CRIJ 4364 90L: Field Internship

Syllabus

Fall 2020

Intern Coordinator: Dr. Mario Davila

Office: BMSLC 3.239

Phone: 956.882.7759

Email Address: mario.davila@utrgv.edu

Office Hours: Monday: 10:00 a.m. – 12:00 p.m. (via Zoom)

Important Dates:

Friday December 4, 2020 – All Items Due (Logs, Schedules, Letter of Hour Completion, Literature Reviews, etc.)

IMPORTANT: Incompletes will not be given in this class.

***If you need to reach me via email, do not use Blackboard to email me. Email me directly from your UTRGV email account. Thank you.

Online Asynchronous Courses: These courses will be delivered fully online. There will be no designated class meeting time for real-time instructor/student interaction, which gives you the flexibility to engage with the course materials as best fits your daily schedule. Your learning will be guided by the digital presentation of the course content (e.g., recorded lectures, presentations, outlines, notes) and scheduled assignments. Your instructors will provide you with feedback on assigned work, communicate with you electronically, and be available to meet as defined on this syllabus.
COVID-19 RESOURCES:
Please visit the [UTRGV COVID-19 Website](https://www.utrgv.edu/coronavirus/index.htm) via the following link for the most up-to-date information and resources. This includes information on self-screening questions, links to forms for travel and contact, etc.

**Face Covering Protocol:**
As part of the university’s ongoing COVID-19 mitigation efforts to maintain a healthy environment for all members of our campus community, anyone entering a campus building must wear a face covering that covers the mouth and nose. The covering must be worn in all hallways, public spaces, research labs, teaching/computer labs, libraries, classrooms, automobiles with a passenger, stairwells, elevators and common areas, as well as office spaces. In office spaces, when social distancing of 6 feet is possible and maintained, face coverings may be removed. Face coverings also are required in outdoor settings when safe social distancing and gathering practices are not possible.

**Course Description:** Placement in a criminal justice agency or related experience for a minimum of 120 hours of practical experience. This course requires (1) an agency critique, (2) daily logs (3) meetings with the intern coordinator, and (4) an exit exam covering criminology, policing, courts and law, and corrections. 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. This course requires the highest standards of professionalism. **NOTE:** Students are NOT permitted to complete their agency hours with their employer. **NOTE:** All CRIJ 4364 students will be required to take an EXIT exam during a 2-year assessment cycle assessing the course (WILL NOT APPLY to 2020-2021 academic year due to COVID-19). **Prerequisites:** ENGL 1301 (or ENGL 1387) and ENGL 1302 (or ENGL 1388) with a grade of 'C' or better and Criminal Justice Major with 90 completed hours (including 36 completed hours of Criminal Justice). 3.000 Credit hours/3.000 Lecture hours.

**MUST COMPLETE ONLINE ASSESSMENT EXAM/ESSAY QUIZ**
In place of the EXIT exam, all CRIJ 4364 students must take an Assessment Exam/Essay Quiz on Blackboard to earn a passing grade in the course. The Assessment Exam is for University (CLA) Assessment purposes. The Exam is designed to measure student knowledge on SLO1 and SLO3.

**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.

**CRIJ 4364 Student Learning Outcomes:**

1. Students will **demonstrate** knowledge of the structure, operations, and practices of criminal justice/social service agencies which include police, courts, corrections, and law. Consistent with **Criminal Justice Department SLO 1**. (Internship Logs)

2. Students will **evaluate** the structure, operations, and practices of criminal justice/social service agencies (which include police, courts, corrections, and law). Consistent with **Criminal Justice Department SLO 1**. (Agency Critique)

**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 (by EMAIL) to the Department of Criminal Justice. Form “A” must be submitted to and approved by the Department of Criminal Justice before you will be granted an approval to commence with the required 120 intern hours.

   B) A notarized **Waiver and Release of Liability** form must be submitted (by EMAIL) 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 (by EMAIL) 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.

**SCAN & EMAIL ALL FORMS, ETC** to: **mario.davila@utrgv.edu**. I will NOT accept phone/camera pictures in lieu of properly scanned documents.

**NOTE**: The Criminal Justice Department (Internship Coordinator – Dr. Mario Davila) **must approve** your course paperwork **before** you can commence with your agency hours. Any hours completed prior to departmental approval will be **voided**.

**SCAN & EMAIL** your CRIJ 4364 internship application (Forms A, B, and C), logs, schedules, etc.

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 workday. Logs **MUST** be scanned & emailed. Do NOT take a picture of your logs with your phone and/or camera.

4. **Work Schedule:** You must submit a typed work schedule to your agency supervisor…which he/she must sign. A copy of the agency 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. **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 (first and last name) has completed all 120 hours serving as an intern for the agency (name of agency).

