

**UNIVERSITY OF TEXAS AT ARLINGTON**  
**Criminal Justice Internship Practicum**  
**CRCJ 4390**

Director : Dr. John Rodriguez  
Contact: JJRodriguez@uta.edu  
Office Hours : by appointment UH 352

**REQUIRED TEXTBOOKS:**

None

**COURSE DESCRIPTION**

This course allows students the opportunity to gain valuable experience by working in some facet of the criminal justice system.

**COURSE OBJECTIVES**

To provide the students with:

1. Relevant work experience in an agency or organization that specializes in matters related to the criminal justice system.
2. Relevant feedback concerning challenges encountered while working in the internship
3. An opportunity to develop valuable contacts in the criminal justice system

**METHOD OF INSTRUCTION**

Skills required to effectively perform the work of criminal justice practitioners include:

1. Following instructions correctly
2. Communicating orally and in writing
3. Extracting details
4. Interpreting and analyzing information
5. Reasoning and making decisions
6. Setting priorities
7. Dealing with people (interpersonal skills)
8. Working ethically and with integrity

Participants will keep journals of work performed and experiences gained and provide them weekly to the internship coordinator by email.

During the course of the semester, participants will prepare a list of goals related to their internship experience, a mid-term status report, a resume and cover letter, and a term paper.

### ATTENDANCE POLICY

Employers expect employees to be at work each day and on time. Participants are expected to maintain a work schedule in accordance with agency requirements.

### COURSE REQUIREMENTS AND EXPECTATIONS

Students enrolled in this course are expected to:

- Attend meetings scheduled by the instructor/internship coordinator
- Be punctual in work assignments at agencies
- Conduct themselves in a professional and ethical manner at all times
- Submit required letters and papers on time
- Be aware of, and read media reports concerning the agencies for which they are interning
- Immediately contact the program internship coordinator if involved in any conduct or arrests which would reflect unfavorably on the agency, CRCJ Department, or the University (this includes unsubstantiated allegations of misconduct) or which would affect a participant's ability to work with the agency

### COURSE EVALUATION

Evaluation of the students participating in the internship program will be based on the following:

Mandatory class meetings/discussions and goals setting	100 points
Weekly journals	100 points
Mid-term report	100 points
Resume and cover letter	100 points
Term paper	100 points
Agency evaluation	100 points
Total	600 points

Two mandatory class meetings will be held during the semester. Students will prepare weekly journals to advise the internship coordinator of the kind of work and challenges they are experiencing, and the number of hours worked. These will be emailed to the internship coordinator by the Sunday evenings after the completed work week. The format of the journal report, along with the schedule of assignments will be furnished at the initial class meeting. Journals will be evaluated on content, grammar, spelling, and punctuation.

Participants will prepare a short (no more than two pages) mid-term report which will be a self-evaluation of the on-going internship experience as related to the goals set by the student at the beginning of the practicum.

Students will prepare and submit a resume and cover letter that will be suitable for use in applying for employment. There are many on-line examples for use in choosing an appropriate format.

Participants will submit a final report of their experience near the end of the semester. The report should be approximately 10 pages in length, double-spaced, 12-point font. The paper will be evaluated on content and critical analysis, organization, grammar, spelling, and punctuation. The paper will cover an examination of the agency including:

- An overview of the agency or organization
  - The type of agency (local, state, federal, law enforcement, court, corrections, corporate security, etc.)
  - The history and legislative authority of the agency
  - The size and organizational structure (both agency/organizational-wide and at your work location)
  - Mission and vision statements, goals, and objectives
- A discussion of issues, problems, and practices relevant to the agency (such as budgetary constraints, legal changes and effects of court decisions, prison overcrowding, public attitudes and legislators actions concerning crime rates, etc.)
  - Is the agency fulfilling its mission? [In other words, does the agency really do what it claims it should be doing, or are there reasons (such as lack of resources, lack of strong leadership, outside interference by those who over-see the agency) that the agency does not seem to be fulfilling its mission.]
- A review of published newspaper or journal articles (or books read) about the agency or organization
- Future challenges of the agency (students will interview managers and supervisors to obtain this information)
- Summation of the intern experience
  - New skills and knowledge acquired
  - Whether the actual intern experience met expectations (if so how, and if not why not)
  - Comparison of academic theories and discussions to the real world where the "rubber meets the road"
    - How has your understanding of criminology been changed or enhanced by your experience?
    - Would you like to continue doing this kind of work and does it suit you?
    - Would you be interested in working for this agency in the future after graduation?

