CJUS 5900: Special Topics – Graduate Internship in Criminal Justice
Spring, 2011

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(Click on the Internship links to access hand-outs and other course materials)
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Course Description
The Criminal Justice graduate internship is designed to give pre-professional students in the Master of Science Criminal Justice (MSCJ) program practical experience in the field prior to graduation. The internship program is also designed to give students interested in research an opportunity to complete a research-based internship within the field. 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. Students must complete 120 contact hours at their internship placements to receive 3 credit hours and 240 contact hours to receive 6 credit hours. Students will have from Monday, January 17, 2011 until Friday, May 6, 2011 to complete their internship hours. This is 16 weeks.

During the internship, students will intern at their placements, complete weekly journals, weekly time sheets signed by their supervisors, a research paper, and an experience evaluation paper describing their internship experiences. 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 (see section “Submitting “Up Front” Paperwork” for further instruction). For the spring 2011 internship course, students must have secured a placement by Monday, January 10, 2011.

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 beginning (by May 10th) in order to participate during the summer 2010 semester; and

Completion of “up front paperwork” prior to beginning the internship.

Requirements

- Completion of “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);
- Completion of research paper;
- Completion of experience evaluation paper;
- Completion of formal evaluation by internship supervisor.

Course Grading

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Contact Hour Completion</td>
<td>50%</td>
</tr>
<tr>
<td>“Up Front” Paperwork</td>
<td>5%</td>
</tr>
<tr>
<td>Weekly Journals</td>
<td>7.5%</td>
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<tr>
<td>Weekly Time Sheets</td>
<td>7.5%</td>
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<tr>
<td>Research Paper</td>
<td>15%</td>
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<tr>
<td>Experience Evaluation Paper</td>
<td>10%</td>
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<tr>
<td>Formal Evaluation</td>
<td>5%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Securing an Internship Placement

Please check the CJUS internship website for deadlines as students must meet with Dr. Blackburn by a certain date in order to participate during the following semester. Internship placements must be secured at least one week prior to the beginning of the semester you are looking to participate. 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 with 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 as to 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 the contact 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 and no later than the first class day of the semester, students must complete and submit the enrollment form and the liability release form. These forms can be picked up from the CJUS Office or downloaded from the CJUS website under the link Internship Forms ([http://pacs.unt.edu/criminal-justice/content/internship-forms](http://pacs.unt.edu/criminal-justice/content/internship-forms)). Students will also submit the following:

- A personal resume describing your academic and work experience 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 (describe in detail your 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 Tuesday, January 18, 2011 or before you begin your internship contact hours, whichever comes first. Late submissions will be penalized (see below).

**Weekly Journals**
Students should keep notes of their activities each day of their internship. Every week, students will then compile their notes into a summary of their 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 students begin their 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 the student’s internship experience during the previous week. **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 hour internship requires 120 contact hours at student’s internship placement and a 6-credit hour internship requires 240 contact hours at student’s internship placement. **All internship contact hours must be completed by Friday, May 6, 2011 with final time sheets and journals due by**
5:00 pm on Monday, May 9, 2011. Time sheets reflecting student’s contact hours at their internship should be completed daily, logging the number of hours worked, and submitted weekly. Each time sheet needs to be signed by student’s immediate supervisor or the internship coordinator at your agency. Once student’s begin their 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 week. 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. While Dr. Blackburn is the Internship Coordinator, you may work with another professor on the research paper depending on the topic. This will be decided prior to you beginning your internship.

Papers should be typed, double-spaced in 12 point, Times New Roman font with 1-inch margins (top, bottom, left, and right). 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. Formatting should conform to APA style.

The research paper should be submitted no later than 5:00 p.m. Friday, May 6, 2011 via e-mail attachment (cjintern@unt.edu), fax (940-565-2548, attn: Blackburn), or in person (Chilton Hall, Room 265). Late research 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.” No referencing/citations are required for this paper unless you include outside resources. Experience Evaluation papers should be submitted no later than 5:00 p.m. Friday, May 6, 2011 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).
Formal Evaluation
Field supervisors or the agency’s internship coordinator will be asked to evaluate their intern’s performance near the end of the semester. We will provide a formal evaluation form to each student’s supervisor for this purpose and will encourage your supervisor to meet with you regarding your performance during your internship. We will mail each student’s supervisor the evaluation form, using the contact information each student provides on their 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 as they are confidential.

Internship Meetings
Dr. Blackburn will be holding three internship meetings over the course of the semester for the undergraduate students enrolled in the undergraduate internship course. She would also like to check in with the graduate student interns at the same points during the semester. While attendance is not required for graduate student interns at the formal meetings, please make an appointment to check in with Dr. Blackburn during the weeks these meetings are scheduled (i.e. beginning of semester, mid-semester, and end of semester). Undergraduate internship meetings are scheduled for 5:00 p.m. Wednesday, January 19, 2011; Wednesday, March 23, 2011; and Wednesday, May 4, 2011 in Chilton 274 if you are available to attend.

Important Considerations Regarding the Internship Program
- While you are enrolled in the Criminal Justice internship 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 this at all times and act accordingly. Agencies have provided the opportunity for you and other students to have an internship experience. Tardiness, poor performance, and the like that may be displayed during your internship not only reflects 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 dishonesty not only reflects poorly on you but also on the Department of Criminal Justice and UNT.
- It is important to stay in contact with your internship placement. If you are sick or for some other reason will not be able to attend your scheduled internship hours, contact your field supervisor immediately to make them aware.
- It is important for students to keep track of their own progress during the semester so that they know how many hours remain to be completed. Students will be updated by Dr. Blackburn 2-3 times during the semester but will not be updated weekly as Dr. Blackburn expects that students are keeping track of their own hours. If you would like to confirm your hour count between updates, contact Dr. Blackburn by e-mail (Ashley.Blackburn@unt.edu) to request confirmation of hours completed.
- If you complete your minimum contact hour requirement early (before May 6, 2011) you will need to meet with your field supervisor to determine whether you will continue coming in or
whether you will have completed your internship at that point. Once you complete your minimum contact hour requirement, assuming you finish early, you are no longer required to submit weekly time sheets and journals to Dr. Blackburn. At that time you can focus on your summary term paper.

- 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.

- It is always best to keep a copy for your files of all of your submitted materials including weekly time sheets and journals.

- Course announcements 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 often, at least every three days.

- As the cjintern@unt.edu assignment e-mail box is only checked once or twice a week, please contact Dr. Blackburn (940-369-7682; Ashley.Blackburn@unt.edu) directly with questions or concerns you may have during the semester.

We wish you a wonderful internship experience!