

Syllabus - CJ 250 Criminal Justice Cooperative Work Experience

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Course Description: A supervised field experience working with a criminal justice agency.

- Students will work a minimum of 15 hours per week at a variety of tasks that reflect the type of work performed in a criminal justice environment.
- This field experience class allows students to participate in the day-to-day operations of a criminal justice agency.
- The course is designed to provide the opportunity to transform classroom learning into practical applications in an area of particular interest to the student.
- Registration for this course is “by permission of the program director”.

Eligibility

Students must meet the following requirements to qualify for an internship project:

Criminal Justice major

Completed CJ 101

Minimum GPA of 3.0

Receive CJ program director’s permission

Pass Criminal Justice Background Evaluation

Student Internship Learning Objectives

- Become involved in the roles and functions of their agency and through this involvement become an effective and efficient participant in the criminal justice system.
- Develop an understanding of an employee’s responsibilities within a specific agency setting.
- Gain an understanding of the supervisory/employee relationship, which will facilitate professional growth.
- Acquire skills in working in one-on-one and group relationships.
- Develop skills in identifying and using appropriate resources to help facilitate role performance
- Increase skills in effective communication demonstrated through verbal and written interaction.
- Integrate theoretical learning and practical experience
- Learn problem solving skills by accurately assessing situations based on analysis of the factors involved.

Attendance: **REGULAR ATTENDANCE IS MANDATORY.** Students will contact their agency supervisor and set a schedule to achieve the required number of work hours necessary to complete their commitment. After agreeing to a work schedule, students will be responsible for regular attendance and must contact their agency if they are not able to maintain their schedule. Excessive unexcused absences will result in removal from the internship program with a failing grade. Punctuality is also a major grade consideration.

JOURNAL:

Throughout your internship, you will be required to document your experience through the use of a journal. The journal will summarize your activities and present your reactions to the work and your reflections as a student on the internship experience. Do not include confidential information in your journal. Never work on your journal while at the internship site or take it there. The journal provides an opportunity for candid, analytic, critical, and appreciative comments.

Your journal is to be kept as a MS Word Document. Entries should be made for each time that you are at your placement site. The journal, when done correctly, makes it easier for us to evaluate your internship experience.

Considerations: Most agencies require students to submit to a background investigation prior to beginning the internship. This may involve a criminal records check, fingerprinting, and/or a polygraph examination depending on the agency. Students may be exposed to information of a confidential nature. This information **must** be handled according to the criminal justice agency's policy and procedures.

Appropriate attire is required at all times while working in the criminal justice agency.