

**CJA 4450 (W): INTERNSHIP IN CRIMINAL JUSTICE ADMINISTRATION
GENERAL COURSE SYLLABUS**

Edward S. Ryan, Ph.D.
219 Pinecrest Manor
Department of Criminal Justice Administration
Mansfield University of PA
Mansfield, PA 16933
570/662-4495
eryan@mansfield.edu

Scott Thornsley, Ph.D., Chair
217 Pinecrest Manor
Dept. of CJA
Mansfield University of PA
Mansfield, PA 16933
570/662-4485
wthornsl@mansfield.edu

[NOTE: This is a general course syllabus. Each individual internship will have its own learning objectives, duties the student will be expected to perform during their internship, academic tasks and a detailed explanation of how the student will be assessed (graded “Satisfactory” or “Unsatisfactory”) which will be tailored to each specific internship. These expectations are contained in the document entitled *Attachment A: Learning Outcomes & Assessment Details*, which is intended to be a supplement to Mansfield University’s INTERNSHIP FORM.]

COURSE CREDITS:

A minimum of 6, a maximum of 12 credits. Some agencies may have a higher minimum number of weeks for which they will accept an internship. **A minimum of one full week of work (40 hours) is required for each semester hour of credit**

OFFICE HOURS:

Please refer to “Faculty” under the department’s Web site for office hours each semester for the supervising professor.

COURSE DESCRIPTION:

1. Mansfield University Catalog Description:

An educational and work experience in an actual Criminal Justice related agency including police, courts, corrections, or private security. May be taken for 1 through 12 credits.

2. Department of Criminal Justice Administration Description:

The CJA internship offers students the unique opportunity of observing and/or participating in the operation of a criminal justice agency. The student will have an actual “hands on” professional experience within the agency as well as direct exposure to the difference between academic theory and actual agency practice. Because it is based on a full-time agency learning experience, most internships are reserved for the summer semester. Only a few fall and spring internships are available for approval on

a case-by-case basis. Therefore, students should plan on taking their internships during the summer semester.

An internship is an arranged course between the faculty instructor and the agency that the student has selected.

This course is not part of a “learning cluster.”

APPLICATION PROCEDURE:

An INTERNSHIP FORM must be completed by the student and submitted to faculty supervisor and department chair for approval. Then the student must submit the APPLICATION FORM to the Registrar’s Office. The student should also acquire a confirmation letter from the agency identifying the agency supervisor and the specific time period for which the student has been accepted for their internship, which will be given to the supervising faculty member for his file.

Internship Application Deadlines: **April 1st** for summer & fall internships.
November 15th for spring internships.

COURSE PREREQUISITES

1. Minimum of 2.00 GPA overall; minimum of 2.00 GPA in the major.
2. Successful completion of at least 18 semester hours in CJA courses, including at least 12 credits in core/required CJA courses.
3. JUNIOR STATUS: minimum 61 semester hours (120 subject hour degree program) .

GENERAL COURSE REQUIREMENTS:

AGENCY EXPECTATIONS:

Students are expected to observe and participate to the fullest extent allowed by the agency. The agency will complete an evaluation form covering the student’s attendance, punctuality, motivation, communication skills, writing skills, etc. Students should obtain and review a copy of this form when applying for the internship.

GENERAL ACADEMIC EXPECTATIONS:

All students, regardless of credit hours taken, are required to complete the following:

Log Book: On a weekly basis, students will submit to their professor a copy of their daily log entries. Log entries should include a detailed daily description of the intern’s activities and conclude with a weekly self-reflective summary of their experiences. The professor will review the weekly log entries and provide feedback on satisfactory writing skills. A MINIMUM OF 2 PAGES A WEEK.

Paper Content:

Requirements for the paper will depend upon the selected faculty advisor, and will be found in Attachment A. The following is traditionally what Dr. Ryan has required: *The student must demonstrate a thorough understanding of the criminal justice agency and role they have observed and participated in during the internship. As appropriate, the paper should present a historical, structural and functional description of the agency's role within the criminal justice system. It should then include a detailed description of the major employee duties and responsibilities observed. Specific reference should be made to what employee skills optimize one's success in the field as well as those personal qualities that may or may not be professionally beneficial. The paper should conclude with a self-observation as to why or why not the student feels they should pursue this specific line of work.*

It is recommended that students submit a draft copy of their paper approximately half way through the internship. Drafts will be reviewed until satisfactory writing skills have been established. For both the log book and paper, students will have to demonstrate a professional level of writing skills including proper organizational structure, grammar, communication style, etc. A MINIMUM OF 10 PAGES.

Dr. Thornsley requires a "final paper" and contains the following: (1) A detailed description of the agency internship where the student intern worked; (2) Is the internship site a federal, state or local agency, or a privately-run facility?; (3) Who does the internship site report to administratively?; (4) Where does the internship agency funding come from?; (5) How are the chief administrators selected?; (6) A description of the student intern's own personal goals and objectives of this internship.; (7) Insights gained about the internship experience; (8) Comments about what activities the student intern liked and disliked during their internship experience; and (9) A final "Conclusion" that gives a summary of your experience. This final report shall be no less than ten pages in length. Each area must be addressed in a separate section within the student's paper. A minimum of ten pages.

