CRIMINAL JUSTICE INTERNSHIP
CRJU 4850
Department of Criminal Justice
College of Arts & Letters
University of North Georgia

Credit Hours: 12
Text Book: Provided by instructor Online
Required Number of Work Hours at Internship Agency: 320

INSTRUCTOR
Dr. Brent Paterline, Internship Coordinator
346 Hansford Hall
Email: brent.paterline@ung.edu
Cell Phone: 770-401-5146
Office: 346 Hansford Hall
Office Hours: Tuesday 10:00 AM – 4:00 PM

If you need this document in another format, please email Dr. Brent Paterline brent.paterline@ung.edu or call 770-401-5146.

ELIGIBILITY/PREREQUISITES

There are four requirements you must meet before you are eligible to enroll in a criminal justice internships.

1. You must have completed all of area F in your criminal justice plan of study.
2. You must have taken and completed CRJU 3002 (Research Methods)
3. You must have completed a minimum of 18 hours of criminal justice classes
4. Students must have a GPA of at least 2.0 overall and in their major.

COURSE DESCRIPTION

The internship is an important part of your criminal justice education. It allows you the opportunity to view the realities of the system in operation and how it melds with the models discussed in your class work. It also gives you and the employing agency a chance to review each other for post-graduation employment. A large number of our students are offered jobs by their internship agency. For these reasons it is important to choose your internship agency very carefully. To complete this course, students must work a total of 320 hours at a criminal justice related agency and complete three learning modules on D2L. Each learning module consists of two assignments (1) a research paper and (2) a field journal entry. For each module, students are also required to turn in “hours worked” form that require their supervisor’s signature. An hours worked form logs the number of hours an intern has worked at their agency.
COURSE GRADE
Each learning module for this course is comprised of a possible 200 points

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>Field Journal</td>
<td>50</td>
</tr>
<tr>
<td>Hours Form</td>
<td>50</td>
</tr>
<tr>
<td>Module Paper</td>
<td>100</td>
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<tr>
<td></td>
<td>200</td>
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<td></td>
<td>points per Module</td>
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There are 3 online modules for a possible of 600 points.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>Written Assignments</td>
<td>600</td>
</tr>
<tr>
<td>Supervisor Evaluation</td>
<td>400</td>
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<td></td>
<td>1000</td>
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There are total of 1000 points for this class.

900 – 1000 points = A
800 – 899 points = B
700 – 799 points = C
600 – 699 points = D
Below 600 points = F

COURSE OBJECTIVES

1. Gain an understanding of the history and current research relating to a student’s internship agency.
2. Learn more about the criminal justice system by gaining an understanding of the various agencies with the criminal justice system and the how these agencies are interrelated or connect.
3. Apply classroom theory to real-life situations.
4. Learn career-related skills.
5. To achieve training and contacts that will assist me in gaining future employment.
6. Gain a better understanding of qualitative research by conducting field research as participant observer.
7. To gain a better understanding of quantitative research by examining case files and criminal justice data sets.
SEETING-UP YOUR INERNSHIP
You should begin to plan your internship at least three months in advance. Some agencies, such as the GBI, require earlier preparation. Please go to the agency website for more information.

Below are the steps involved in setting up an internship.

Step 1:
Attend the Criminal Justice Internship Meeting. This meeting is held three times a year, once at the beginning of October, once at the end of January, and at the end of April. At this meeting you will obtain the necessary forms and contact information to get you started.

Step 2:
Choose one agency to contact to determine if they will accept you as an intern for the upcoming semester. Use the information on the agency list (provided under student resources at the department of criminal justice homepage) to contact the agency. You can still do an internship with an agency that is not on the list, however, you have to first clear it with Dr. Paterline via email. There are several agencies that have been deemed inappropriate and are not eligible for internships.

IMPORTANT: YOU CAN ONLY CONTACT ONE AGENCY AT A TIME

Step 3:
Email or phone the contact person of your chosen agency. If he or she does not respond to your email in a week, try again. Be respectful. Many of these supervisors are extremely busy and are often in training. Sometimes it can be difficult for them to get back with you. The contact person may set-up and interview with you. Dress professional for the interview and bring a resume.

Step 4:
After you have been given a “green light,” there are two forms that you need to fill out: (1) Letter or Agreement Form and (2) a Student Agreement Form. Fill out the Letter of Agreement form and have it signed by your supervisor. Please bring both of these to Dr. Paterline in 346 Hansford Hall. Or you can mail, email, or fax these forms to me.

Dr. Brent Paterline
Internship Coordinator
Department of Criminal Justice
346 Hansford Hall
Dahlonega, GA 30597
Email: brent.paterline@ung.edu
FAX: 706-867-2670
IMPORTANT: REMEMBER THAT YOU ARE IN COMPETITION WITH OTHER INTERNS FOR A LIMITED NUMBER OF SPOTS AT EACH AGENCY. THEREFORE, YOU SHOULD GET YOUR LETTERS OF AGREEMENT IN ASAP TO ENSURE THAT YOU OBTAIN THE INTERNSHIP THAT YOU WANT

Step 5:
A couple a weeks before you begin your internship, contact your supervisor to tell them when you will be starting your internship.

