

**Criminal Justice Pre-Internship Seminar
CCJ 4939 (Night) Spring 2009**

Instructor: Professor Joy Feria
Class Location: Building 2, Room 2063
Class Times: Tuesday 6-8:45 pm
Office Hours: M/W 11:30am-3:30pm
T/Th 3:00pm-5:00pm
Friday by appointment only

Office Location: Building 51 room 2301 [620-1654 office/699-2923-Cell]
Telephone: Dept. Office 904-620-2758 (Building 51 room 2310)
Email: joy.feria@unf.edu

Course Requirements

Purpose and objectives

The purpose of this course is to help students identify and find an internship placement in an approved organization. Practical emphasis will be placed on creating a resume and writing an effective cover letter, identifying and researching possible internship opportunities, and improving on the skills needed to be successful in being placed. Students will apply knowledge gained in their core classes to the field by demonstrating their knowledge of the criminal justice system and criminological theories, through written assignments. Additional emphasis will be placed on critical thinking skills, oral presentation skills and professional ethics.

Class Policies:

The following are general class policies students are expected to adhere to in this course:

- (1) Please turn off all cell phones and pagers during class.
- (2) No talking, eating, or sleeping during class. All of these behaviors are distracting to your fellow students and to me and will not be permitted. Drinks, non-alcoholic of course, are allowed.
- (3) Class will begin promptly at 6pm. **Please do not distract the class by arriving late and/or leaving early.** If you have a job or some other conflict that may interfere with you arriving to class on time, then you might want to take the class at another time that would be more convenient for your schedule.
- (4) Please respect the opinions of others. There will likely be a variety of viewpoints on some of these issues and discussion will be enhanced if everyone is allowed to speak freely. **There will be no cross-talking.** You will please address me while sharing during class discussions.
- (5) If you experience any difficulty in this class, for any reason, come to me for assistance as early as possible. DO NOT wait until late in the semester to discuss your concerns about your grade.

Attendance and Deportment:

Attendance is required. Good attendance may be used to bump up your final grade if you are on the line. Students are responsible for all material presented in class and are responsible for obtaining any handouts and/or assignments from classes missed. If you have any medical conditions please bring me documentation immediately

Research Paper: The writing assignment must be double spaced in Times New Roman 12 point font with one inch margins on all sides of the page using Standard English. Points will be deducted for misspellings and poor grammar. Any writing assignment involving research will need to be cited in *APA Style*. For those students who are not familiar with citing sources in APA style, the library has many resources and assistants to help you.

Attendance/Participation	100 pts
Research Paper	100 pts
Group Midterm	100 pts
STAR/Career Services	100 pts
Letter to Mrs. Robinson	55 pts
Interviews (3)	45 pts
<u>Portfolio</u>	<u>100 pts</u>
Total points	500 pts

Grading Scale

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

Course Schedule is subject to change at the discretion of the instructor. Any changes will be posted on blackboard and/or discussed in class.

Course schedule

- Jan 06 Course Introduction/ Paper requirements/selecting a question
Portfolio requirements/Start Time management journal (Jan 17-31) Demo pie chart
- Jan 13 Career Services STAR program #1 and 2
- Jan 20 Professional Ethics Chap 1 & 2 discuss questions in back of chapters
- Jan 27 Professional Ethics Chap 3 & 4/Jump Starting Chap 1& 2
- Feb 03 Professional Ethics Chap 5 & 6/Jump Starting Chap 3 & 4
- Feb 10 Professional Ethics Chap 7 & 8/Jump Starting Chap 5 & 6
- Feb 17 Professional Ethics Chap 9 & 10
- Feb 24 Jump Starting Chap 8
- Mar 03 **Group Midterm**
- Mar 10 Guest speakers/Intern presentations

MAR 16-21 ~~~~~SPRING BREAK~~~~~

Classes from March 23 until the end of the semester will be used for interviews, STAR completion and research.

MAR 31 PAPERS DUE NO SUBMISSION AFTER MARCH 30TH

APR 21 PORTFOLIOS DUE