



**Department of Behavioral Sciences
Internship in Criminal Justice – CJ 4443
Fall 2018**

Instructor	Dr. Hallie Stephens – Associate Professor
Office Location	Russell building (John Massey School of Business), #304
Email	hstephens@se.edu
Office Phone	(580)745-2044
Virtual Meeting Time	Mon. 11:00-2:00 & Fri. 11:00-2:00
Office Hours	Tue. 2:30-3:30, Wed. 12:00-2:00, Thur. 2:30-3:30 or by appointment

CATALOG DESCRIPTION: Work experience in a criminal justice setting with a focus on connecting criminal justice theory to actual work experience.

PREREQUISITES: CJ 2533; SOC 4333, senior standing, & departmental permission

REQUIRED MATERIALS: None

OPTIONAL MATERIALS: Notebook to record observations in the field.

Technical Requirements: Please read the *Technical Requirements* policy on the Southeastern Distance Education website

<http://homepages.se.edu/blackboard/student-support/browser-recommendations/>

In summary, you will need access to a reliable computer with adequate specs and a reliable internet connection, with a backup plan in case you experience technical difficulty. Oftentimes technical problems are browser related, so if this occurs try a different browser. Typically Chrome and Firefox work best Blackboard.

Southeastern Student Code of Conduct: <http://www.se.edu/dept/student-life/files/2009/10/student-handbook.pdf>

Southeastern Academic Calendar: [http://www.se.edu/dept/registrar/calendar/Assistance/Tutoring in Writing:](http://www.se.edu/dept/registrar/calendar/Assistance/Tutoring%20in%20Writing)

Smart Thinking: Online tutorial service. **Smart Thinking's** services include personalized,

live, and online assistance. Visit <http://www.se.edu/current-students/smart-thinking/> to take advantage of these services.

The Writing Center is also available to help with your writing. Here is the contact information: <http://www.se.edu/dept/learning-center/writing-center/>

Counseling Center: Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1- (800) 522-1090.

Disability Accommodations: Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745-2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

Blackboard Support: Can be found on the Southeastern Blackboard homepage at: <https://blackboard.se.edu/> by clicking on Bb technical support request or in the lower right hand corner on “Live Chat” between the hours of 7:00am-1:00am CST.

Equity and Non-Discrimination Statement: Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu.

COURSE OBJECTIVES:

The following objectives will be met in this class:

1. Articulate the role of key personnel employed in the field setting.
2. Evaluate the role of key personnel in the field setting.
3. Interact with field site clientele in a variety of ways.
4. Experience the supervision process.
5. Develop an appreciation for the application of a variety of social principles in field situations.
6. Become familiar with the current ethical, legal, and professional issues of mental health practice.

ALIGNMENT OF OBJECTIVES WITH LOCAL, STATE, AND OR NATIONAL STANDARDS:

The primary mission of the Criminal Justice program is to provide students with a quality education in criminal justice. We strive to prepare them to address the challenges of crime in

society as criminal justice professionals, researchers, and educators. It is also imperative that we impart sensitivity to diversity and diverse viewpoints in order that they may understand our diverse society and the impact they will have on criminal justice issues. Criminal Justice is an academic field closely related to the discipline of Criminology. Criminology is the scientific study of crime, criminal behavior, and institutional responses thereto, whereas, Criminal Justice is an institutional response. The academic field of Criminal Justice is devoted to the scientific study of crime and the scientific study of the administration of Criminal Justice components: law enforcement, courts, and corrections. The curriculum has a multi-disciplinary foundation that seeks to scientifically orient and academically prepare students for careers in Criminal Justice or graduate or professional studies by relying on instructional assistance from the disciplines of Sociology, Psychology, and Political Science, as well as the field of Occupational Safety.

1. Program Goal - Establish and demonstrate a comprehensive knowledge in the five substantive areas of criminal justice
 - a. Outcome – factual knowledge about the five substantive areas: criminal justice process, criminology, law enforcement, law adjudication, and corrections
2. Program Goal - Demonstrate the ability to think critically
 - a. Outcome – conceptualize ideas, process and apply information reliably, and demonstrate an overall understanding of social problems, human behavior, and public policy as it relates to the field of criminal justice
3. Program Goal - Display the ability to communicate effectively in oral and written form
 - a. Outcome – communicate information learned in oral and/or written form throughout required coursework

Upon completion of the course, students will enhance their ability to gather and use criminal justice information and resources; complete a professional resume; demonstrate their critical thinking skills; and communicate the information they have learned in a written format.

COURSE CALENDAR: Be sure and keep up with the hours you work at your internship site. There is a log sheet on Blackboard that will need to be signed by your supervisor.

SEMESTER CALENDAR: <http://www.se.edu/dept/registrar/calendar/>

COURSE POLICIES:

Attendance: The Registrar's office defines attendance in online classes as:

Stopped Attending = Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with you

Never Attended = Students who never accessed Blackboard to view the course or never completed any assignments that were due for the course

Excessive Absences = Students who have submitted some work but are infrequent in their participation or late on assignments—leading to a failing grade

Since this is an online course, students are expected to be highly self-motivated. Enrollment in this course obligates the student to attend “virtual” class and to participate in “virtual” class activities and assignments.

