

Mississippi Valley State University

Department of Criminal Justice

CJ 493 01 Criminal Justice Internship

6 Credit Hours

Spring 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 Report	24%
Student's Final Report	15%
Student Evaluation of Agency	6%
Supervisor's Evaluation of Intern	55%
Total	100%

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 you feel you are

eligible to receive accommodations for a covered disability (medical, physical, psychiatric, learning, vision, hearing, etc.) and would like to request it for this course, you must register with the Services for Students with Disabilities (SSD) program administered by University College. It is recommended that you visit the Disabilities Office located in the Social Science Building Office 105 to register for the program at the beginning of each semester. For more information or to schedule an appointment, please contact Mrs. Kathy Brownlow via phone at 662-254-3443 or email kbrownlow@mvsu.edu.

Internship Program Requirements/Schedule:

- Week 1** Pick up Internship Placement Letter from the Internship Coordinator or designee.
Pick up Internship Placement Form from the Internship Coordinator or designee.
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 the Internship Coordinator or designee.
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 or designee.
Submit your Week 2 Internship Weekly Report to the Internship Coordinator or designee.
- Week 4** Submit Week 3 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator or designee.
Submit your Week 3 Internship Weekly Report to the Internship Coordinator or designee.
- Week 5** Submit Week 4 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator or designee.
Submit your Week 4 Internship Weekly Report to the Internship Coordinator or designee.
- Week 6** Submit Week 5 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator or designee.
Submit your Week 5 Internship Weekly Report to the Internship Coordinator or designee.

- Week 7** Submit Week 6 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator or designee.
Submit your Week 6 Internship Weekly Report to the Internship Coordinator or designee.
- Week 8** Submit Week 7 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator or designee.
Submit your Week 7 Internship Weekly Report to the internship Coordinator or designee.
- Week 9** Submit Week 8 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator or designee.
Submit your Week 8 Internship Weekly Report to the Internship Coordinator or designee.
- Week 10** Submit Week 9 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator or designee.
Submit your Week 9 Internship Weekly Report to the Internship Coordinator or designee.
- Week 11** **Midterm Grades Due:** March 11, 2019
Spring Break
- Week 12** Submit Week 10 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator or designee.
Submit your Week 10 Internship Weekly Report to the Internship Coordinator or designee.
- Week 13** Submit Week 11 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator or designee.
Submit your Week 11 Internship Weekly Report to the Internship Coordinator or designee.
- Week 14** Submit Week 12 Weekly Internship Activity Log signed and dated by your supervisor to the internship Coordinator or designee.
Submit your Week 12 Internship Weekly Report to the Internship Coordinator or designee.

- Week 15** Submit Week 13 Weekly Internship Activity Log signed and dated by your supervisor to the Internship Coordinator or designee.
Submit your Week 13 Weekly Internship Report to the Internship Coordinator or designee.
- Week 16** Submit Week 14 Weekly Internship Activity Log signed and dated by your supervisor or designee.
Submit your Week 14 Weekly Internship Report to the Internship Coordinator or designee.
- Week 17** Submit your Student's Final Report
Submit your Student Evaluation of Agency
Supervisor's Evaluation of the Intern Due
Senior Final Grades 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.