



UNIVERSITY OF MARYLAND

CCJS 359: Field Training in Criminology and Corrections

CCJS 398: Law Enforcement Field Training

Spring 2019

Internship Director: Nicole Jackson
Internship Coordinator: Diane Hou
Mailing Location: 2200 LeFrak Hall
Office Location: 2201 LeFrak Hall

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Telephone: (301) 405-4729
Office Hours: Monday – Friday 9:00 AM to
4:00 PM or 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

- Every 45 hours interned, a student will receive one credit
- 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
- 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
- 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 and Directors 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.shc.umd.edu/shc/Default.aspx>.

Disability Support

I will make every effort to accommodate students who are registered with the Accessibility and Disability Service's office (ADS) and who provide me with a University of Maryland ADS Accommodation form, which has been updated for the Spring 2019 semester. This form must be presented to me before the end of schedule adjustment February 8, 2019. 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:
<http://www.ugst.umd.edu/courserelatedpolicies.html>.

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 <http://elms.umd.edu> and log in with your Directory ID and password to use this feature.

Assignments

Both CCJS 359 and CCJS 398 have four graded components: Site Observation Assessment, a time sheet, a supervisor evaluation, and a reflection paper. Your grade for this class will be determined by your performance in all four areas.

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 through the Site Observation rubric at the beginning of the internship and keep these concepts in mind. Towards the middle of the internship, please complete the three questions under the rubric. All responses are due by **4:00 PM on Friday, March 8, 2019**. Students should download the rubric and answer the questions on the rubric document. The completed assignment should be uploaded into Canvas. The Site Observation Assessment is available in the files section of Canvas.

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 (January 28, 2019) through the last day of classes (May 14, 2019). Any hours worked either before or after the given dates will not count towards the students required hours for credit. For every 45 hours worked, the student earns one credit. Students will NOT be able to adjust their credit hours after the drop-add period (February 8, 2019). The time sheet template is available for students to download under the files section in Canvas.

There are two parts to the time sheet template, the cover sheet (page 1) and the actual time sheet (page 2 - 4). Students complete the time sheet by filling in their hours worked day by day. Time sheets must be typed. The time sheet requires students to calculate their own hours. Please be careful when calculating hours; points will be deducted if hours are incorrectly calculated. Please use 15 minute increments to log your time – so 6 hours and 15

minutes should be listed as 6.25; 6 hours and 30 minutes should be listed as 6.5; and 6 hours and 45 minutes should be listed as 6.75.

Logs will be submitted twice during the semester. The first log is due by **4:00 PM on Friday, March 15, 2019** and the second log is due by **4:00 PM on Tuesday, May 14, 2019**. The cover sheet must be signed by both the student and the supervisor before submitting. Both signatures must be original and cannot be typed. The second time sheet must be continuous and include hours from time sheet I. Time sheets must be submitted in person to CCJS Advising and can be submitted early.

Supervisors Evaluation:

At the end of the internship, the intern's direct supervisor must complete the Supervisor Evaluation Form, which must be signed and sent to the attention of CCJS Advising. This evaluation can be faxed, mailed, or emailed by the supervisor. Additionally, the evaluation can be placed in a sealed envelope with a signature from the supervisor and given to the CCJS Advising office by the student. The evaluation is a confidential document and will NOT be accepted if submitted in any manner other than those mentioned above.

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 include 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?
- Explain what you learned about yourself during the internship and how this internship has impacted 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? Were there any deficits that you noticed that could be enhanced for future interns?

The second time sheet, reflection paper, and supervisor's evaluation are due by 4:00 PM on May 14, 2019, the last day of classes. 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. 3 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

Site Observation Assessment	10% of class grade
Time Sheet I & II	30% of class grade
Reflection Paper	30% 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
59.99 - 0	F			

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