Term Papers and Assignments

Topic Selection: 9/22 - bring your topic selection for your paper to class

type written - make sure to include your name, ID number and date on the top left hand corner of your paper.

Draft of Work Cited page due: 10/13

Final Draft of Paper: 12/8 - Bring to class. MUST be handed in at the beginning of class.

*Supervisor Evaluations and Weekly Hours Log Sheets for all weeks worked are due in my mail box: no later than 12/15 by 5:00PM but may be handed in on 12/8 at the beginning of your last class.

Supervisor Evaluations are to be delivered in a sealed envelope with the supervisors name written across the back flap. *Please note: If your supervisor does not sign the back of the envelope, points will be taken off your final grade.*

Any items may be handed in early, but I will NOT review rough drafts of papers.

**For these 2 items have Matthew Bellof, Administrative Assistant, sign and indicate the time you dropped it off BEFORE placing it in my mailbox. Matthew's office is in Lucy Stone Hall, room A345. His email address is Matthew.Bellof@rutgers.edu.*

In the event Matthew is unavailable see Sarah Laboy-Almodovar, Academic Advisor, in room A343.

It is in your own best interest to be sure all of these items are bound together, whether by staples, binder clips, a manila envelope, or a small binder. I would NOT recommend regular paper clips.

This syllabus is subject to changes at the discretion of the Professor



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Criminal Justice Program
Lucy Stone Hall, Room A345
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Piscataway, NJ 08854-8070

Main: (732) 445-2733
Advisor: (848) 445-1170
Fax: (732) 445-9068
Email: cjmnrb@rci.rutgers.edu
<http://criminaljustice.rutgers.edu>

Dear Sir or Madam:

Attached please find an evaluation form. This evaluation will play a major part in the intern's grade. Please take your time and answer the questions to the best of your ability. **The intern will not see this recommendation, so please answer honestly.** Once the form is completed, please place in the attached envelope, seal, and sign your name over the flap. This evaluation may either be mailed to me directly or handed to the student to give to me personally. If mailing, please send the recommendation to the address above.

STUDENT'S NAME: _____

INTERNSHIP LOCATION: _____

NAME OF SUPERVISOR: _____

DATE: _____

Thank you in advance for your time.

Sincerely,

Antonia Winstead, MSW
Criminal Justice Program Internship Coordinator



Student's Name: _____

Please circle the grade that would accurately rate the student's performance.

Attitude	A	B+	B	C+	C	D	F
Cooperation	A	B+	B	C+	C	D	F
Initiative/Motivation	A	B+	B	C+	C	D	F
Eagerness to Learn	A	B+	B	C+	C	D	F
Rapport with Supervisor	A	B+	B	C+	C	D	F

How many days was the student absent? _____

How many days did the student make up? _____

Questions about the Criminal Justice Program Learning Goals:

1. Did the student display a general knowledge about the criminal justice system and how it relates to working within your agency? _____
2. Did the student display critical thinking skills, for example, the ability to understand the issues and concerns of your agency and the policies that impact it? _____

Using the criteria set forth above and your observation of the student, how would you evaluate the overall performance of the student?

A B+ B C+ C D F

You may use either the back of this form or letterhead from your agency to comment on the student's performance during the course of his/her internship.

Student Internship Evaluation Questionnaire

Name: _____

Agency: _____

Supervisor's Name: _____

1. Your internship experience this semester was: positive, negative, or mixed? Discuss briefly and give two examples. Was there anything you would have changed or improved upon?
2. In what area of your internship did you gain the most knowledge?
3. Did anything happen that you were not prepared for and had not anticipated? How did you handle it?
4. How was your relationship with your Field Supervisor over the course of the internship? Was there anything you would have liked to be different?
5. What advice would you give to students considering an internship at this agency?
6. Did your internship meet your overall expectations? Yes or no? Please explain.