

## **Criminology 3970 Criminal Justice Internship**

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CPACS 218

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### **Course Description**

Internships have become an integral part of the experiential learning process for students seeking careers in the field of criminology and criminal justice. Such programs bridge the academic and real-world to provide a rich understanding for students by affording them “hands on” experience at various federal, state, and local criminal justice levels. Through interactions with practitioners, students develop marketable skills, begin to establish networks, and oftentimes their internship is a pathway for future employment. Through observation and participation, students are better informed to decide on career choices. Similarly, students recognize and apply learned theoretical concepts as they are applied in the professional environment. Additionally, students can gain actual experience which can be included on a resume or job application.

### **Canvas**

This course is a blended course and therefore available on Canvas. You will find all of the materials necessary on Canvas. You will also upload all required forms, assignments, presentations on Canvas.

### **Student Learning Outcomes:**

The internship experience is based primarily on experiential learning. The student spends time in an agency working in the field doing tasks normally associated with people employed by that particular agency. As a result, the following learning objectives apply:

- 1) Identify future career aspirations and goals.
- 2) Describe what is like to work on a day-to-day basis in a position in a particular type of criminal justice agency (eg., law enforcement, corrections or juvenile services agency).
- 3) Articulate how specific college courses and learned concepts relate to the internship experience.
- 4) Integrate information learned from criminology and criminal justice courses with experience working in an agency by comparing and contrasting the information gathered from each source.
- 5) Communicate how career-related information gained from the internship experience changed or confirmed future academic and career plans.
- 6) Associate how knowledge gained from the internship experience will be used in other areas of life (social, job, classes, community service).

In addition, the following University Academic Learning Objectives are also applicable:

- 1) Locate, integrate and use information from various sources to effectively communicate in writing and/or various other mediums.
- 2) Apply specialized knowledge through field-based learning experiences, civic and/or community engagement activities, and/or policy analysis.

### **Course Requirements**

Internship placements must be approved and finalized by the Internship Coordinator in the School of Criminology and Criminal Justice. Students are required to:

#### 1. Read the Course Syllabus and the Internship Manual

Read the Course Syllabus and the Internship Manual, which is available on the Canvas website. Complete the Syllabus and Intern Manual Agreement Form (available on Canvas). Email Kim Retzlaff at [kretzlaff@unomaha.edu](mailto:kretzlaff@unomaha.edu) to confirm your start date, and that you have read all of this information.

#### Final Registration Steps:

Upload your completed *Internship Agency Placement Data form* to Canvas. Once Ms. Retzlaff has your completed form, she will forward your name to a SCCJ academic advisor who in turn will email you a registration code, allowing you to enroll in CRCJ3970 Criminology Internship. (Note: Students cannot enroll in this course until they have secured a position with an agency.)

#### 2. Maintain and submit a time log

Maintain a log of your hours and your activities at the agency. Each day, enter the hours worked and a brief description of your activities. In addition, reflect briefly on your activities and make note of any interesting questions, challenges, or concerns that you had, especially as they relate to the connection between your coursework and the internship. Each week, compute the total hours, and keep a cumulative total so that you will know exactly how many hours you need to complete. Remember, a **minimum total of 160 hours is required**. The number of hours per week will depend on when you begin and the day you plan to complete your hours which will be worked out between yourself and your internship supervisor at the agency. Be sure to total all hours at the end of your log.

Log example: (Give more detail where needed to explain nature of activities-see below)

4 hrs 9/21 - Met supervisors, toured facility

4 hrs 9/23 - Attended staff meeting, read training manual

4 hrs 9/25 - Filed folders, went to court to observe/read files

12 hrs            Week 1

\*You have until Monday of final exam week to complete your hours and turn in your log. Time Logs should be submitted via Canvas. Hard copies *will not* be accepted.