References to agency policies, statistical reports, or procedural manuals should be summarized and properly cited. Do not attach actual policies, reports, or manual inserts into the paper.

The intern coordinator should be notified as soon as possible of any problems that arise during the course of the internship. If a participant is involved in conduct which warrants removal from the agency's intern program, the participant will confer with the department intern coordinator to determine if the student will be allowed to continue in the program in some other capacity or if the student will be removed from the practicum and receive a grade of F for the course. Adverse decisions can be appealed to the UTA Criminology and Criminal Justice Chair for reconsideration.

The coordinator will make at least one site visit during the course of the semester to meet with the agency/organization intern coordinator, and the agency will be requested to make a mid-term evaluation of the intern's work. This will allow interns to concentrate on skill improvement during the course of the internship.

#### Class Attendance and Participation

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, both class attendance and participation are strongly encouraged as well as expected. As this is a graduate class, meeting twice per week, participation is paramount. My attendance policy is as follows: I understand that things happen in the real world beyond our control; however, students who miss class excessively will be penalized 10% of your final grade. The instructor considers two or more classes missed as excessive. Please be sure to do your readings before class as to participate. Students should also be prepared with one to two questions for class discussion. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

#### *Grading Scale:*

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

#### *Classroom Policies:*

Academic dishonesty (i.e. cheating) will not be tolerated. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and dismissal

from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. For further information on what constitutes academic dishonesty, students are encouraged to consult their student handbooks and/or to refer to the website of the Office of Student Judicial Affairs at [http://www2.uta.edu/discipline/academic\\_integrity.htm](http://www2.uta.edu/discipline/academic_integrity.htm).

If accommodations are needed for a disability, students should notify the instructor during the first week of class. In order to be provided with accommodations, students need to be registered with the Office of Students with Disabilities.

Students are expected to arrive at class on time. In addition to being on time to class, students are expected to remain in class the instructor dismisses them. Students are also expected to be attentive to class proceedings, whether it is lecture, video, class discussion or guest lecture. Students who are not attentive or who are disruptive may be asked to leave the classroom and are expected to do so promptly and respectfully.

Please turn off all cell phones and/or beepers (as well as anything else that may make noise) during class. If you forget to turn your phone off and you get a call, please **do not** answer it and turn the ringer off as quickly as possible. Mobile communication devices should not be used during class time for text messaging, email or any other form of communication.

#### *Drop Policy:*

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

#### *Americans with Disabilities Act:*

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the

basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** [www.uta.edu/disability](http://www.uta.edu/disability) or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability).

Counseling and Psychological Services, (CAPS) [www.uta.edu/caps/](http://www.uta.edu/caps/) or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit [uta.edu/eos](http://uta.edu/eos).*

**Title IX Policy:** The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX) or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or [jmhood@uta.edu](mailto:jmhood@uta.edu).*

**Academic Integrity:** Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101,

§2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

**Lab Safety Training:**

**Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities.** Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., Fall through Summer II) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, [which is located \[XXXXXXXXX\]](#). When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

*E-Culture Policy:*

The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be sent to students through email.

All students are assigned an email account and information about activating and using it is available at [www.uta.edu/email](http://www.uta.edu/email). New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT-Arlington. Students are responsible for checking their email regularly.

Incomplete grades will not be given unless there is a legitimate reason why the student cannot complete the required work during the semester. A failing grade is not considered a legitimate excuse to receive an incomplete in the course.