

**University of Texas at El Paso**  
**Department of Criminal Justice**  
**INSS 5366- Criminal Justice Internship in Security Studies**

**Professor:** Dr. Stacie Ordoñez  
Department of Criminal Justice  
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**Class Dates:** Internships follow the same start and end date as any other CJ course at UTEP.

**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:**

INSS 5366, 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.

**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)

**Textbook**

There is no text required for this course.

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**Intern Assignments and Responsibilities**

**You will be required to meet with me on the Friday before the semester begins. Details for this meeting will be sent to you via email. In this meeting we will go over the syllabus, review Blackboard and answer any questions you may have. This meeting is mandatory.**

**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. Even if you complete your hours early in the semester, you must continue interning until the end of the semester. 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. 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.

**Journals:** A journal of events and tasks done at the placement agency should be kept and submitted through Blackboard each week. The purpose of the journal is to inform me of what you are doing and learning at the agency. The journals 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 journals. In these journals 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. Past interns have mentioned that keeping a small notebook with them at all times was very helpful. See Blackboard for examples of journals.

**Final Time Log:** At the end of the semester, you will need to submit a final time log. This will show all the shifts you worked with a running total. You can find a log that you can fill out on the last page of the syllabus. It is included as part of the schedule.

**Final Paper:** To complete your final writing assignment, you will need to work with your agency supervisor to analyze and evaluate an agency policy you have used throughout the semester. This 8-10-page (excluding references) policy evaluation will be based on issues you managed or worked with while interning. See blackboard for details of the assignment. I suggest that you work on this throughout the semester.

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**Grading**

**Journal Format and Grading:**

Journal will be submitted via Blackboard at the end of your internship week (Sun by 11:59pm). At the top of the journal, you will indicate the following: agency and agency unit (if applicable), dates included in journal, number of hours completed that week, and a running total of hours completed. Journals must be submitted as a word document or a pdf. Journals submitted as a comment, submission text or .pages, will not be accepted and will receive a zero.

A minimum of 15 journals must be submitted during the semester reporting on a minimum of 140 hours. I will provide feedback on your in the comments section of the grade. See the Grading Criteria document in Blackboard for specific details on how journals will be graded.

**Late journals 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. A copy of this evaluation is available in Blackboard for your review

**Final grade calculation**

Logs	140 points	(14 logs X 10 points each)
Agency Evaluation	100	
Final Paper	100	
Written Assignments	10	
Total	350 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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**Disability:**

Students with a disability that affects their academic performance are expected to arrange a meeting with the instructor so that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired. Students with disabilities are required to notify the Center for Accommodations and Support Services for accommodations.

**Academic Dishonesty:**

Students are not allowed to submit assignments that were used in another class. Regardless of whether they authored them or not, students are not allowed to repurpose their own assignments. In these cases, students will receive a zero on the assignment and will not get the opportunity to resubmit.

Students are expected to be familiar with all University policies regarding academic dishonesty. Academic dishonesty includes cheating on an exam, turning in someone else's assignment from a previous class, or plagiarism: "(1) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with citations or biographical reference; (2) unacknowledged use of work/materials prepared by another person or agency engaged in the selling of term papers or other academic materials; (3) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators."

I take cases of alleged academic dishonesty seriously. Academic dishonesty from a student in Criminal Justice undermines the entire purpose of your degree and will not be tolerated. For students who are found to have allegedly engaged in any form of academic dishonesty, the case will be referred to the Office of Student Conduct and Conflict Resolution (OSCCR). While the case is being investigated by OSCCR, an "I" (Incomplete) will be assigned until the case is resolved. If the student is found by OSCCR to have engaged in misconduct, sanctions may include a failing grade on the assignment or exam in question, a failing grade in the course, suspension, or dismissal from the University. See <http://www.utep.edu/dos>

**UTEP Drop Policy**

If unforeseen circumstances happen where a drop is necessary, *students* are responsible for initiating any course drop. It is the student's responsibility to determine how dropping courses may affect financial aid. **Students are limited to dropping no more than 6 courses over their entire academic career of all courses taken at any public college or University in Texas.** If a student withdraws completely from all classes, kindly notify Dr. Ordonez at [saordonez@utep.edu](mailto:saordonez@utep.edu).

**CONTRACT**

By reading this syllabus and remaining enrolled in the class, you are agreeing to the terms of the contract. If you have any questions, please email Dr. Ordonez ([saordonez@utep.edu](mailto:saordonez@utep.edu)).

**RECORDING OF CLASS & COPYRIGHT STATEMENT**

The materials used in this course are copyrighted. This includes, but is not limited to, syllabi, exams, in

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class activities, review sheets, homework, solutions, class notes, supplemental materials. You do not have the right to copy or distribute these items unless I specifically grant you permission.

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Week 1	Time Log	Review Agency Evaluation and Respond to Questions 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	Journal/Log 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	Journal/Log 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	Journal/Log 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	<b>Final Written Assignment Due FRIDAY (Dead day) by 11:59pm</b>	