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 UMCP cumulative GPA of at least a 2.50.

Internship Eligibility Requirements

- The internship must be a new experience for the student, not a continuation of a current internship or one previously completed.
- A second internship with the same agency will be considered if the student is interning in a different division, with a new supervisor, and completing different duties and responsibilities.
- 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.
- The internship must be done on-site with direct supervision; internet or web-based internships are not eligible.
- Internships must involve work, duties, and responsibilities that are more than secretarial in nature.

*Internship eligibility is subject to review and change based on the Internship Director'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 Student Honor Council.

*Information taken from The Student Honor Council: http://www.studenthonor council.umd.edu/index.html
**Disability Support**
I will make every effort to accommodate students who are registered with the Disability Support Services Office (DSS) and who provide me with a University of Maryland DSS Accommodation form which has been updated for the Spring 2015 semester. This form must be presented to me no later than February 06, 2015. I am not able to accommodate students who are not registered with DSS or who do not provide me with documentation which has been reviewed by DSS.

**Canvas**
CCJS 359 and CCJS 398 will use canvas to post the syllabus, grades, handouts, and other material. Please visit http://elms.umd.edu and log in with your Directory ID and password to use this feature.

**Assignments**

CCJS 359 and CCJS 398 both have four graded components: a mid-semester meeting, a daily log, a supervisor’s evaluation, and a term paper. Your grade for this class will be determined by your performance in all four areas.

**Mid-Semester Meeting:**
All interns are required to meet with the Internship Director, Nicole Jackson, on **Friday, March 06, 2015** from 9:00AM to 9:45AM in LeFrak Hall room 2165E. In this meeting, students will discuss progress in their internship, the assignment components for CCJS 359 and CCJS 398, and any problems that have occurred during their internship. Only students with a verified class conflict will be allowed to reschedule for an alternative time and date. Students who have a class conflict must contact Nicole Jackson by **4:00PM on Friday, February 13, 2015** to arrange an alternative meeting date and time. Failure to attend the meeting or schedule alternative time by February 13, 2015, will result in a zero for the mid-semester meeting assignment.

**Daily Log:**
Interns are required to keep a daily log describing the activities in which they engaged in every day of their internship. Hours logged must be between the first day of classes (January 26, 2015) through the last day of classes (May 12, 2015). Any hours worked either before or after the given dates, will not count towards the students required hours. Each entry must be original and specific to that day. Each log entry must include the date, time worked for the day, a total of the hours earned that day, a paragraph detailing the day’s tasks, and a running count of the student’s total hours worked. A log entry is one full paragraph typed (approximately 4 to 6 sentences). All logs must be typed; handwritten logs will not be accepted. Please use the sample daily log posted on Canvas as a template. Points will be deducted for improper daily log format, incorrect calculation of hours, and hours not accounted for in the daily log. Logs will be submitted via Canvas three times during the semester. The submission dates are: **11:59 PM, Friday, March 06, 2015** (hours worked between Jan 26 – March 6), **11:59 PM, Friday April 10, 2015** (hours worked between March 7 – April 10) and **4:00PM May 12, 2015** (hours worked between April 11 - May 12).

**Supervisors Evaluation:**
At the end of the semester, the intern’s direct supervisor must complete the Supervisor’s Evaluation Form, which must be signed and sent to the attention of the Internship Director, Nicole Jackson. This evaluation can be faxed by the supervisor, mailed by the supervisor, e-mailed by the supervisor, or placed in a sealed envelope with a signature from the supervisor and given to Nicole Jackson by the student. The evaluation is a confidential document and will NOT be accepted if submitted in any manner other than those mentioned above.

**Term Paper:**
Interns are required to complete a research paper about a criminology and/or criminal justice related issue encountered in both their internship and a CCJS class. Please note, this is not a reflection paper. A successful paper will include research on the related issue utilizing outside academic sources. Additionally, students should compare and contrast the real world experience to knowledge learned in the classroom and evaluate the internship experience. The grade of a student’s paper will be determined by his/her ability to:
1. Conduct academic research
2. Compare and contrast internship and course experience
3. Meet academic writing standards

The term paper must be typed, 5-7 pages in length, double spaced, 1 inch margins, 12 point Times New Roman font. Students must cite a minimum of 3 academic sources and all citations must be in APA format. This paper is a graded college writing assignments, therefore, spelling, grammar, punctuation and organization are essential.

The third set of the daily logs, term paper and supervisor's evaluation are due on the last day of classes (May 12, 2015) via Canvas. 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.
- If there is a discrepancy in internship hours, the student must resolve the discrepancy or CCJS Advising will use the agency’s records to determine hours and credit earned.
- 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 supervisor in advance of absences can 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. 3 credits), during the schedule adjustment period. Students have until February 06, 2015 at 4:00PM 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
Mid Semester Meeting  10% of class grade
Daily Log  30% of class grade
Term Paper  40% of class grade
Supervisors Evaluation  20% of class grade

Grading Scale
A+ = 100-97.5  A = 97.4–95.0  A- = 94.99–90.0
B+ = 89.99-87.5  B = 87.4–85.0  B- = 84.99–80.0
C+ = 79.99-77.5  C = 77.4–75.0  C- = 74.99–70.0
D+ = 69.99-67.5  D = 67.4–65.0  D- = 64.99–60.0
F = 59.99-0

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All course materials created and distributed for CCJS 359 and CCJS 398 are protected by federal copyright law as my original works. You may not record, reproduce, or distribute my course materials for any commercial purpose without my written consent. Persons who sell or distribute copies or modified copies of my course materials, possess commercial copies of my notes (i.e. Terpnotes), or assist another person or entity in selling or distributing those materials may be considered in violation of the University Code of Student Conduct, Part 9(k).