

## CRIMINOLOGY 397 FALL SYLLABUS CRIMINAL JUSTICE INTERNSHIP

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### COURSE DESCRIPTION

The purpose of the internship program is to provide advanced student majors and minors with experience working in the field of criminology and criminal justice. This allows students to connect with professionals who might later serve as references or points of contact, and it also allows students to gain actual experience which can be included on a resume or job application. NOTE - The 160 hours of work required for this internship cannot be used toward any other internship at UNL or any other academic institution.

The internship experience is based primarily on experiential learning. Students will spend time in an agency working on tasks that are carried out by those employed by that particular agency. As such, the following learning objectives apply:

1. Describe what it is like to work on a day-to-day basis in an entry level position in a particular type of criminal justice agency (e.g., law enforcement agency, corrections institution, juvenile services agency).
2. Articulate the basic expectations of employees with regard to appearance and dress, professional conduct, and communicating with others encountered in the work environment (i.e., agency staff, offenders, victims, families).
3. Integrate information learned from criminology and criminal justice courses with experience in working in an agency by comparing and contrasting the information gathered from each source.
4. Determine if working in a particular agency (or a similar agency) is a "good fit" for you with regard to your career goals.
5. Describe the characteristics of applicants that the agency seeks when filling entry level positions.

### COURSE REQUIREMENTS

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

1. *Read this course syllabus and the Internship Manual*  
Read the course syllabus and the Internship Manual, available on the course website (<https://eskridge.unl.edu/crim-397-internship/>)
2. *Work a minimum of 160 hours at the agency*  
Note that the 160 hours of work completed for this internship cannot be used toward any other internship at UNL or any other academic institution.

### 3. *Maintain a 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. 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, and again note that a minimum of 160 hours of work at the agency is required. To pass this course, you must put in a minimum of 160 hours of work with the agency.

You have until Monday, December 15 to complete your hours and turn in your log. Send your log to me ([ceskridge@unl.edu](mailto:ceskridge@unl.edu)) as an attachment in an email. Do not submit using Canvas.

### 4. *Write a paper*

The paper should describe and discuss your internship experience. Integrate these thoughts with information you have learned during your undergraduate studies. More specifically, the paper should address the following:

- A. Present an overview of the agency including its major function(s) and where the agency fits into the justice system.
- B. Describe the major activities in which you were involved as an intern.
- C. Integrate your observations and experiences as an intern with information you have learned throughout your undergraduate coursework. For example, discuss how your observations of the agency in its local setting compared with information you have learned about the structure and organization of the justice system. To what extent to which your experiences and observations parallel what you had learned about roles and activities in organizations of this type? Are there other facets of your internship experience that you can link to things you learned in your undergraduate classes?
- D. Describe anything that was particularly interesting or surprising about the agency or the work in which you were involved and contrast it with information that you learned throughout your undergraduate coursework.
- E. Describe at least one specific goal you had when beginning your internship and discuss whether you were able to attain that goal.
- F. Discuss how the internship fits into your future career plans and whether or not you think it was a valuable experience given your occupational goals.
- G. Discuss the most important thing you learned during your internship experience.

The final paper should be at least 2,500 words in length (minimum). Note the word count at the bottom of the last page. The paper is due by Monday, December 15. Send your paper to me ([ceskridge@unl.edu](mailto:ceskridge@unl.edu)) as an attachment in an email. Do not submit using Canvas.

### 5. *Agency Evaluation of the Student*

An evaluation of your performance by the agency supervisor is required at the end of the internship. Give your supervisor a copy of the *Agency Evaluation of Student Form* to located on the class website page – <https://eskridge.unl.edu/crim-397-internship/>

Have them either scan and send the completed evaluation to me via email ([ceskridge@unl.edu](mailto:ceskridge@unl.edu)), or have them mail me a hard copy at the address noted on the form. The evaluation is due no later than Monday, December 15. This evaluation, and any other agency personnel's evaluations and/or reviews of your performance will be placed in your permanent academic file.

### THIS IS NOT A CANVAS-BASED COURSE

If you wish to communicate with me per these assignments or any other class matter, contact me via email and/or phone. I do not use Canvas, and this is not a Canvas-based course.

### FINAL GRADE

This is a P/N course, and your final grade will be determined based upon your completion of the 160 hours of work with the agency, the quality of your written materials, and the evaluation provided by your agency supervisor and/or other agency personnel.

### ACE #10

Criminology 397 satisfies ACE Student Learning Outcome #10: Generate a creative or scholarly product that requires broad knowledge, appropriate technical proficiency, information collection, synthesis, interpretation, presentation, and reflection. Students will complete coursework that allows them to apply knowledge about criminology and criminal justice to a research project involving research design, data collection, analysis, reporting, and/or presentation of findings.

