

University of North Texas at Dallas
Fall 2012
SYLLABUS

CJUS 4850D: INTERNSHIP (3 Hrs)

Department of	Urban and Public Leadership	Division of	Urban and Professional Studies
Instructor Name:	<i>Gretchen H. Choe, J.D., M.S.C.J.</i>		
Office Location:	<i>FH (DAL2) 317</i>		
Office Phone:	<i>972-338-1840</i>		
Email Address:	<i>Gretchen.choe@unt.edu</i>		
Office Hours:	M 10:00-12:00, 1:00-6:00; T 4:00-7:00; W 12:00-1:00, 4:00-5:00 and by appointment		
Virtual Office Hours:	<i>By appointment</i>		
Classroom Location:	<i>FH209 (conference room)</i>		
Class Meeting Days & Times:	6:00 PM on W 8/29, W 10/10, and W 12/5		
Course Catalog Description:	Each student is placed as a participant observer in a criminal justice agency for a minimum of 120 hours to provide an opportunity to apply academic training to practical situations.		
Prerequisites:	CJUS 2100 or equivalent, 12 hours of 3000-4000 CJUS courses, and consent of instructor		
Co-requisites:	None		
Required Text:	None		
Recommended Text and References:	Texas Code of Criminal Procedure (available online); access to Lexis/Nexis or Westlaw through UNT Dallas library electronic resources		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fhcg.follett.com		
Course Goals or Overview:			
	Application of academic concepts to real life situations		
Learning Objectives/Outcomes: At the end of this course, the student will:			
1	Gain exposure to and demonstrate a greater understanding of the applied aspects of the Criminal Justice system		
2	Enhance their academic training with this practical knowledge		
3	Confirm (or change) their career goals based on this experience		
4	Enhance their employment prospects as a result of this internship experience		

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via email announcements.

ACTIVITY	TIMELINE
Class meeting	8/29/12
Weekly time sheets/journal entries due	Every Monday by 6 p.m. (email)
Class meeting	10/10/12
Final class meeting	12/5/12
Contact hours completed	No later than 12/7/12
Term papers, final time sheets, and final journals due	No later than 6 p.m. on 12/10/12

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- Completion of the “up front” paperwork (enrollment form, liability release form, personal resume, personal statement, and plan for internship completion);
- Regular and punctual attendance at internship placement;
- Professional appearance and demeanor at internship at all times;
- Completion of weekly journal of daily activities – submitted weekly;
- Verification of time sheets – signed by supervisor and submitted weekly – reflecting 120 contact hours (for 3 credits) or 240 contact hours (for 6 credits) by semester’s end;
- Completion of summary term paper; and
- Completion of formal evaluation by internship supervisor.

Grading Matrix:

Instrument	Value (points or percentages)	Total
Completion of 120 Contact Hours <i>All or nothing – no partial credit</i>	50%	50%
Weekly Journals	15%	15%
Weekly Time Sheets	15%	15%
Term Paper	15%	15%
Supervisor Evaluation	5%	5%
TOTAL		100%

Grade Determination:

- A = 90% or better
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = less than 60%

Incompletes:

Pursuant to University policy, incompletes will not be given unless ALL of the following conditions have been met:

- (1) *the student has completed 3/4 of the class*
- (2) *the student is currently passing the course, and*
- (3) *the request for an incomplete is pursuant to a University-recognized reason (medical emergency or military deployment).*

Incompletes will NOT be given to finish the contact hours after the semester ends. You are responsible for completing ALL the contact hours required NO LATER THAN Friday, December 7, 2012. Please plan your semester accordingly.

Weekly Journals

Students should keep notes of their activities each day of their internship. Every week, students will then compile their notes into a summary of their week's activities. The summary should include a description of the duties, activities, and events of the week, as well as a summary of what you have learned over the course of the week. The summary should be **1 - 2 typed, double-spaced pages, in a 10 or 12 pt. font**. Once students begin their internship contact hours, weekly journals must be submitted **no later than 6:00 p.m. every Monday** via e-mail attachment (gretchen.choe@unt.edu) or by hand directly to Dr. Choe (FH317). The weekly journal should describe the student's internship experience during the previous week. **If you did not have any internship hours the previous week, you should still submit documentation by 5:00 p.m. the following Monday (in one of the ways described above) stating that no internship hours were performed the previous week and the reason why, until all hours have been completed. Late journals will be penalized (see below).**