**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:**

**Professionalism: 30% 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, dirty, or stained. 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: 30% 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, and lack a supervisor signature and initials.

**Emails: 30% 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: 10% 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.

**CRIJ 4364 90L OPTIONS:**

**OPTION I.** The internship option: this option requires students to complete 120 hours with an agency. There is a list of vetted agencies in blackboard to help you get started. If you don't find an agency on the list that suits your fancy, please know that you may seek an agency out on your own. There are 2 main requirements for seeking out an agency on your own. First, you can’t be employed with the agency. Second, the agency must be a criminal justice or social service agency. For those folks interested in the internship option, I advise you to look over the agency listing and call some agencies and try to secure an internship. If you are able to secure an internship with an agency, complete the CRIJ 4364 internship application (Forms A, B, and C), submit the application to me, and I will review the application for approval. Once I have reviewed and approved the application, you’ll be notified asap and given permission to officially commence with your agency hours. Students will be required to submit logs every 2 weeks once they commence with their agency hours.
OPTION II. The literature review option (a review of the literature): this option requires students to complete a 4,500-word literature review. The literature review option must be comparable to the time, effort, and energy of a 120-hour internship. 4,500 words roughly translates into a 13-page paper. Folks interested in the literature review option are also required to submit logs every two weeks. With regard to the logs, simply describe your current process (the number of empirical research articles reviewed from SAGE Online, articles you intend to use, etc.) and progress (how much progress have you made towards the finished product). I don’t expect anything earth shattering in the logs. The logs are to ensure you’re on the right path to successfully finishing and completing your literature review. Students choosing this option will be required to submit their 4,500-word literature review via SafeAssignment in our respective course portal. You’ll additionally be required to use APA format and the literature review can’t exceed 20% replication on SafeAssignment. Be absolutely sure you are paraphrasing your work. DO NOT submit an assignment from another course.

For students submitting a literature review of 4,500 words, you will be expected to have at/or around 20-30 references/research articles in your literature review.

For students submitting a 3,500-word literature review, you will be expected to have at/or around 15-25 references/research articles in your literature review.

For students submitting a 2,500-word literature review, you will be expected to have at/or around 10-20 references/research articles in your literature review.

For students submitting a 1,500-word literature review, you will be expected to have at/or around 5-15 references/research articles in your literature review.

How to procure Research Articles:

1. Go to UTRGV.edu and click on “Academics” link.
2. Click on “Library” link
3. Click on “Find” link
4. Click on “Databases A-Z” link
5. Click on “S.” Click on “Sage Online.”
6. Enter your University credentials (if requested).
7. In the search bar, type in your search (i.e., police officer suicide, infectious diseases in correctional facilities, etc.)
8. Search for articles of your choice
9. Download the PDF versions of those files onto your computer desktop
**Submission:** Literature review must be submitted via SafeAssignment in Blackboard. Submit the file using the “Submit Literature Review” link.

**Format:**

Helpful tools found under “Style Guidelines by Topic.”

**OPTION III.** The hybrid option: this option is available for individuals that choose (or are forced due to COVID-19) to do some both. It is possible that some folks currently working with an agency may have their internships abruptly canceled by the agency due to COVID-19. It happened during the **Spring 2020 and Summer 2020** semesters and I want to make sure there is an option for these folks to successfully complete the course. The length and weight of the literature review grade are based on the number of hours completed/remaining.

**GRADING ADDENDUM FOR LITERATURE REVIEW:**

Students that complete 91+ hours are responsible for completing a 1,500-word literature review (25% of course grade) on a Criminal Justice topic of their choice.

Students that complete 60-90 hours are responsible for completing a 2,500-word literature review (50% of course grade) on a Criminal Justice topic of their choice.

Students that complete 30-59 hours are responsible for completing a 3,500-word literature review (75% of course grade) on a Criminal Justice topic of their choice.

Students that complete less than 30 hours are responsible for completing a 4,500-word literature review (100% of course grade) on a Criminal Justice topic of their choice.

**What is a literature review?**
A literature review is not an essay, research paper, or a “thought” piece.
A literature review examines and discusses empirical research in a specific subject (i.e., educational attainment of prison inmates, perceptions of police, the Ferguson effect, etc.). A literature review is the centerpiece (summary and synthesis) of empirical research.

Students completing a Literature Review are required to use the internship logs to record their literature review process and progress. Logs will be due every 2 weeks.
All student literature reviews will be graded using the UTRGV Written Communication VALUE Rubric.

