

Dixie State University
CJ 4890 Criminal Justice Internship
Summer Term 2014

Instructor: Lish Harris, PhD
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Office Hours: By Appointment

Course Overview

Your internship is the chance to set and to achieve learning objectives at your place of internship that will increase your knowledge and skills in your chosen position. This opportunity will also provide much needed work experience. Lastly, you will be able to carefully consider conditions and practices at your place of internship, which will inform your future career decisions.

Contacting Me

The easiest way to get a hold of me is via email. Although my voicemails do get forwarded to my email account, I only return phone calls from my office phone. I will, however, respond to emails from remote locations (i.e. home, conferences, off-campus meetings, etc.). I will check and respond to emails periodically Tuesday through Thursday between 8:00 am and 5:00 pm. If you email me past 5:00 pm or over the weekend, I will respond to you the following work day.

Grades and Assignments

Your grade for the internship will be based on the following assignments:

1. Initial Meeting – Before you begin to work at your internship, you must attend an initial meeting with me. We will review the requirements for the course and I will gather the necessary contact information for your internship supervisor. You will not receive the points for this meeting until all necessary contact information is gathered. You may do this meeting over the phone if you are unable to meet me in person.
2. Goal Setting – You will set your own goals in consultation with your supervisor at work. You need to transcribe these goals and send them/drop them off to me with you and your supervisor's signature indicating these goals are acceptable to the both of you. *This document is due by June 2nd.*

3. Supervisor Evaluations – Your supervisor is required to fill out two evaluations during the course of the summer term. Although these evaluations need to be completed by your advisor, it is your responsibility to get them in to me on time. Copies of the evaluations are available at the end of this syllabus. You will be graded on your reported performance by your supervisor. This includes, but is not limited to, completing your required hours, being punctual, acting professionally, and completing your assigned tasks. *The first evaluation is due June 18th. It will be considered late if I receive it after June 23rd. The second evaluation is due July 15th and will be considered late if I receive it July after 17th. Late evaluations will result in a point total deduction.*

4. Final Report – A copy of the Final Report is also found at the end of this syllabus. You will need to fill it out and turn it in with the second Supervisor Evaluation. In other words, *the due date is the same as the second Supervisor Evaluation*. This report is your chance to comment on your internship experience. The open ended questions will be graded as any other short answer assignment would be evaluated. Be clear and thoughtful in your responses.

Point Breakdown

Initial Meeting	25 points
Goal Setting	25 points
Supervisor Evaluation #1	50 points
Supervisor Evaluation #2	50 points
Final Report	<u>50 points</u>
Point Total	<i>200 points</i>

Grade Breakdown

A	100-94%	C	76-74%
A-	93-90%	C-	73-70%
B+	89-87%	D+	69-67%
B	86-84%	D	66-64%
B-	83-80%	D-	63-60%
C+	79-77%	F	59% or below

Class Academic Dishonesty/Academic Integrity Policy

I believe that most students are honest, and I don't want to punish everyone for the few that aren't. Nonetheless, I want it to be clear that I will not tolerate cheating. When I discover that it has occurred, a failing grade will be given for the entire course, no questions asked. If you are a repeat offender, I will

choose a more serious sanction that will be imposed (i.e. notation of academic misconduct on your permanent academic transcript, academic probation, dismissal from the program, dismissal from college, etc.).

If you need additional detail about what cheating consists of follow this link to the “Student Rights and Responsibilities Code”: <http://www.dixie.edu/humanres/policy/sec5/533.html> (Section 4).

SUPERVISOR EVALUATION #1

Due: June 18th

Return to:
Lish Harris, PhD
DSU Criminal Justice Program
225 South 700 East
St. George, UT 84770
Email: lharris@dixie.edu

Name of Intern:	_____	DSC ID #:	_____
Supervisor:	_____	Title:	_____
Agency:	_____	Agency Phone:	_____
Agency Address:	_____ _____ _____		

Please circle the response which best indicates the intern's performance while working with your agency. Please comment on the next page.

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT
Conforms to attendance and punctuality standards	1	2	3	4	5
Completes assignments on time	1	2	3	4	5
Shows initiative--seeks work	1	2	3	4	5
Communicates well in writing	1	2	3	4	5
Communicates well orally	1	2	3	4	5
Works well with others	1	2	3	4	5
Works well independently	1	2	3	4	5
Demonstrates desire to learn	1	2	3	4	5
Acquires new skills readily	1	2	3	4	5
Accepts responsibility	1	2	3	4	5
Responds well to constructive criticism	1	2	3	4	5
Demonstrates respect for authority	1	2	3	4	5

Handles confidential information appropriately	1	2	3	4	5
Chances of employment with this agency (if an opening were available)	1	2	3	4	5

PLEASE COMMENT. (Whenever possible, please provide examples.)