DUE DATES:

1. It is recommended that students submit a draft copy of their paper approximately half- way through the internship.
2. Weekly log entries are due to the faculty professor on the Monday of the next week, by 10:00 a.m.
3. The 10 page paper is due on the last day of final examinations.

ASSIGNED TEXTS, READINGS OR OTHER MATERIAL:

The faculty instructor may assign specific readings depending upon the agency providing the internship. The agency supervisor may also assign specific reading materials as a normal part of the internship experience. Students are strongly

encouraged to review the agency's Web site, if one exists.

ACADEMIC INTEGRITY:

Even though the major emphasis of this course is placement and observation in a criminal justice agency, the student is strongly reminded that there are academic expectations tied to the successful completion of this course, namely, the log book and paper. Students are reminded that academic integrity is still part and parcel of this academic experience. Therefore, students are reminded of the "Academic Integrity" clause found in the Mansfield University Undergraduate Catalog, where it states:

Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the Office of the Provost. The student handbook, The Mountie Manual for upperclassmen, or The Student Planner for freshmen, outlines the procedures faculty will use to initiate disciplinary action in cases of academic dishonesty.

EXPECTED CLASSROOM/WORKPLACE BEHAVIORS:

Students are expected to behave in a professional manner both during the workday and after hours, keeping in mind that many criminal justice agencies have *Codes of Conduct* that their employees must sign and adhere to. Students who are discharged from their internship will receive an automatic "UNSATISFACTORY" for the course, regardless of the number of credit hours they enroll in.

RECOMMENDATIONS FOR STUDENT SUCCESS IN THE INTERNSHIP:

Students must remember that the agency experience carries with it the expectation that they may become potential employees. Keeping this in mind, students should remember that the workplace environment is different from the classroom setting. Students must remember that attendance is expected, that tardiness is an indicator of poor work habits, and that good manners are valued. Students must also remember that the professional environment does not tolerate inappropriate language, casual dress, or unkempt appearance. Students should treat every work assignment as if they are being observed which in fact they are.

In conclusion, students must treat the internship experience as if their future livelihood could depend upon it.

OTHER EXPECTATIONS OF THE FACULTY SUPERVISOR:

The faculty supervisor strongly encourages students to contact them if the student encounters any problem or dilemma and feels awkward about conveying such concern

to their agency supervisor directly. This may include, but not necessarily limited to, ethical dilemmas, or the realization that student is not mature enough to function in the internship, etc. Essentially, the student should feel comfortable that they can contact the faculty supervisor with any problem they are having, or anticipate having, with their agency experience.

EVALUATION & GRADING POLICIES:

The criminal justice internship is graded SATISFACTORY or UNSATISFACTORY. Students must receive a minimum of a C- grade to achieve a “SATISFACTORY” grade.

The following formula will be used:

Writing skills	25%
Log book	25%
Final paper	25%
Agency evaluation	25%
TOTAL	100%

AGENCY ATTENDANCE - DEPARTMENT ATTENDANCE POLICY:

Failure to attend the agency for the required semester contact hours will result in an automatic UNSATISFACTORY final grade, regardless of the credit hours taken.

STUDENTS WITH “EXCEPTIONALITIES”

The following statement is recommended by Mansfield University for students taking credits in the classroom:

Any students with documented psychological or learning disorders or other significant medical conditions that may affect their learning should work through Mr. William Chabala in our Counseling Office (Phone: 570-662-4798; e-mail: wchabala@mansfield.edu) to provide me with the appropriate letter so that I may serve their particular needs more effectively. If you have an exceptionality that requires class or testing accommodations, Mr. Chabala will work with us to identify and implement appropriate interventions.”

Students enrolling in internships in a criminal justice agency should realize that an agency may not be interested in accommodating students with “exceptionalities” in the work place, especially when the student may be confronted with individuals who are, or have been arrested, or are serving a

sentence in a correctional facility or being supervised in a probation or parole agency. Students must realize that such offenders are capable of causing harm to an agency's employees, and therefore should be honest in their self-reflection as to whether or not they are putting themselves or others in harm's way given their "exceptionality."

GENERAL LEARNING OBJECTIVES COMMON TO ALL INTERNSHIPS:

All internships should enable the student to...

- ◆ To observe the actual operation of a criminal justice agency on a daily basis.
 - ◆ To assess whether or not this field is appropriate for their future career.
 - ◆ Understand the function and role of a specific criminal justice agency within the criminal justice system.
 - ◆ To show an understanding of the professional duties and responsibilities of a specific criminal justice position.
 - ◆ To explain how the agency interacts with other criminal justice agencies.
 - ◆ To describe how the agency is affected by public opinion and negative stories in the news media.
 - ◆ To describe how the agency is affected by adverse fiscal considerations.
 - ◆ To describe how senior level executives advance professionally within the agency.
 - ◆ To assess whether or not their undergraduate education prepared them for their field of employment.
- To assess the impacts that "get tough on crime" laws have upon the criminal justice system.

DEPARTMENTAL APPROVAL DATE: October, 1997; July 2009