CRIJ 4364: Field Internship

**Friday 1:20 p.m. – 3:50 p.m. – MAIN 1.220**

Syllabus

**Fall 2018**

Intern Coordinator: Dr. Mario Davila

Office: **BMSLC 3.239**

Phone: **956.882.7759**

Office Hours: **M & W: 11:00 p.m. – 1:30 p.m.**

**Class Dates:** *Friday – August 31, 2018*; all course items (logs, schedules, letter of hour completion, agency critique, etc.) due by **Friday - November 30, 2018**.

Email Address: mario.davila@utrgv.edu

**ATTENTION:** Incompletes will not be given in this class.

**COURSE DESCRIPTION:** (A) This course provides the student with real-world experience, problem solving, and practitioner supervision in criminal justice and/or social service agencies. Students are required to complete a minimum of **120 Hours with ONE agency** during the semester. Additional requirements include (1) daily logs, (2) weekly email communication, and a written agency critique. This course requires the highest standards of professionalism. **NOTE:** Students are NOT permitted to work their agency hours with their employer.
UT RGV Student Learning Outcomes:

1. Demonstrate knowledge of the structure, operations, and practices of the major components of the criminal justice system which include police, courts, corrections, and law.

2. Explain the fundamentals of research methods and statistical techniques used in criminal justice research.

3. Apply critical thinking, creativity, problem solving, and communication skills through classroom assignment.

4. Demonstrate knowledge of criminological theory and crime control techniques.

COURSE REQUIREMENTS: IMPORTANT – READ CAREFULLY

1. **File**: A personal file will be kept for each intern.

   A) **The Guidelines and Responsibilities** form must be READ, SIGNED, and SUBMITTED to the Department of Criminal Justice. Form “A” must be submitted to and approved by the Department of Criminal Justice before you will be given an approval to commence with the required 120 intern hours.

   B) A notarized **Waiver and Release of Liability** form must be submitted to and approved by the Department of Criminal Justice before you will be given an approval to commence with the required 120 agency intern hours. This form must be notarized.

   C) **The Internship Application form** (Form “C” must be submitted to and approved by the Department of Criminal Justice before you will be given an approval to commence with the required 120 agency intern hours.

   **NOTE**: The Criminal Justice Department (Internship Coordinator) **must approve** your course paperwork **before** you can commence with your agency hours. Any hours completed prior to departmental approval will be **voided**. It is recommended that all paperwork in this course (daily logs, application, etc) be submitted in a manila folder which includes your name (first and last) and course number.

2. **Required Hours**: A minimum of **120 hours** of field experience with an approved agency are required in the course. The student is responsible for arranging an interview for placement with the agency of their choice. As some positions are limited in number, you may want to interview with more than one agency. **Failure to complete 120 hours will result in a failing grade for the course**.

3. **Logs**: The student is required to submit a log describing the internship experience for each day/period worked. **Logs are to be submitted in paragraph form with appropriate length for hours worked** (in an official log sheet). **A minimum of one sentence of written**
detailed information is expected for every hour worked. Failure to do so will invalidate that individual log/work time. Each log is to be signed (and initialed) by your immediate agency supervisor. These logs are to be submitted to the internship coordinator every 2 weeks from your first official agency work day. Logs may be submitted in person, scan & emailed, and via fax. Do NOT take a picture of your logs with your phone and/or camera. Properly scan your logs if you are going to email them.

4. **Work Schedule**: You must submit a typed work schedule to your agency supervisor…which he/she must sign. A copy of that typed work schedule must be submitted to the Internship coordinator. A new schedule is required if your schedule changes weekly, monthly, etc.

5. **Email Accounts**: Each student will be required to correspond via email with an official University email account. **During the second week of the semester (one week after first meeting), each student must send the intern coordinator an email with a description of his/her internship progress. Each student MUST continue to email the intern coordinator on a weekly basis (a minimum of one email per week) until completion of the 120 hours.**

Each email MUST include the first and last name of the student, the date, and course information typed in the “subject” heading. For example: “John Doe – Date – CRIJ 4364.”

6. **Weekly Emails**: The student is required to email the intern coordinator once a week in order to assess internship progress. Do NOT email via Blackboard.

7. **CRIJ4364**: **Agency Critique**: A written critique is required. The critique MUST be typed using a word processing program, and must be double-spaced, and a minimum of 2100 words in length. Grading will be based on a **critical analysis**, content, and mechanics (i.e., grammar, sentence structure, organization, spelling, etc.). Your agency critique will require you to discuss, in detail, the intersection between your education at the University (policing, courts/law, corrections, and criminology) and your internship experience. Furthermore, you must also discuss how your internship experience has prepared you for your career in Criminal Justice/Social Service(s). Finally, discuss the strengths and the weaknesses of your agency and experience.