Regular and routine participation is required to be “in attendance” for the course. This includes regularly logging in, turning in homework by required dates/times. If you do not participate in the course for two weeks, your access can be disabled without warning. Participation or lack thereof may also affect your financial aid.

You will be required to participate in a “welcome” discussion board the first week of classes. This will give you an opportunity to introduce yourself to your fellow classmates as well take “attendance”. This will not be a graded discussion board but it is important that you take the time to participate because this will determine whether or not you are allowed to stay in the class. Students who are reported to the registrar as never attended after the first week in the semester will be automatically withdrawn from the course. If you have any questions regarding this policy please contact the registrar directly.

***Late Assignments:* No extra assignments will be given at any time during the semester to “bring up your grade!” Work diligently from the beginning and complete every assignment as if IT is worth extra points that will raise your grade!**

Except for extenuating circumstances handled by the instructor on an individual basis, any assignment received after the due date and time will be for partial credit, if any at all. For the record...there are very few extenuating circumstances. Excuses such as “The system was down” and “I couldn’t get to a computer” are NOT considered extenuating circumstances. Have a backup plan with at least one alternate location to complete the assignment or take the exam. Don’t wait until the last minute to complete assignments or take exams and you won’t encounter these types of problems.

Makeup Exams: There are NO exams required for this course

Expectations of Instructor and Students:

Student Expectations of Instructor – Students should expect a timely response to email questions and prompt grading and posting of assignments. Unless an announcement was posted indicating my lack of availability, you should receive a response to your email within 48 hours. If you haven’t received a response within 48 hours, please email again just in case I overlooked it.

Instructor Expectations of Students – All students are required to produce their own work unless the activity has been designed as a group project. Evidence of cheating will result in at least a zero for that activity. Students are expected to complete all assignments by the due date, participate in class discussions, and when difficulties arise, contact the instructor.

Other Course Policies: The instructor reserves the right to make adjustments to the syllabus and/or grading policy as needed in order to meet the instructional needs and goals of the class. Students will be notified of any adjustments to the syllabus.

COURSE REQUIREMENTS:

This course will require the student to become involved at a one-on-one level with a variety of individuals in the field. Findings of field-based experiences will be reported in writing. Specifically, the course content is as follows:

1. Perform duties as assigned by host supervisor which are consistent with the major field of study.
2. Document field experiences in a weekly log. Each log submitted must be signed by a supervisor.
3. Attend supervisory sessions with host supervisor.
4. **Log a minimum of 120 hours at the internship site.**
5. Write an analysis of experiences to be submitted at the completion of the field experience. I recommend you use the optional diary forms to help you keep track of your activities as this will also help you write the experience paper.

ASSESSMENT (GRADING SYSTEM):

Students are required to complete all course paperwork and requirements, including a minimum of 120 on-site hours, weekly log sheets, weekly email check-in to update progress, and an **analysis of experiences paper**, in order to receive a passing grade in the course. However, student grades in the course will be assigned primarily on the basis of evaluations completed by their field experience site supervisor, with the following descriptors corresponding approximately to the grading system below:

Excellent:	A
Above Average:	B
Average:	C
Below Average:	D
Poor:	F

UNIVERSITY AND SCHOOL POLICIES:

Privacy: Available through the Southeastern Distance Education website or:
<http://www.se.edu/academics/general-information/students-rights/>

Academic Integrity: Available through the Southeastern Distance Education website or:
<http://www.se.edu/dept/student-life/files/2009/10/student-handbook.pdf>

Special Accommodations: Any student needing special accommodations due to a disability should contact the Office of Compliance & Safety, Administration building, room 311 or call [\(580\) 745-2392](tel:5807452392) (TDD# 745-2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner. For additional information, see the Americans with Disability Act on the Southeastern Online Learning website or <http://www.se.edu/ada/>

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hours mental health emergencies, please call SE Campus Police at [\(580\) 745-2911](tel:5807452911) or the Mental Health Crisis Hotline at [1-\(800\) 522-1090](tel:18005221090).

Equal Opportunity Statement: In Compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and other Federal Laws and Regulations, Southeastern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, sexual identity, sexual orientation, age, religion, handicap, disability, or status as a veteran in any of its policies, practices or procedures, this includes but is not limited to admissions, employment, financial aid, and educational services.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) states: No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance...” Southeastern Oklahoma State University does not discriminate on the basis of sex in its education programs or activities, in compliance with Title IX and the U.S. Department of Education’s regulations at 34 C.F.R. §§ 86.1 et seq. Individuals who believe they have been discriminated against on the basis of sex may contact S.E.’s Title IX Coordinator at 580-745-3090 or mdavis@se.edu , Administration Building Room 311.

Inclement Weather: Students may call the following numbers for closing information due to inclement weather:

Off-Campus: (580)745-7272

On-Campus: ext. 7272

If possible, the decision to close will be made the evening before prior to the ten o'clock news and no later than 6:00 a.m. the morning of the possible closing. Closings will be broadcast on local radio and television stations.