Step 6:
Print three “internship hours worked forms” found on D2L or on the criminal justice homepage under internship forms. Begin your internship. As an intern, you should submit three of these forms for each of the three modules of your internship (1) 0-100 hours worked, (2) 100-200 hours worked, and (3) 200-320 hours worked. At the end of each phase (module) of your internship you should turn in an “hours worked form.” These forms must be signed by your supervisor. Do not wait until the end of the semester to fill out and sent out these forms, your grad will deducted for reports that are late. You will be deducted 50 points off of your final grade for each form that is turned in past the due date. Due dates can be found on the course calendar.

Your Class Assignments

All class assignment can be found on D2L. Please read over your class assignments and each learning module before you begin your internship so you know what to expect. There are three modules for your internship. Please turn this module in after you have completed 100 hours. The due date for this module is on the course calendar. Assignments will not be accepted after the due dates.

Module 2 is due after you have completed 200 hours of your internship. The due date for this module is on the course calendar. Assignments will not be accepted after the due dates.

Module 3 is due after you have completed 320 hours of your internship. The due date for this module is on the course calendar. Assignments will not be accepted after the due dates.

Your Supervisor’s Evaluation

It is important to remember that 40 percent of your grade is based upon your supervisor’s evaluation. These evaluations will be sent out by me via email towards the end of your internship. It is therefore important to make your supervisor happy and maintain a good relationship with your supervisor. I have to base your grade on the evaluation I receive from your supervisor. If you and your supervisor do not get along, this may affect your grade.

SPECIAL NOTES

1. If there is a problem with your internship contact me (Dr. Paterline) immediately. I prefer to be contacted via email at brent.paterline@ung.edu You should also feel free to contact me any
time on my cell phone at 770-401-5146. Please do not contact me through D2L. Please do not wait until six weeks into your internship to me that you are having a terrible internship. Contact me immediately. I can place you in another internship.

2. Always remember that you are representing the University of North Georgia. You will not be allowed to jeopardize future internships with the host agency. If your job performance or work attitude are deemed to be unacceptable, you will be pulled from the agency, given an F for your grade, and the hours worked will not be credited toward a second internship.

3. Also remember that you are working at the convenience of the agency. They are not going to tolerate behavior from you that they might from a regular employee. Tardiness and absenteeism are not acceptable work habits even if others do it. Prior to working your first shift you should obtain the phone numbers of those supervisors you must contact if you are going to be late or absent. Remember you need them, they don't need you. They can and will terminate you if you are deemed to be more trouble than you are worth.

4. While criminal justice work is sometimes risky you must not allow yourself to be placed in any dangerous situations; i.e. carrying a gun, making arrests, etc. That is neither your job nor your responsibility. It might seem exciting at the time but more often than not results in trouble. If a supervisor orders you into a dangerous situation, respectfully and firmly decline and contact Dr. Paterline immediately.

5. Also note that the school will continue to send its official correspondence to you through your email on campus. You should check it at least once a week.

6. Remember to fill out the proper forms at the registrar's office for commuter/offcampus status. This may waive your activity fees.

7. Dr. Paterline may make a personal visit to your internship site. It some cases he may contact you before the visit, in other cases in may not. There are two purposes to these visitations: (1) to evaluate the progress of your internship, and (2) to maintain a good relationship with the agency for future internships. Therefore, especially in the case of police departments and sheriff’s offices, Dr. Paterline may meet with your supervisor during his visit, but not you (the intern) personally.

8. Be sure to mail off your hours worked forms (time sheets) in a timely manner. Be sure to fill them out completely, including the contact information of your superior. These reports are your time sheets. Do not put any hours on these sheets that you do not actually work. Falsification of hours is considered a major violation of the honor code and will result in your internship being terminated and a final grade of F submitted for the course.

9. If you are attending military camp, please start your internship early so that you will complete all of your work by the due date. The grade of “I” or Incomplete will be only given in special hardship cases. You can only receive an “I” with the special approval of Dr. Paterline. In some cases, if a student is unable to complete 320 hours because he or she attended a military camp, the student may receive an “I” with the approval of the professor.
10. Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

The following are several rules that all Criminal Justice Interns should abide by:
1. Do not allow yourself to be put into a dangerous situation.
2. Never, ever, carry a personal firearm, unless you are training at a firearm range.
3. Never discuss open cases or sensitive information with non-agency personnel.
4. Never become argumentative or disrespectful.
5. Be honest and forthright about any situation.
6. Always ask questions and show enthusiasm.
7. Always dress appropriately.
8. Do not use profanity, regardless of what others are doing.
9. Always be on time to work and do not leave early.
10. Try not to become in office politics or gossip.

SUPPLEMENTAL SYLLABUS

Students are expected to refer to the Supplemental Syllabus for the following information:

1. Academic Exchange
2. Academic Integrity Policy
3. Academic Success Plan Program
4. Class Evaluations
5. Course Grades and Withdrawal Process
6. Disruptive Behavior Policy
7. Inclement Weather
8. Smoking Policy
9. Students with Disabilities

The supplemental syllabus can be located at: http://ung.edu/academic-affairs/policies-and-guidelines/supplemental-syllabus.php