

Internship CCJ 4940
Professor Feria/Spring 2009

Instructor: Joy Feria
Class Location: Building 2 room 1131
Class Times: M/W 3:00-4:15pm
Class Dates: Jan 05-Apr 24 2009
Office Hours: M/W 11:30am-3:00pm
T/Th 3:00pm-5:00pm—Fridays by appointment only
Office Location: Building 51 room 2301 [620-1654 office/699-2923-Cell]
Telephone: Department Office 904-620-2758 (Building 51 room 2310)
Professor's Telephone: 699-2923-Cell after 10am and before 9pm
Email: joy.feria@unf.edu

Course Objectives:

- To introduce the student to the Criminal Justice Field; networking and interfacing with society
- To allow students to obtain a realistic view of the criminal justice system and how it functions
- To allow the student to develop analytical skills through an internship experience
- To allow students to perform and apply theoretical knowledge
- To allow students to develop oral and written communication skills in the work place
- And to allow students to perform in a structured and supervised environment in which the student tests and refines skills and adopts professional behaviors while enhancing personal values and morals.

Course Requirements:

There will be a 10 page paper required. APA formatting is required for the research paper on your selected career choice and your experiences during your internship. Please include theory to explain the practices within the agency.

Paper	100
Attendance	100
Journal	100
Evaluation	200
Total	500

A nine point grading scale will be used in this class. This means that 91-100% is an A, 82-90% is a B, 73-81% is a C, 64-72% is a D, and 63% or less is an F. The range of cumulative points needed to achieve each grade is as follows:

Total points			
500-455 = A	455-440 = B+	439-425 = B	424-410 = B-
409-387 = C+	386-365 = C	364-320 = D	319-0 = F

Attendance: Attendance is required.

Office Hours: Appointments preferred—Office-620-1654 or Cell-699-2923

Department phone: 620-2758

Please do not hesitate to contact me with any questions or problems you may have during this course.

Please contact me by e-mail first and then by my cell phone after 10am and before 9pm.

Application and Placement Process

The student must submit the following paperwork to the internship coordinator. These forms will be available in class and are also available on blackboard.

- ***Placement Confirmation Form***- This document must be signed by both the student and the agency intern coordinator.
- ***Release of Liability***- This document must be signed and dated by the student **Student's role in the Internship**

During the internship, it is the role and responsibility of students to:

- Be proactive in seeking out new learning opportunities and experiences
- Adhere to agency policies and procedures
- Adhere to university regulations and policies, including those contained in the UNF Student Handbook (<http://www.unf.edu/studentaffairs/>)
- Understand and complete assigned duties and tasks, meet deadlines and seek direction when needed
- Maintain *professional and ethical* behavior
- Notify internship coordinator immediately if the student is involved in any injury, danger, threat, or is asked to participate in any illegal activity or harassment of **any kind**
- Complete and submit all monitoring and evaluation forms, including time logs, journals, and any forms required by the agency
- You must be at your placement agency every week of the semester to complete the 140 hours of the work
- You should establish your work schedule with your work site supervisor during the first week of the semester
- BE VERY AWARE OF DRESS CODES
- Submit a copy of your journal entries during monthly class meetings
- Following the guidelines provided, submit a final 10 page paper that documents your experiences and applies theory to your observations and practices.
- During your first week meet with your intern site supervisor and share your goals and objectives for your internship. Are there any that are unrealistic? Do you need to refine them?
- Discuss any possible obstacles you might face at the various stages of the internship
- **Students are required to maintain logs to document hours completed at their placement site. Logs should include dates and times of hours worked and should be signed by both the student and the agency intern supervisor prior to submission to me at the end of the semester. Falsification of time logs shall be grounds for receipt of a failing grade.**

Agency Intern Coordinator's Role :

- Provide a comprehensive orientation to students
- Provide regularly scheduled supervision to students
- Provide students with adequate work space and environment
- Collaborate with students and other agency personnel to create a wide range of learning opportunities appropriate to the student's knowledge and skill level
- Model professional and ethical behavior
- Monitor continual progress and performance, providing feedback and constructive criticism
- Complete all evaluation and monitoring tools required by the Internship Coordinator
- Report performance issues, ethical violations, and critical incidents immediately to the Criminal Justice Internship coordinator

Reporting to the Placement Agency

Students should report to their placement agency on the date determined by the field coordinator and the agency. Typically, this date shall be during the first week of the semester in which the student is enrolled in the internship class. Students may not report to their placement agencies prior to submitting all the required placement confirmation documentation to the Internship Coordinator.

COURSE SCHEDULE

The following is a general course outline and may be subject to change

Jan 05	Course Introduction/Paper requirements
Feb 02	Class meeting to discuss internships
Mar 02	Class meeting to discuss internships and co-worker interfacing/journals
Apr 06	Class meeting to <u>turn in paper/journals/agency evaluations</u>