

**Mississippi Valley State University****Department of Criminal Justice****CJ 493 01 Criminal Justice Internship****6 Credit Hours**

Fall 2019

Internship Coordinator: Dr. Emmanuel N. Amadi

Office Hours: Monday 11:30 AM-3:30 PM, Tuesday 11:30 AM-2:30 PM, and Wednesday 11:30 AM-2:30 PM and by appointment.

Office Location: Criminal Justice Department Office

Office Phone: (662) 254-3363/3364

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**Catalog Course Description:** An internship course designed to familiarize students with the practical workings of a selected agency of the criminal justice system. Recommended to be taken in the summer months so as not to interrupt students' regular course load during the regular semester if the student so desires. The internship consists of a tour of duty in any criminal justice agency for not less than two months in the summer or three months in the spring or fall. Internship may be substituted with regular courses if a student, after genuine efforts, is unable to secure a placement. The substitution must be approved by the department chair. A total of 240 hours is required (30 hours per week in Summer I and II, and 20 hours per week in the fall or spring semester).

**NOTE:** Every student intern will receive a Criminal Justice Internship Program Student Packet to be used as a guide along with the course syllabus.

**Course Goal:** The goal of this course is to ensure that students who have completed the internship program are ready for employment upon graduation.

**Criminal Justice Undergraduate Program Student Learning Outcome:** Upon completion of the undergraduate program in criminal justice, the student should demonstrate understanding of:

1. Crime issues, trends, and basic legal principles in America.
2. The social, economic and political forces that influence the definition and response to crime in America.
3. The history, development and operations of the criminal justice system.

**Student Learning Outcome:** At the end of the internship program, the student is expected to:

1. Demonstrate basic competency in criminal justice administration.
2. Understand the relationship between theory and practice in the real world of criminal justice administration.
3. Be familiar with the policies and practices of the criminal justice agency in which he/she was placed.

**Make-Up Policy:** Makeup will be based on unforeseen circumstances or emergency situations (e.g., serious illness, accidents, jury duty, death in the immediate family) that make it impossible for the student to complete the course requirements on schedule. In that case, the student must request the make-up and obtain the Internship Coordinator's approval before the make-up.

**Performance Evaluation:** The course grading will be based on the items listed below.

Internship Weekly Log & Weekly Report	24%
Student's Final Report	15%
Student Evaluation of Agency	6%
Supervisor's Evaluation of Intern	55%
<b>Total</b>	<b>100%</b>

**Final Grade:** The final grade for this course will be based on the average of your scores on the four grading items listed above.

**Grading Scale:** The grading scale is listed below.

90 – 100% = A  
 80 – 89% = B  
 70 – 79% = C  
 60 – 69% = D  
 Below 60% = F

**ADA Syllabus Statement:** Mississippi Valley State University is committed to providing reasonable accommodations for students with a documented disability. If a student has a

disability that qualifies under the Americans with Disability Act (ADA) and requires accommodations, he/she should contact the Services for Students with Disability Office to obtain this service. Disabilities covered by the ADA may include learning, physical, psychiatric, vision, hearing, or chronic health disorders. Students who are uncertain if their condition/disability is qualified should contact the SSD Office.

Mrs. Kathy Brownlow/ ADA Coordinator

Social Science Building Office 105

Phone/e-mail: 662-254-3443, kbrownlow@mvsu.edu

### **Internship Program Requirements/Schedule:**

- Week 1** Pick up Internship Placement Letter from the Internship Coordinator.  
Pick up Internship Placement Form from the Internship Coordinator.  
Submit the Internship Placement Letter and the Internship Placement Form to the agency that you have been placed for the internship program.
- Week 2** Submit the completed Internship Placement Form signed by your supervisor to to the Internship Coordinator.  
Begin the daily internship program activities as assigned by your supervisor,
- Week 3** Submit Week 2 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator.  
Submit your Week 2 Internship Weekly Report to the Internship Coordinator.
- Week 4** Submit Week 3 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator.  
Submit your Week 3 Internship Weekly Report to the Internship Coordinator.
- Week 5** Submit Week 4 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator.  
Submit your Week 4 Internship Weekly Report to the Internship Coordinator.
- Week 6** Submit Week 5 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator.  
Submit your Week 5 Internship Weekly Report to the Internship Coordinator.
- Week 7** Submit Week 6 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator.

Submit your Week 6 Internship Weekly Report to the Internship Coordinator.

**Midterm Grades Due:** October 10, 2019

- Week 8** Submit Week 7 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator.  
Submit your Week 7 Internship Weekly Report to the internship Coordinator.
- Week 9** Submit Week 8 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator.  
Submit your Week 8 Internship Weekly Report to the Internship Coordinator.
- Week 10** Submit Week 9 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator.  
Submit your Week 9 Internship Weekly Report to the Internship Coordinator.
- Week 11** Submit Week 10 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator.  
Submit your Week 10 Internship Weekly Report to the Internship Coordinator.
- Week 12** Submit Week 11 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator.  
Submit your Week 11 Internship Weekly Report to the Internship Coordinator.
- Week 13** Submit Week 12 Weekly Internship Activity Log signed and dated by your supervisor to the internship Coordinator.  
Submit your Week 12 Internship Weekly Report to the Internship Coordinator.
- Week 14** **Fall Break/Thanksgiving Holidays**
- Week 15** Submit your Student's Final Report  
Submit your Student Evaluation of Agency  
**Supervisor's Evaluation of the Intern, including the evaluation rubric Due**  
Internship Ends

**Disclaimer: This document does not constitute a contract with the University. It contains guidelines. The instructor reserves the right to make changes as necessary in the course syllabus.**