**NOTE**: The critique must be submitted to SafeAssignment by its respective due date. There will be a 20% penalty to your overall grade if (1) you fail to submit the agency critique and (2) if you fail to meet the word length requirement. You will not receive partial credit for partial work. You will receive NO credit for partial work.

8. **Letter of Hour Completion**: All students are required to submit a “letter of hour completion” after the completion of their agency hours. The letter of completion must be provided by your agency supervisor in official agency letterhead. The letter of
completion may also be sent by official agency email by your agency supervisor in lieu of an official letter. The letter of completion should state that the intern has completed all 120 hours as an intern.

The Ramses rule:
As a general rule of thumb, professors are allowed up to 48 hours to respond to student email inquiries. That being said, remain patient and do NOT send a second email regarding the same issue. More importantly, NEVER contact the secretary or department chair and ask them to contact the professor and tell them to check their email. Furthermore, don’t expect responses during the weekends as professors have families, lives, and other responsibilities. Not all professors choose or care to check their emails via their cell phones or to check their email during the evening hours or weekends (this may not apply to online courses).

Grade Breakdown:

Agency Critique: 20% of grade. The University of Texas - RGV is making a concerted effort to assess graduating student writing and critical thinking. The agency critique will satisfy this assessment. If you have questions, comments, and/or concerns regarding the agency critique feel free to contact me at your leisure.

Professionalism: 25% of grade. Be clean, organized, follow instructions, and adhere to agency grooming and etiquette standards. I will penalize severely if your logs or any course paperwork are late, without a manila folder, dirty/stained, have smudges, or wrinkled. You will additionally be penalized severely if your agency contacts me regarding your grooming, work attire, and/or failure to adhere to your agency work schedule.

Logs: 25% of grade. Logs are to be submitted every 2 weeks from the day you begin your agency work hours. Logs are to be submitted clean, concise, and accurate. Be sure to get supervisor signature, supervisor initials, and properly calculate your dates and hours. You will be penalized severely if your logs are late, stained, have improper calculations, lack a supervisor signature and initials, and if they are submitted without a manila folder.

Emails: 25% of grade. You are responsible for sending a weekly email until the completion of your agency hours (starting the 2nd week of the semester and regardless of whether or not you have started your agency work hours). Each email should be properly titled. Subject heading should look like the following: Name-Date-Course (i.e., Jane Doe-June 13 2018-CRIJ 4364).
Work Schedule: 5% of grade. You are responsible for submitting one or more agency work schedules until your agency hours have been completed. Work schedules should be typed and must include your signature and that of your agency supervisor. If you change schedules weekly, you will need to submit a new schedule each week.

***Dr. Davila reserves the right to change the syllabus at any time during the semester.*** If any changes are made during the course of the semester it is my responsibility to inform you.

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Additional Information:
Grading System:

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

**MANDATORY COURSE EVALUATION PERIOD:**
Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (http://my.utrgv.edu); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades.

**STUDENTS WITH DISABILITIES:**
Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact **Student Accessibility Services (SAS)** as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who suffer a broken bone, severe injury or undergo surgery during the semester are eligible for temporary services.

**Pregnancy, Pregnancy-related, and Parenting Accommodations**
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact **Student Accessibility Services** for additional information and to request accommodations.

**Student Accessibility Services:**
**Brownsville Campus:** Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at ability@utrgv.edu.
**Edinburg Campus:** Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at ability@utrgv.edu.
ATTENDANCE:
Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV’s attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations. *If a student incurs 3 consecutive unexcused absences (or 5 total unexcused absences), he/she will be dropped from the course.

SCHOLASTIC INTEGRITY:
As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism (including self-plagiarism), and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students. Your grade, academic standing, and personal/professional reputation are at stake.

SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE:
In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student's time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at www.utrgv.edu/equity, including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct and discrimination.

COURSE DROPS:
According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

STUDENT SERVICES:
Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit
the Students Services Center (U Central) for additional information. U Central is located in
BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email
(ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central
can assist students with registration and admissions.

Students seeking academic help in their studies can use university resources in addition to
an instructor's office hours. University Resources include the Learning Center, Writing
Center, Advising Center and Career Center. The centers provide services such as tutoring,
writing help, critical thinking, study skills, degree planning, and student employment.
Locations are:

- Learning center: BSTUN 2.10 (Brownsville) or ELCTR 100 (Edinburg)
- Writing center: BLIBR 3.206 (Brownsville) or ESTAC 3.119 (Edinburg)
- Advising center: BMAIN 1.400 (Brownsville) or ESWKH 101 (Edinburg)
- Career center: BCRTZ 129 (Brownsville) or ESSBL 2.101 (Edinburg)