CJUS 5900: Graduate Internship in Criminal Justice  
*Example Syllabus*

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Web Page: www.pacs.unt.edu/criminal-justice (access hand-outs and other course materials)  
Office Hours: See the semester syllabus for office hours (please e-mail me directly to schedule at Ashley.Blackburn@unt.edu)  
Mailing Address: University of North Texas, Department of Criminal Justice, 1155 Union Circle #305130, Denton, TX 76203-5017

Course Description  
The Criminal Justice graduate internship is designed to give pre-professional students in the Master of Science in Criminal Justice program practical experience in the field prior to graduation. **Students must complete 120 contact hours at their internship placements to receive 3 credit hours and 240 contact hours to receive 6 credit hours.** Internships can be completed during the fall, spring or summer semesters. The fall and spring semesters are longer, 15 weeks as compared to 12 weeks (in the summer), therefore giving students more time to complete their hours, if needed. During the internship, students will complete weekly journals; weekly time sheets signed by their supervisors; a research paper; an experience evaluation paper; and attend established internship meetings during the semester. Prior to beginning the internship, students are required to complete an internship enrollment form, liability release, personal resume, personal statement, and plan for completion of the internship. **Students are required to secure their internship placement one week prior to the beginning of the semester.** If students have not secured a placement one week prior to the semester’s beginning, they will have to wait until the next semester to participate in the internship program.

Note: Students **cannot** receive internship credit for their employment.

Course Objectives
- Students will gain exposure to and a greater understanding of the applied aspects of the Criminal Justice system;
- Students will gain knowledge about the part of the field in which they are interning through research and field experience;
- Students will be able to enhance their academic training with this practical knowledge;
- Students will be able to confirm (or change) their career goals based on this experience; and
- Students will enhance their employment prospects as a result of this internship experience.
Eligibility

- Graduate students who completed a Bachelor’s degree majoring in Criminal Justice and/or Criminology will be eligible to participate in the internship program as soon as they enter the Master’s program.
- Graduate students who did not complete a Bachelor’s degree majoring in Criminal Justice and/or Criminology will need to complete 9 graduate credit hours (i.e., 3 graduate Criminal Justice courses) prior to being eligible to participate in the internship program.
- Departmental consent to participate in the internship course;
- Secure an internship placement one week prior to the semester’s beginning; and
- Completion of the “up front paperwork” (prior to beginning internship or no later than the first internship meeting, whichever comes first).

Requirements

- Completion of the “up front paperwork” (enrollment form, liability release form, personal resume, personal statement, and plan for completion of internship);
- Regular and punctual attendance at internship placement;
- Professional appearance and demeanor at internship at all times;
- Completion of weekly journal of daily activities – submitted weekly;
- Verification of time sheets – signed by supervisor and submitted weekly – reflecting 120 contact hours (for 3 credits) or 240 contact hours (for 6 credits);
- Attendance at scheduled internship course meetings;
- Completion of research paper;
- Completion of experience evaluation paper; and
- Completion of formal evaluation by internship supervisor.

Course Grading

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<th>“Up Front” Paperwork</th>
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<td>Weekly Journals</td>
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<td>Weekly Time Sheets</td>
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<td>Term Paper</td>
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<td>Experience Evaluation Paper</td>
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<td>Formal Evaluation</td>
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Securing an Internship Placement

Internship placements must be secured one week prior to the beginning of the semester. When students meet with Dr. Blackburn to be cleared to participate in the internship program, they will be given a list of internship placement contacts with which the UNT Department of Criminal Justice has worked in the past. Students are not limited to this list. However, if a placement is found off the list, the contact will need to be willing to work with the UNT Department of Criminal Justice and the internship program requirements (i.e., be willing to guarantee students 120 or 240 contact hours, be willing to provide a supervisor/mentor that will sign time sheets and fill out the end of the semester evaluation, etc.).
Finding an internship placement is quite similar to finding employment. You will attempt to reach the contact person by phone or e-mail to inquire whether they have an internship position available and if so how to go about applying for the position. To begin, only initiate applications with 2-3 placements and it is always best to stay in contact with anyone you begin the application process with, even if just to say, “thanks for considering me, but I have accepted an internship placement elsewhere.” It is important not to “burn bridges” with individuals in the field as oftentimes these are the same individuals you will contact when looking for employment.

