

**University of Texas at El Paso**  
**Department of Criminal Justice**  
**CRIJ 4309-Internship**

**Instructor:** Dr. Stacie Ordonez

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Office Hours: Tuesday/Thursday 9-10am, 2-4pm, or by appointment

### **Course Description**

By the end of the semester, each student should:

- Acquire understanding of regular procedures used by the agency to deliver services to the community.
- Learn specific terminology relevant to the agency.
- Practice how to write about (explain) what they have learned in a clear and concise manner.
- Critically analyze and write about the agency operations.

### **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, and any ideas that occur to you as you do the assigned tasks. 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 below for 1) examples of good/excellent logs provided by students in the past and 2) formats to be used when submitting logs. 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.

**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

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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:

## **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 14 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 each semester. The supervisor's response to the evaluation, will be averaged and the final score will be entered.

Final grade calculation

Logs	140 points	(14 logs X 10 points each)
Agency Evaluation	100	
Final Paper	100	
Total	340 points	

### **Grading Scale (Based on Percent)**

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