



UNIVERSITY OF MARYLAND

CCJS 359: Field Training in Criminology and Corrections **CCJS 398: Law Enforcement Field Training** Fall 2026

Internship Coordinator: Shannon Sibel
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Office Hours: by appointment

Internship Objectives

- Interns are expected to gain valuable work experience as well as relevant knowledge, which will add to their overall understanding of the field of criminology and criminal justice
- Interns will experience training and development in the workplace under professional guidance and supervision
- Interns will have the opportunities to utilize some of the ideas and theories learned in CCJS courses

Student Eligibility Requirements

- Students must be a declared CCJS major
- Students must have a minimum of 56 cumulative credits
- Students must have a minimum UMD cumulative GPA of at least a 2.50

Internship Requirements:

- For every one (1) credit registered, the student must complete 45 hours of work for their site.
- Students have from the first day of classes until the last day of classes to complete their internship hours.
- Internships must be an actual internship experience. While internships may be paid, credit will not be given for jobs, either new or previously worked.
- The internship must involve work in the criminology or criminal justice field; internships in the law field must involve solely criminal law and/or immigration law.
- The internship must be done on-site with direct supervision; internet or web-based internships are not eligible. (*exceptions will be made to this policy for Fall 2026 semester based on the Internship Coordinator's discretion)
- Internships must involve work, duties, and responsibilities that are more than secretarial in nature.
- Students are not permitted to work in a private residence and/or home office.

*Internship eligibility is subject to review and change based on the Internship Coordinator's discretion.

Academic Integrity

Students are expected to uphold the code of academic honesty. Academic dishonesty which consists of cheating (intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise), fabrication (intentional and unauthorized falsification or invention of any information or citation in an academic exercise), facilitating academic dishonesty (intentionally or knowingly helping or attempting to help another to violate any provision of this Code), and plagiarism (intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise) will not be tolerated.* All violations of the academic integrity code will be referred to the Office of Student Conduct.

*Information taken from the [Office of Student Conduct](#).

Disability Support

I will make every effort to accommodate students who register with the Accessibility and Disability Service's office (ADS) and who provide a University of Maryland ADS Accommodation form updated for the Fall 2026 semester. This form must be presented to Shannon before the end of schedule adjustment September 14, 2026. I am not able to accommodate students who are not registered with ADS or who do not provide me with documentation, which has been reviewed by ADS.

University Course Related Policies

Here is a link to the University of Maryland [policies for undergraduate students](#).

Canvas

CCJS 359 and CCJS 398 will use Canvas to post the syllabus, more detailed information about the assignments, grades, handouts, and other material. Please visit [ELMS](#) and log in with your Directory ID and password to use this feature. All assignments will be linked on the course home page. Do not attempt to access the assignments from anywhere else on Canvas other than the course home page.

Assignments

Both CCJS 359 and CCJS 398 have six graded components: S.M.A.R.T. Goal Setting, the NACE Career Readiness Inventory, Site Observation Assessment, a time sheet, a supervisor evaluation, and a reflection paper. Your grade for this class is determined by your performance in all six areas.

S.M.A.R.T. Goal Setting:

Your internship is a learning experience. To make sure you will get the most out of this experience, you will need to set goals for yourself. Within the first three weeks of your internship, please create two S.M.A.R.T. goals for yourself that you will work towards during your internship. S.M.A.R.T. goals are Specific, Measurable, Achievable, Relevant, and Time-bound. All responses are due by **11:59 PM on Friday, September 18, 2026**. Students should review the S.M.A.R.T. Goals Module and then create their two S.M.A.R.T. Goals in the S.M.A.R.T. Goals Quiz on Canvas. Points will be deducted for each response that does not match the S.M.A.R.T. Goal structure detailed in the module. Additional resources about S.M.A.R.T. goals are provided on the S.M.A.R.T. Goal Setting assignment page.

NACE Career Readiness Inventory:

The NACE Career Readiness Inventory is a tool that allows students to track how they are gaining and utilizing the essential skills required to be successful in the post-graduate job market. As you complete the inventory, reflect on all of your experiences to date (e.g. your in class, internship, leadership, community service, etc. experiences). You will complete the inventory once at the beginning of the semester and again at the end of the semester. The initial inventory is due by **11:59 PM on Friday, September 25, 2026**. The final inventory is due by **11:59 PM on Friday, December 11, 2026**.

Site Observation Assessment:

An important part of interning at an agency is learning about different work environments, how people work together, levels of accountability, and understanding an office climate/culture. Students are required to read the Site Observation Preview document at the beginning of the internship and keep these concepts in mind. The Site Observation Preview document is available on the Site Observation Assessment assignment page. Towards the middle of the internship, please complete the Site Observation Assessment graded survey. All responses are due by **11:59 PM on Friday, October 2, 2026**.

Time Sheet:

Interns are required to keep a time sheet, on which they calculate their total hours worked at their internship. Hours logged must be between the first day of classes (August 31, 2026) through the last day of classes (December 11, 2026). Any hours worked either before or after the given dates will not count towards the students required hours for credit. For every one (1) credit registered, the student must complete 45 hours of work for their site. Students will NOT be able to adjust their credit hours after the drop-add period (September 14, 2026). The time sheet template is available for students to download on the Time Sheet assignment page.