### 3. Reflection Journal

Students will maintain a journal, which is a student's account of his/her life as an intern. In this journal students will record observations, analyses of experiences, and interpretations of practice. Some tasks may appear meaningless to you and perhaps your conclusions should be explored in depth during an interview with an agency representative to help sort out the purpose for the task. You can ask yourself questions on why certain agency practices are followed, why particular courses of action are taken, and how the agency bureaucracy or office politics are interwoven in the daily routines of agency employees. You may reflect and realize that sometimes scholarly theory does not conform to reality. **The journal is NOT a log where you outline what you have accomplished hour by hour.** (That is done in your time log – see #2)

**Your first entry** will be to identify three (3) *goals* (learning objectives) you set for yourself to achieve during your internship and how you plan to accomplish them. Identify what new skills you have acquired and their impact on your personal growth and for your future career goals. Date your entries. Log after each agency visit so you do not forget what happened that day and how it affected you.

Entries must be typewritten, double spaced and in 12-point Times New Roman font.

**Below are additional ideas to help as you make journal entries.**

**Describe and document** your major responsibilities while serving as an intern including:

- Any special projects you helped with or completed
- Pictures, flyers, forms, research, or other work samples from the internship experience
- Daily or ongoing tasks or responsibilities

**Reflection** – reflect on your overall experience and answer the questions below in your final journal entry: (this entry should be longer than other entries and summarize/reflect on your overall experiences)

- Did you meet the goals you set at the beginning of the internship? Why or why not?
- What did you learn about interpersonal relationships with supervisors, clients, or other stakeholders?
- What communication skills did you find helpful?
- What technology did you use during the internship?
- What tasks or responsibilities you felt you were best prepared for by UNO?
- What tasks or responsibilities you felt least prepared for by UNO?
- New skills acquired?

Please see the Writing and Integrative Rubric at the end of the syllabus as a reference for your written journal work.

**The journal is due:** On the Monday of Final Exams Week. It should be electronically submitted to: The Canvas upload page in the Module Labeled “*Final Reflection Journal*”.

**4. Presentation:**

During the final week of class students who participated in internships will give a brief presentation on the work they completed as an intern. This presentation should be no more than 10 minutes in length. Power Point projection will be available.

**5. Required:**

All students enrolled in Criminology 3970 must attend two (2) required class meetings. These meetings will be held the first week of the semester, and a final class meeting toward the end of the semester.

- On Saturday, January 18, 2020 - All students planning for an Internship will attend class on campus in CPACS 132 for an introduction and orientation to the internship process. This meeting is required in order to complete this course.
- During the week of April 27-30<sup>th</sup>-(date to be determined) All students with internships will deliver a short presentation on their agency internship process. Presentations will be brief-no more than 10 minutes. An overview of their internship. Pictures are encouraged to tell your story. (Be sure to plan for that throughout your internship by taking some photos.)

### Meeting Schedule

Week	Date	Time	Location	Description	Held by
1	January 18	11:30-1:30 pm	UNO-CPAC 132D	Class Overview	Internship Coordinator
				Give Worksite Supervisor the	

2	March	Intern site	“Preliminary Student Evaluation” to complete this week	Worksite Supervisor
16	Week of April 27-30	UNO-CPAC	Meet with Internship peers and give brief presentation. Final wrap up.	Internship Coordinator

\*\*Dates are subject to change according to the needs of the instructor. Changes will be announced as far in advance as possible. \*\*

**Final Grade:**

This is a pass /no pass, three (3) credit hour course. Your final grade will be determined based on the completion of the 160 hours of work with the agency, the quality of your written materials, your presentation and the evaluation provided by your agency supervisor. You must also attend the mandatory initial class meeting and the final presentations meeting. The requirements are spelled out in this syllabus.

**SERVICES FOR STUDENTS WITH ACCESSIBILITY ISSUES** – Reasonable accommodations are provided for students who are registered with Accessibility Services Center (ASC) and make their requests sufficiently in advance. For more information, contact ASC (Location: H&K 104, Phone: 402.554.2872, Email: [unoaccessibility@unomaha.edu](mailto:unoaccessibility@unomaha.edu))

In addition to accommodations in the classroom, the Accessibility Services Center (ASC) helps coordinate accommodations for students with disabilities at any practicum, internship, service-learning experience, or other field placement. If such accommodation is required, it will be important to speak with an ASC representative early in the site selection process. Please make an appointment with the ASC (Location: 104 H&K, Phone: 402.554.2872, Email: [unoaccessibility@unomaha.edu](mailto:unoaccessibility@unomaha.edu)) well in advance of the placement to ensure that reasonable accommodations can be made.