Although perhaps similar, each placement will vary as to how their application process will proceed and the types of opportunities interns will have while interning with them. Placements will make the final decision as to who will be chosen for the internship. Some placements have more established programs than others. It is okay to ask up front what their internship placement is like (i.e., what will you get to observe, take part in, etc. while interning there) before officially applying. The answers provided may help you decide whether a placement is a good fit for you. Please contact Dr. Blackburn with any questions or concerns you may have about applying for and securing an internship placement.

Submitting “Up Front” Paperwork
Prior to beginning your internship or no later than the first internship meeting, whichever comes first, you must complete and submit the enrollment form, the liability release form, as well as the following:

- A personal resume describing your academic and work experiences and relevant skills;
- A personal statement describing your career goals and how the internship experience serves these goals (1/2-1 page, typed, double-spaced); and
- A plan for completing your internship reflecting the number of internship contact hours you plan to complete each week (internship schedule).

These documents can be submitted via e-mail attachment to cjintern@unt.edu, by fax to 940-565-2548 (attn: Blackburn), or in person at the Criminal Justice office in Chilton 265. All “up front paperwork” (resume, personal statement, completion plan, enrollment form, and liability release form) is due by the first class day of the semester or before you begin your internship contact hours, whichever comes first. Late submissions will be penalized (see below).

Weekly Journals
You should keep notes of your activities each day of your internship. Every week, you will then compile your notes into a summary of your week’s activities. The summary should include a description of the duties, activities, and events of the week, as well as a summary of what you have learned over the course of the week. The summary should be 1 - 2 typed, double-spaced pages, in a 10 or 12 pt. font. Once you begin your internship contact hours, weekly journals must be submitted no later than 5:00 p.m. every Monday via e-mail attachment (cjintern@unt.edu), fax (940-565-2548, attn: Blackburn), or by hand (Chilton Hall, Room 265). The weekly journal should describe your internship experience the previous Saturday through Friday. If you did not have any internship hours the previous week, you should still submit documentation by 5:00 p.m. the following Monday (in one of the ways described above) stating that no internship hours were performed the previous week. Late journals will be penalized (see below).
**Time Sheets**

A 3-credit internship requires 120 contact hours at your internship placement and a 6-credit internship requires 240 contact hours at your internship placement. Generally, all contact hours must be completed by the Friday of pre-finals week. Time sheets reflecting your contact hours at your internship should be completed daily, logging the number of hours worked, and submitted weekly. Each time sheet needs to be signed by your immediate supervisor or the internship coordinator at your agency. Once you begin your internship contact hours, weekly time sheets must be submitted via scanned e-mail attachment (cjintern@unt.edu), fax (940-565-2548, attn: Blackburn) or in person (Chilton Hall, Room 265) **no later than 5:00 p.m. every Monday** along with your weekly journals and should reflect the hours worked the previous Saturday through Friday. **If you did not complete any internship hours the previous week, you still need to submit a time sheet the following Monday reflecting zero hours (no supervisor signature required for this). Late time sheets will be penalized (see below).**

**Research Paper**

Each graduate intern will complete a 12-15 page research paper. The topic of this paper will be decided by student interest and professor approval. However, the topic must coincide with the type of internship being completed.

Papers should be word processed, double-spaced in 12-point, Times New Roman font with 1-inch margins (top, bottom, left, and right, you will need to change this by going to the File menu, then to Page set-up). Papers should include a cover page with your name, the title of the paper, and the course name and number. Papers should also include at least 10 references and a reference page completed using APA citation style.