The time sheet template automatically calculates your time based on when you "clock in" and "clock out." Students complete the time sheet by filling in their hours worked day by day. Time sheets must be typed. Please use 15-minute increments to log your time. Do NOT edit anything in the "Hours Worked" or "Total Hours" sections. Any changes to the formulas and calculations will be an automatic 0 score. This timesheet cannot account for if you work two different "shifts" in the same day, so if this occurs, do not worry about it and just make sure your hours for the day are accurate.

Time sheets will be submitted twice during the semester. The first log is due **by 11:59 PM on Friday, October 16, 2026** and the second log is due by **11:59 PM on Friday, December 11, 2026**. By submitting your timesheet, you are pledging on your honor that you have not given or received any unauthorized assistance on this assignment/examination. Additionally, you pledge that what is written for this assignment is correct and true. The completed time sheets should be uploaded and submitted through Canvas. The second time sheet must be continuous and include hours from the first time sheet. The Internship Coordinator will confirm time sheet hours with the student's supervisor.

Supervisors Evaluation:

At the end of the internship, the intern's direct supervisor must complete the Supervisor Evaluation Form. This is a Qualtrics form that will be emailed to supervisors. Students will be asked to confirm their supervisor's name and email mid-semester. **The evaluation link will be sent to supervisors on Monday, November 9, 2026. Emails will come from ssibel@umd.edu. Evaluations are due by 11:59pm on Friday, December 11, 2026.**

Reflection Paper:

Interns are required to complete a paper, in which they reflect upon their internship experience and answer the questions below. Students must carefully examine their internship and evaluate the experience, keeping in mind their future career and educational goals. Whether a student's internship was a positive or negative experience, the student still learned something, perhaps about themselves or about that specific field and/or agency.

The reflection paper must be typed, 5-7 pages in length, double-spaced, 1-inch margins, 12 point Times New Roman font. The paper is a graded college writing assignment, therefore, spelling, grammar, punctuation, and organization are essential. Once the paper is complete, it must be uploaded to Canvas for submission. The questions that must be answered within the reflection paper are listed below. Do not just answer the questions, please articulate the answers to these questions in a thoughtful, well written essay. Students who just answer the questions and fail to put the answers in essay format will lose points. The questions do not have to be answered in the order in which they are listed.

- Include information about your specific work environment, responsibilities, and what portion of your time was spent on different duties.
- What did you expect coming into this internship? Was it what you expected or did anything surprise you?
- How did this internship connect to previous work experiences and classes? Which classes specifically did the internship relate to and how exactly did the class and internship correlate?
- Explain what you learned about yourself during the internship and how this internship has influenced your future and career goals.
- What was the high point of your internship? Why?
- Write about a problematic experience or disappointment you encountered during your internship.
- What are the most important skills and knowledge you learned and developed during your internship?
- What did you learn about this particular field?
- What could the agency improve upon? Any deficits that you noticed that could be enhanced for future interns?

The second time sheet, reflection paper, and supervisor evaluation are due by 11:59 PM on December 11, 2026. Assignments turned in late will not be eligible for full credit.

Things to Note:

- Supervisors will be contacted throughout the semester to verify the student's schedule, duties, as well as to determine how well the intern is performing his/her work
- In case of illness, students are responsible for notifying their supervisor in advance and providing documentation as needed to verify absences. Failure to properly notify supervisors in advance of absences will have a detrimental effect on the student's grade
- The intern must properly plan to complete the required number of hours (e.g. 135 hours) for the credits they anticipate earning (e.g. three credits), during the schedule adjustment period. Students have until end of the schedule adjustment (add/drop) period to adjust the amount of credits they anticipate earning through the drop/add screen in Testudo.

Professional Responsibilities:

Please keep in mind that while at your internship, you are in a professional working environment. This is a great opportunity for students to network, gain work experience, develop themselves on a personal level, and earn recommendations for future jobs/graduate school. Students are expected to act and dress in a professional manner. While at your internship, you are not just representing yourself, but you are representing the University of Maryland, College Park and the Department of Criminology and Criminal Justice.

Grading

S.M.A.R.T. Goal Setting	5% of class grade
Site Observation Assessment	5% of class grade
NACE Career Readiness Inventory (2)	10% of class grade
Time Sheet I & II	30% of class grade
Reflection Paper	20% of class grade
Supervisors Evaluation	30% of class grade

Grading Scale

100 - 97.5	A+		C+	79.99 - 77.50
97.4 - 95.0	A		C	77.4 - 75.0
94.99 - 90.0	A-		C-	74.99 - 70.0
89.99 - 87.5	B+		D+	69.99 - 67.5
87.4 - 85.0	B		D	67.4 - 65.0
84.99 - 80.0	B-		D-	64.99 - 60.0
			F	59.99 - 0

Important Course Dates

September 14:	End of schedule adjustment
September 18:	S.M.A.R.T. Goal Setting assignment due
September 25:	Initial NACE Career Readiness Inventory due
October 2:	Site Observation Assessment due
October 12-13:	Fall Break
October 16:	Time Sheet I due
November 11:	Last day to drop a class with a "W"
December 11:	Last day of classes
	Time Sheet II due
	Final NACE Career Readiness Inventory due
	Reflection Paper due
	Supervisor Evaluation due
December 12:	Reading day
December 14-21:	Final exams

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