As per the Writing Center of UNC - Chapel Hill:

"A literature review discusses published information in a particular subject area, and sometimes information in a particular subject area within a certain time period. A literature review can be just a simple summary of the sources, but it usually has an organizational pattern and combines both summary and synthesis. A summary is a recap of the important information of the source, but a synthesis is a re-organization, or a reshuffling, of that information. It might give a new interpretation of old material or combine new with old interpretations. Or it might trace the intellectual progression of the field, including major debates. And depending on the situation, the literature review may evaluate the sources and advise the reader on the most pertinent or relevant."

***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.

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. Online evaluations will be available on or about:

Module 1 October 7-13, 2020
Module 2 December 2-8, 2020
Full Fall Semester November 13 – December 2, 2020

STUDENTS WITH DISABILITIES:
In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report to the Office of
Institutional Equity & Diversity (OIED@utrgv.edu) any instance, occurring during a student’s time in college, of sexual misconduct, which includes sexual assault, stalking, dating violence, domestic violence, and 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, discrimination, and all forms of violence. If students, faculty, or staff would like confidential assistance, or have questions, they can contact OVAVP (Office for Victim Advocacy & Violence Prevention) at (956) 665-8287, (956) 882-8282, or OVAVP@utrgv.edu.

**COURSE DROPS:**
According to UTRGV policy, students may drop any class without penalty earning a grade of DR (drop) 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 Student 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 Advising Center, Career Center, Counseling Center, Learning Center, and Writing Center. The centers provide services such as tutoring, writing help, counseling services, critical thinking, study skills, degree planning, and student employment. In addition, services such as the Food Pantry are also provided. Locations are listed below.

<table>
<thead>
<tr>
<th>Center Name</th>
<th>Brownsville Campus</th>
<th>Edinburg Campus</th>
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<tbody>
<tr>
<td>Advising Center</td>
<td>BMAIN 1.400</td>
<td>ESWKH 101A</td>
</tr>
<tr>
<td><a href="mailto:AcademicAdvising@utrgv.edu">AcademicAdvising@utrgv.edu</a></td>
<td>(956) 665-7120</td>
<td>(956) 665-7120</td>
</tr>
<tr>
<td>Career Center</td>
<td>BINAB 1.105</td>
<td>ESSBL 2.101</td>
</tr>
<tr>
<td><a href="mailto:CareerCenter@utrgv.edu">CareerCenter@utrgv.edu</a></td>
<td>(956) 882-5627</td>
<td>(956) 665-2243</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>BSTUN 2.10</td>
<td>EUCTR 109</td>
</tr>
<tr>
<td><a href="mailto:Counseling@utrgv.edu">Counseling@utrgv.edu</a></td>
<td>(956) 882-3897</td>
<td>(956) 665-2574</td>
</tr>
<tr>
<td>Center Name</td>
<td>Brownsville Campus</td>
<td>Edinburg Campus</td>
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<td><strong>Counseling and Related Services List</strong></td>
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<tr>
<td>Food Pantry</td>
<td>BCAVL 101 &amp; 102</td>
<td>EUCTR 114</td>
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<tr>
<td><a href="mailto:FoodPantry@utrgv.edu">FoodPantry@utrgv.edu</a></td>
<td>(956) 882-7126</td>
<td>(956) 665-3663</td>
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<tr>
<td>Learning Center</td>
<td>BMSLC 2.118</td>
<td>ELCTR 100</td>
</tr>
<tr>
<td><a href="mailto:LearningCenter@utrgv.edu">LearningCenter@utrgv.edu</a></td>
<td>(956) 882-8208</td>
<td>(956) 665-2585</td>
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<tr>
<td>Writing Center</td>
<td>BUBLB 3.206</td>
<td>ESTAC 3.119</td>
</tr>
<tr>
<td><a href="mailto:WC@utrgv.edu">WC@utrgv.edu</a></td>
<td>(956) 882-7065</td>
<td>(956) 665-2538</td>
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**Blackboard Support**
If you need assistance with course technology at any time, please contact the [Center for Online Learning and Teaching Technology](#) (COLTT).

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<tr>
<th>Campus:</th>
<th>Brownsville</th>
<th>Edinburg</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Casa Bella (BCASA) 613</td>
<td>Education Complex (EEDUC) 2.202</td>
</tr>
<tr>
<td>Phone:</td>
<td>956-882-6792</td>
<td>956-665-5327</td>
</tr>
</tbody>
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**Toll Free: 1-866-654-4555**
Office Hours: Monday - Friday, 7:30 a.m. - 6:00 p.m.
Support Tickets Submit a Support Case via our [Ask COLTT Portal](#)

**24/7 Blackboard Support**
Need Blackboard assistance after hours? You can call our main office numbers, 956-882-6792 or 956-665-5327, to speak with a support representative.