Students have the opportunity to achieve ACE Student Learning Outcome #10 through the following:

1. Completing a significant number of internship hours in a criminal justice agency setting.
2. Documenting and reflecting on internship activities by completing a daily log.
3. Integrating the internship experience with information learned throughout your undergraduate coursework in a final paper.

The graded assignments which will be used to assess student's achievement of the ACE Outcome are the daily log and the final paper. Samples of student work will be collected to assess student learning in the course and program. The purpose of this assessment is to help faculty improve student learning opportunities, not to evaluate individual student work. Any student in this course who is not willing to participate in this process should notify the instructor.

### CAREER PLANNING

Enrolling in an internship indicates that you are moving forward with your education and surely have a professional career now within your sights. The field of criminology/criminal justice is extremely diverse. There are job opportunities in law enforcement, the judicial system, the legislature, institutional and community-based corrections, and victim services. Opportunities in each of these areas are available at every level of government (federal, state, county, city), as well as in the private sector. There are also research opportunities within NGOs and universities, and of course university teaching prospects. Many use criminal justice as a stepping-stone to move into related fields such as law, the foreign service and the military.

The resources noted on this page provide detailed information regarding job opportunities in the field of criminal justice -

<https://www.bing.com/images/search?q=Career+Opportunities+in+Criminal+Justice&form=RES TAB&first=1>

## STUDENTS WITH DISABILITIES:

The University of Nebraska-Lincoln provides individualized accommodations to students with documented disabilities. If you have a documented disability that is impacting your academic progress, please call the Services for Students with Disabilities office (SSD) at 402-472-3787 and schedule an appointment with a professional staff member. If you do not have a documented disability but you are having difficulties with your coursework (such as receiving low grades even though you study more than your classmates or running out of time for test questions when the majority of your peers finish their exams in the allotted time), you may still contact the SSD office and schedule an appointment to discuss the challenges you are experiencing.

## STUDENT COUNSELING AND SPECIAL CHALLENGE ASSISTANCE:

The University of Nebraska-Lincoln provides assistance to students with special challenges. For the UNL Office of Student Support, call 402-472-7030, for Voice of Hope call 402-472-7273, for the Lincoln Police Department Victim Assistance call 402-441-7181, and for UNL Counseling and Psychological Services call 402-472-7450.

## RESOURCES FOR STUDENTS SEEKING MENTAL HEALTH HELP

<https://executivevc.unl.edu/tipsheets/student-mental-health-and-resources/>

## SERVICES FOR STUDENTS WITH ACCESSIBILITY ISSUES

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can discuss options privately. To establish reasonable accommodations, I may request that you register with Services for Students with Disabilities (SSD). If you are eligible for services and register with their office, make arrangements with me as soon as possible to discuss your accommodations so they can be implemented in a timely manner. SSD contact information: 232 Canfield Admin. Bldg.; 402-472-3787

This policy can be found at [www.unl.edu/ssd/content/syllabus-statement-faculty](http://www.unl.edu/ssd/content/syllabus-statement-faculty)

## ACADEMIC HONESTY

Academic honesty is essential to the existence and integrity of an academic institution. The responsibility for maintaining that integrity is shared by all members of the academic community. The University's Student Code of Conduct addresses academic dishonesty (<https://studentconduct.unl.edu/university-nebraska-student-code-conduct-0/>). Students who commit acts of academic dishonesty are subject to disciplinary action and are granted due process and the right to appeal any decision.

## PLAGIARISM

The UNL Code of Conduct defines plagiarism as “presenting the work of another as one’s own (i.e., without proper acknowledgement of the source) and submitting examination, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one’s own when such work has been prepared by another person or copied from another person. Materials covered by this prohibition include, but are not limited to, text, video, audio, images, photographs, websites, electronic and online materials, and other intellectual property.” Failure to cite sources appropriately is plagiarism, a serious academic offense. Plagiarized work will not be accepted. Consequences for plagiarism are up to the discretion of the instructor; they may range, for example, from rewriting all or part of a paper to a grade of F for the course. Students who plagiarize more than once are subject to disciplinary action, which may include expulsion from the university. If you have a question about using or citing another writer’s work,

DO NOT GUESS. Check with your instructor or a consultant at the UNL Writing Center (402-472-8803). Bring a printout of the original source and your paper to the consultation.

#### UNL ACADEMIC INTEGRITY POLICY

The UNL Academic Integrity Policy can be found at: <https://studentconduct.unl.edu/academic-integrity>

#### UNL COURSE POLICIES AND RESOURCES

Students are responsible for knowing the university policies and resources found on this page (<https://go.unl.edu/coursepolicies>):

- University-Wide Attendance Policy
- Academic Honesty Policy
- Services for Students with Disabilities
- Mental Health and Well-Being Resources
- Final Exam Schedule
- Fifteenth Week Policy
- Emergency Procedures
- Diversity & Inclusiveness
- Title IX Policy
- Other Relevant University-Wide Policies