Time Sheets

A 3-credit hour internship requires 120 contact hours at student's internship placement and a 6-credit hour internship requires 240 contact hours at student's internship placement. **This requirement is all-or-nothing; there is no partial credit for a portion of hours completed. All internship contact hours must be completed by Friday, December 7, 2012 with final time sheets and journals due by 6:00 pm on Monday, December 10, 2012.** UNT Dallas time sheets reflecting student's contact hours at their internship should be completed daily, logging the number of hours worked, and submitted weekly. Each time sheet needs to be signed by student's immediate supervisor or the internship coordinator at your agency. Once student's begin their internship contact hours, weekly time sheets must be submitted via scanned e-mail attachment (gretchen.choe@unt.edu) or by hand directly to Dr. Choe (FH317) **no later than 6:00 p.m. every Monday** along with your weekly journals, and should reflect the hours worked the previous week. **If you did not complete any internship hours the previous week, you still need to submit a time sheet the following Monday reflecting zero hours (no supervisor signature required for this) until all hours have been completed. Late time sheets will be penalized (see below).**

Summary Term Paper

Students will complete a term paper **due by 6:00 pm on Monday, December 10, 2012** about their experiences in the internship program. The text of the term paper (excluding title page or references) should be **7 – 10 typed, double-spaced pages, in a 10 or 12 pt. font with 1" margins**.

In the first section of the paper, students should summarize the activities and major events that they experienced while performing their internship. The second section should be a critique of the internship itself. It should address questions such as (but not limited to): Was it a good, marginal, or poor experience? How well did the agency where you interned meet your expectations? In this section, students should assess both their internship experience and the agency where they interned. In the final section, students should compare/contrast their educational knowledge with their field experience. How did the internship match what you learned in school and how did it vary from your academic understanding of the work and field? How well did your educational experience prepare you for field work? What was the most surprising about your field work experience? Did the internship experience confirm your career plans or change them and why? Summary term papers should include a cover/title page (not included in the page count). References are not necessary unless outside resources are consulted for the paper, and are not included in the page count. If needed, referencing should conform to APA style.

Summary term papers should be submitted **no later than 6:00 p.m. Monday, December 10, 2012** via e-mail attachment (gretchen.choe@unt.edu) or by hand directly to Dr. Choe (FH317). If completed, you can also bring your papers to the final internship meeting to be held Wednesday, December 5, 2012. **Late term papers will be not be accepted.**

Formal Evaluation

Field supervisors or the agency's internship coordinator will be asked to evaluate their intern's performance near the end of the semester. Your instructor will provide a formal evaluation form to each student's supervisor for this purpose and will encourage your supervisor to meet with you regarding your performance during your internship. The instructor will mail each student's supervisor the evaluation form, using the contact information each student provides on their enrollment form, and will ask the supervisor to return the original by mail in the self-addressed, stamped envelope provided. **You should not handle this evaluation form at any time as they are confidential.**

Internship Meetings

We will have 3 meetings over the course of the semester for students enrolled in the internship program. At each meeting, internship-related issues will be addressed and there will be a chance for students to share their experiences with one another. This semester's meetings will be at 6:00 p.m. Wednesday, August 29, 2012; Wednesday, October 10, 2012; and Wednesday, December 5, 2012. **Attendance is required at these meetings.** If you receive an excused absence from Dr. Choe to miss any of these meetings, you must schedule a make-up appointment with her **the week of** the scheduled meeting. Interns completing their hours at an agency beyond a 75-mile radius of the campus may make alternate arrangements in advance.