See the semester syllabus for exact due dates. Papers should be submitted via e-mail attachment (cjintern@unt.edu), fax (940-565-2548, attn: Blackburn), or in person (Chilton Hall, Room 265). **Late term papers will be penalized (see below).**

**Experience Evaluation Paper**

Each graduate intern will also complete an experience evaluation paper about your experiences in the internship program. This paper must be a minimum of five pages in length. In the first section of the paper, you should summarize the activities and major events that you experienced while performing your internship. The second section should be a critique of the internship itself. Was it a good, marginal, or poor experience? How well did the agency where you interned meet your expectations? In this section, you should assess both your internship experience and the agency where you interned. In the final section, you should compare/contrast your educational knowledge with your field experience. How did the internship match what you learned in school and how did it vary from your academic understanding of the work and field? How well did your educational experience prepare you for field work? What was the most surprising about your field work experience? Did the internship experience confirm your career plans or change them and why?
The format of the paper will follow the same guidelines discussed above under the heading “Research Paper.” See the semester syllabus for due dates. Papers should be submitted via e-mail attachment (cjintern@unt.edu), fax (940-565-2548, attn: Blackburn), or in person (Chilton Hall, Room 265). Late experience evaluation papers will be penalized (see below).

**Formal Evaluation**
Your supervisor or the agency’s internship coordinator will evaluate you at the end of your internship. We will provide a formal evaluation form to your supervisor for this purpose and will encourage your supervisor to meet with you regarding your performance during your internship. We will mail your supervisor the evaluation form, using the contact information you have provided on your enrollment form. We will ask your supervisor to fax a copy of the completed evaluation to us (940-565-2548, attn: Blackburn) or return the original to us by mail in the self-addressed, stamped envelope provided. *You should not handle this evaluation form at any time.*

**Internship Meetings**
We will have 3 meetings over the course of the semester for students enrolled in the internship program. At each meeting, we will discuss your internship experience. The dates and times for these meetings will be included in the semester syllabus. *Attendance is required. If you receive an excused absence from Dr. Blackburn to miss any of these meetings, you must schedule a make-up appointment with her the week of the scheduled meeting.*

**Important Considerations in the Internship Program**
- **While you are enrolled in the graduate CJUS internship program and working at your agency or organization, you are a representative of the University of North Texas and the Department of Criminal Justice. You should remember that at all times and act accordingly. Agencies have provided the opportunity for our students to have an internship experience. Your tardiness, poor performance, etc. during your internship not only reflect poorly on you, our department, and UNT, but could also jeopardize our ability to place future interns at your agency. Violations of expected behavior will be handled on a case-by-case basis; sanctions could include termination from the internship program and a failing grade in the course.**
- **The vast majority of internship placements will conduct a criminal background investigation/security clearance check prior to accepting you as an intern. It is always best to be forthcoming when asked about previous indiscretions (both arrests and convictions). If you are not forthcoming and these issues are found out later (after the agency has put the time, effort, and funds into conducting the background check), they will not be happy and the dishonestly not only reflects poorly on you but also on the Department of Criminal Justice and the University of North Texas.**
- **We are here to support you and advocate for you during your internship. If you feel that your agency or supervisor is placing you in a dangerous situation or a situation that makes you feel uncomfortable, notify Dr. Blackburn immediately.**
• All of your written work is expected to be professional, typed, and turned in on time. *Late work will be assessed a penalty of 5% per day.* Repeated late work will result in termination from the internship program and a failing grade in the course. The timeliness of work received via e-mail will be determined by the date and time reflected on the e-mail transmittal; via fax will be the date and time reflected on the fax transmittal stamp; and by hand will be the date and time entered by the administrative staff person in the CJUS office.

• Keep a copy for your files of all of your submitted materials.

• Course announcements, meeting times, and other important information will be distributed via e-mail over the course of your internship. You are expected to maintain an active e-mail account and check your e-mail at least every 3 days.

• Please feel free to contact Dr. Blackburn (940-369-7682; Ashley.Blackburn@unt.edu), as needed.

We wish you a wonderful internship experience!