

University of Texas at El Paso
Department of Criminal Justice
CRIJ 4309 (CEL) - Internship in Criminal Justice I

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Department of Criminal Justice
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Class Dates: January 19, 2021-May 6, 2021

Office Hours: Virtual Office Hours are by appointment. I can meet with students virtually by appointment. I can be reached through UTEP email. Please allow 24 hours to respond on weekdays and 48 hours over the weekend.

Course Description:

CRIJ 4309 (CEL)*-Internship in Criminal Justice I, is a course designed to allow students to obtain field experience within Criminal Justice agencies. The student spends 10 hours each week at a criminal justice agency or related organization that has been pre-approved through the internship Coordinator and the agency/organization. This provides students with an opportunity to explore career interests while applying academic knowledge to practical situation.

*The “CEL” designation for this course stands for “Community Engagement & Leadership” and is part of a new certificate program in the College of Liberal Arts The purpose of this CEL course is to strengthen students’ understanding of their role in society as engaged citizens and to build the knowledge and competencies that will enable them to be socially responsible and participating community leaders.

Learning Objectives

By the end of the semester, each student should:

- Understand how their academic knowledge can be applied in professional workplaces. (Targeted Edge Advantages: Confidence)
- Understand in depth agencies mission, vision, and policies. (Targeted Edge Advantages: Confidence, Global Awareness, Social Responsibility)
- Acquire understanding of regular procedures used by the agency to deliver services to the community. (Targeted Edge Advantages: Critical Thinking, Confidence, Problem Solving, Global Awareness, Social Responsibility)
- Learn specific terminology relevant to the agency. Strengthen communication skills, interpersonal teamwork and develop leadership skills. (Targeted Edge Advantages: Communication, Leadership, Critical Thinking, Confidence)
- Develop professional skills such as time management, problem-solving, change making skills, initiative, professional responsibility, develop/strengthen work ethic skills and practices. (Targeted Edge Advantages: Leadership, Critical Thinking, Problem Solving, Social Responsibility)
- Practice clear and concise written and verbal communication skills. (Targeted Edge Advantages: Communication)
- Critically analyze and write about the agency operations. (Targeted Edge Advantages: Critical Thinking)

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Textbook

There is no text required for this course.

Intern Assignments and Responsibilities

Hours: Each student must complete 10-15 hours a week at the placement agency for the entirety of the semester. This is a requirement that must be met regardless of the hours the agency considers acceptable for interns. If your agency supervisor cannot accommodate the minimum number of hours a week, you must contact me immediately so I can speak with the agency representative to reach a mutually acceptable agreement on the number of hours. Internships follow the same start and end date as any other CJ course at UTEP.

Logs: A log of events and tasks done at the placement agency should be kept and submitted through Blackboard each week. The purpose of the log is to inform me of what you are doing and learning at the agency. The logs should consist of what you are doing, definitions of terms you are learning, reasons for tasks within the agency, any ideas that occur to you as you do the assigned tasks and a reflection of what you are critically learning throughout the semester. Begin to use terms that you learn apply them in your logs. In these logs you should also demonstrate the connection you are making between your field experience and your academic knowledge. It is these details that will likely allow you to tell me about what you are learning versus just doing. Trying to write what you were taught and learned will likely be more difficult if you are relying on memory.

Past interns have mentioned that keeping a small notebook with them at all times was very helpful. See Blackboard for examples of logs.

If you have any problems that do not allow you to attend to your duties at the agency (even if for a day) you must inform your agency supervisor and me immediately. Avoid scheduling other appointments/activities on days and times you are expected at the agency.

Written Assignments: In weeks 4, 8, and 12, you will have written assignments that task you with addressing issues faced in the field of criminal justice. The purpose of these assignments is to teach you about issues that field officers are faced with and how to manage them. In these assignments, you will be required to describe the issues, apply it to what you are doing in the field and reflect on what you have experienced while interning. See Blackboard for details.

Final Paper: Final paper to be submitted through Blackboard on day specified by internship coordinator. This 8-10-page (excluding references) paper will be based on a review of scholarly information and your experience at that agency during the semesters. You must select 3 scholarly articles to review, synthesize and apply to your field experience within your assigned agency. See blackboard for details of the assignment. In the paper, at a minimum, you will address the following questions/areas:

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Grading

Log Format and Grading:

Logs will be submitted via Blackboard at the end of your internship week (Sun by 11:59pm). At the top of the log you will indicate the following: agency and agency unit (if applicable), dates included in log, and number of hours completed that week.

A minimum of 11 logs must be submitted during the semester reporting on a minimum of 140 hours. I will provide feedback on your logs in the comments section of the grade, as well as in the text of the logs using the Assignment Tool in Blackboard. See the Grading Criteria document in Blackboard for specific details on how logs will be graded. **Late logs will not be accepted.**

Agency supervisor evaluation

An 11-question evaluation form is sent to the agency supervisor at the end of the semester. The supervisor's response to the evaluation, will be averaged and the final score will be entered.

Final grade calculation

Logs	110 points	(11 logs X 10 points each)
Agency Evaluation	100	
Written Assignments	90	(3 assignments x 30points each)
Final Paper	100	
Total	400 points	

Grading Scale (Based on Percent)

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or below

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Week 1	Time Log	Journal/Log Due Sunday by 11:59pm
Week 2	Time Log	Journal/Log Due Sunday by 11:59pm
Week 3	Time Log	Journal/Log Due Sunday by 11:59pm
Week 4	Time Log	Written assignment Due Sunday by 11:59pm
Week 5	Time Log	Journal/Log Due Sunday by 11:59pm
Week 6	Time Log	Journal/Log Due Sunday by 11:59pm
Week 7	Time Log	Journal/Log Due Sunday by 11:59pm
Week 8	Time Log	Written assignment Due Sunday by 11:59pm
Week 9	Time Log	Journal/Log Due Sunday by 11:59pm
Week 10	Time Log	Journal/Log Due Sunday by 11:59pm
Week 11	Time Log	Journal/Log Due Sunday by 11:59pm
Week 12	Time Log	Written assignment Due Sunday by 11:59pm
Week 13	Time Log	Journal/Log Due Sunday by 11:59pm
Week 14	Time Log	Journal/Log Due Sunday by 11:59pm
Week 15	Final Written Assignment Due 5/9/2021 by 11:59pm	