Important Considerations Regarding the Internship Program

- While you are enrolled in the Criminal Justice internship and working at your agency or organization, you are a representative of the University of North Texas at Dallas and the Department of Urban and Public Leadership. You should remember this at all times and act accordingly. Agencies have provided the opportunity for you and other students to have an internship experience. Tardiness, poor performance, and the like that may be displayed during your internship not only reflects poorly on you, our department, and UNT Dallas, but could also jeopardize our ability to place future interns at your agency. **Violations of expected behavior will be handled on a case-by-case basis; sanctions could include termination from the internship program and a failing grade in the course.**
- The vast majority of internship placements will conduct a criminal background investigation/security clearance check prior to accepting you as an intern. It is always best to be forthcoming when asked about previous indiscretions (both arrests and convictions). If you are not forthcoming and these issues are found out later (after the agency has put the time, effort, and funds into conducting the background check), they will not be happy and the dishonesty not only reflects poorly on you but also on the department and UNT Dallas.
- It is important to stay in contact with your internship placement. If you are sick or for some other reason will not be able to attend your scheduled internship hours, contact your field supervisor immediately to make them aware.
- It is important for students to keep track of their own progress during the semester so that they know how many hours remain to be completed. Students will be updated by Dr. Choe 2-3 times during the semester but will not be updated weekly as Dr. Choe expects that students are keeping track of their own hours. If you would like to confirm your hour count between updates, contact Dr. Choe by e-mail (gretchen.choe@unt.edu) to request confirmation of hours completed.
- If you complete your minimum contact hour requirement early (before December 7, 2012) you will need to meet with your field supervisor to determine whether you will continue coming in or whether you will have completed your internship at that point. Once you complete your minimum contact hour requirement, assuming you finish early, you are no longer required to submit weekly time sheets and journals to Dr. Choe (though if you continue in the internship you are encouraged to maintain these records). At that time you can focus on your summary term paper.
- Dr. Choe is here to support you and advocate for you during your internship. If you feel that your agency or supervisor is placing you in a dangerous situation or a situation that makes you feel uncomfortable, notify Dr. Choe immediately.
- All of your written work is expected to be professional, typed, and turned in on time. **Late work will be assessed a penalty of 5% per day.** Repeated late work will result in termination from the internship program and a failing grade in the course. The timeliness of work received via e-mail will be determined by the date and time reflected on the e-mail transmittal and by hand will be the date and time of Dr. Choe's actual receipt of the documents.
- It is always best to keep a copy for your files of all of your submitted materials including weekly time sheets and journals.

- Course announcements and other important information will be distributed via e-mail over the course of your internship. You are expected to maintain an active e-mail account and check your e-mail often
- Please contact Dr. Choe (gretchen.choe@unt.edu) directly with questions or concerns you may have during the semester.

I wish you a wonderful internship experience!

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. For more information, you may visit the Office of Disability Accommodation/Student Development Office, Suite 115 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs.%20Education.%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call the UNT Dallas main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

In the internship course, attendance at the three face-to-face sessions is mandatory unless previously excused by the instructor (e.g., in the case of an out-of-town internship). The discussions during these classes are intended to be beneficial for all interns, as well as prospective interns who may be attending as visitors to those classes. In the case of an emergency, students are responsible to notify the instructor if they are missing class and for what reason, in advance if possible, but in no case later than the day after the missed class.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate

the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.

Use of WebCT/Blackboard:

This course will not be using Blackboard. All communication will be via email. You are responsible to check the email address that you provide to the instructor on a regular basis for communications from the instructor.

Use of Cell Phones, Laptops & other Electronic Gadgets in the Classroom:

I do not prohibit the use of electronics in the classroom as a general rule. I trust that most students are using these devices to further their education and for educational purposes during class. However, if it comes to my attention that these devices are creating a distraction to yourself or to other students, I reserve the right to change this policy by communicating such a change in class and through Blackboard.

Food & Drink in the Classroom:

I do not prohibit food or drink the classroom during classes. If this becomes a distraction, I reserve the right to change this policy by communicating such a change in class.

Disruptions:

I reserve the right to ask anyone who is creating a disruption during class to leave the room. Please be respectful of your fellow students. Come to class on time and stay until class ends. Students constantly coming into and leaving the classroom during class create a distracting environment for the other students as well as the instructor. While classroom questions and discussion are encouraged and assessed, continually interrupting lectures with commentary may also be disruptive.

Legal Questions:

In my capacity as the instructor of record for this course, it would create a potential conflict of interest if I were to render legal opinions regarding specific circumstances. As such, if you have specific questions of a legal nature, please seek appropriate legal advice. The UNT legal services office is available to UNT Dallas students, and the website is <http://studentlegal.unt.edu/>. You can also get referrals from the Dallas Bar Association if you live in Dallas County (<https://www2.dallasbar.org/referral/>) and through the State Bar of Texas referral service for outside of Dallas County (http://www.texasbar.com/AM/Template.cfm?Section=Other_Lawyer_Referral_Services). There are also clinical programs and law libraries at the courthouse and SMU and Texas Wesleyan University law schools that might have resources available to assist you.