

CENTRAL TEXAS COLLEGE
SYLLABUS FOR CJSA 2488
INTERNSHIP-CRIMINAL JUSTICE/SAFETY STUDIES
Semester Hours Credit: 4

INSTRUCTOR:_____

OFFICE HOURS:_____

I. INTRODUCTION

- A. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary.
- B. Internship In Criminal Justice Studies is an optional course for the completion of an Associate in Applied Science Degree in Criminal Justice
- C. This course is occupationally related and serves in preparation for career(s) in Criminal Justice and Law Enforcement.
- D. Prerequisite(s): (List)(None)
- E. The internship takes place at the approved place of employment (worksite) and the student is supervised by the Worksite supervisor. The Faculty Coordinator will work closely with the student and Worksite supervisor to resolve any problems that may arise.
- F. External (worksite) expectations will be specified by the Worksite Supervisor during the first class period at the worksite.
- G. Alphanumeric coding used throughout the syllabus denotes the integration of SCANS occupational competencies (C1,5,6,7,8,9,10,11,14,15,18,19) and Foundation skills (F1,2,3,5,6,7,8,9,10,11,12,13,14,15,16,17).

II. LEARNING OUTCOMES

Upon successful completion of this course, Internship In Criminal Justice Studies, the student will:

- A. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws. (C1, C5-C9) (F1, F2)

- B. Interact within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. (C1, C5-C9, C14) (F1, F2, F5-F7, F11)
- C. Demonstrate legal and ethical behavior, safety, practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. (F1, F2, F5-F17)

III. INSTRUCTIONAL MATERIALS

- A. The instructional materials identified for this course are viewable through www.ctcd.edu/books
- B. References:
 - 1. Texas Police Journal, Published by the Texas Police Association, Temple, TX: current and back dated issues
 - 2. Crime In Texas: Texas Department of Public Safety, Governors Office, Austin, TX: current and back dated issues
 - 3. Law Library, CTC
 - 4. Supreme Court Decisions, www.findlaw.com , Internet access

IV. COURSE REQUIREMENTS

- A. Your first responsibility is scholarship. The grade you receive for this course will not be the grade of the instructor, but rather the grade you and you alone make.
- B. You are encouraged to give your best effort throughout the semester. From the beginning, you should plan for a steady, organized, and continuous effort, which in the long run will prove more effective for your final grade than a last minute crash-cram policy. Your course grade is not determined solely by exam grade. Such factors as initiative and individual research papers will be considered in grade computation.
- C. From time to time, special library and/or outside assignments will be made. You are expected to read all assignments and fulfill your responsibilities.
- D. You are expected to read all assigned material and keep informed on all assignments, especially after an absence.
- E. You must be present for all evaluations. (Changes may be made to course requirements or more may be added.)

- F. Special Work: A term paper or other research project, per requirements of the Faculty Coordinator, may be required. The subject must be appropriate for the course material. Check with the instructor when you have made a selection.

V. EVALUATIONS

- A. There will be a minimum of three major evaluations, as follows:
 - 1. A minimum of two worksite evaluations prepared and signed by the Worksite Supervisor and provided to the Faculty Coordinator.
 - 2. An oral presentation of acquired job performance skills presented to the Faculty Coordinator on a pre-arranged date
- B. It is the **responsibility of the student** to insure they receive a minimum of two evaluations from the Worksite Supervisor; and to set up their individual presentation date.
- C. No make-up presentations will be given. Students who know in advance that they will be absent from the scheduled oral presentation due to valid reasons must arrange to make an early presentation. Unexpected absences due to illness or extenuating circumstances will require the student to see the instructor about individual make-up work.
- D. Students without excused absences will be given a zero for the missed presentation.

VI. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE INSTRUCTOR

- A. Withdrawal from Course: It is the student's responsibility to officially drop a class if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other lengths is as follows:

10-week session	Friday of the 8th week
8-week session	Friday of the 6th week
5-week session	Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

Students who officially withdraw will be awarded the grade of "W," provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the college before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance.

- B. An Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on the Administrative Withdrawal Form for submission to the registrar.
- C. An Incomplete Grade: The College Catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work, but because of personal illness, death in the immediate family, or military orders, is unable to complete all the requirements for a course." Prior approval from the instructor is required before the grade of "I" is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.
- D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory
- E. American's With Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.
- F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.
- G. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

VII. COURSE OUTLINE

There is no course outline for this course. Assignments are at the discretion of the Worksite Supervisor and/or Department Chair.