Learning Ability: How quickly and accurately has the student learned what is necessary to carry out assignments?

Flexibility: How does the student adapt to changes in work assignments, procedures, deadlines, and work pressures?

Productivity: Please comment on the quantity of work completed and the quality of this work.

What suggestions would you offer the student to help him/her meet career goals/learning objectives or to remedy areas of weakness?

Please comment on the internship program. How did it meet your expectations? Do you have suggestions for improvement?

Did the student meet the required number of hours over the current work period (13 hrs/week for 3 credits; 8.5 hrs/week for 2 credits; 4.25 hrs/week for 1 credit)?

Yes	No
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Has this report been discussed with the student?

Yes	No
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Signature of Supervisor	Date
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SUPERVISOR EVALUATION #2

Due: July 15th

Return to:
Lish Harris, PhD
DSU Criminal Justice Program
225 South 700 East
St. George, UT 84770
Email: lharris@dixie.edu

Name of Intern:	_____	DSC ID #:	_____
Supervisor:	_____	Title:	_____
Agency:	_____	Agency Phone:	_____
Agency Address:	_____		

Please circle the response which best indicates the intern's performance while working with your agency. Please comment on the next page.

	POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT
Conforms to attendance and punctuality standards	1	2	3	4	5
Completes assignments on time	1	2	3	4	5
Shows initiative--seeks work	1	2	3	4	5
Communicates well in writing	1	2	3	4	5
Communicates well orally	1	2	3	4	5
Works well with others	1	2	3	4	5
Works well independently	1	2	3	4	5
Demonstrates desire to learn	1	2	3	4	5
Acquires new skills readily	1	2	3	4	5
Accepts responsibility	1	2	3	4	5
Responds well to constructive criticism	1	2	3	4	5
Demonstrates respect for authority	1	2	3	4	5
Handles confidential information appropriately	1	2	3	4	5

Chances of employment with this agency (if an opening were available)

1 2 3 4 5

PLEASE COMMENT. (Whenever possible, please provide examples.)

Learning Ability: How quickly and accurately has the student learned what is necessary to carry out assignments?

Flexibility: How does the student adapt to changes in work assignments, procedures, deadlines, and work pressures?

Productivity: Please comment on the quantity of work completed and the quality of this work.

What suggestions would you offer the student to help him/her meet career goals/learning objectives or to remedy areas of weakness?

Please comment on the internship program. How did it meet your expectations? Do you have suggestions for improvement?

Did the student meet the required number of hours over the current work period (13 hrs/week for 3 credits; 8.5 hrs/week for 2 credits; 4.25 hrs/week for 1 credit)?

Yes No

Has this report been discussed with the student?

Yes No

Signature of Supervisor

Date

Final Report

Internship Coordinator: Lish Harris, PhD

Due: July 15th

NAME: _____

1-Strongly Disagree 2-Disagree 3-Neutral /Undecided 4-Agree 5-Strongly Agree

I acquired valuable skills in substantive areas, such as investigative and interviewing techniques, case law briefing, evidence preparation, report writing, database maintenance, etc.	1	2	3	4	5
I acquired valuable skills that I will be able to use in any work situation, such as writing, oral communication, organizational, interpersonal, etc.	1	2	3	4	5
I found the academic workload too heavy.	1	2	3	4	5
I found it easy to communicate with my group leader.	1	2	3	4	5
I took appropriate steps to become integrated into my work unit, and to get to know the people in the unit as well as the work conducted by the unit.	1	2	3	4	5
My supervisor took an active interest in my training, and provided interesting work assignments.	1	2	3	4	5
I received meaningful feedback on my performance from my agency supervisor/coworkers.	1	2	3	4	5
My agency workload was too heavy and/or difficult to carry.	1	2	3	4	5
My agency workload was too light and/or lacked challenge.	1	2	3	4	5
The projects I worked on were challenging and rewarding.	1	2	3	4	5
The internship has helped me to refine my career choices.	1	2	3	4	5
I wish to pursue a career in this field.	1	2	3	4	5
I wish to pursue advanced studies in or related to this field.	1	2	3	4	5

Comments:

Describe skills that you would have liked to acquire but were not able to. What could your worksite have provided for you to acquire those skills?

Would you suggest any steps your worksite could take to make interns feel more welcome and provide them with better oversight?

Explain whether the work you did was challenging and interesting. If you did not find it so or if it was too difficult, explain and suggest ways to improve this situation.

What career expectations did you bring to your internship? How were they reinforced, or how did they change?

What improvements would you recommend to the method of communication between the faculty/group leaders and the interns?

Additional comments:

INTERNSHIP ADDRESS

It is imperative that you provide the following information about the address and phone number of your internship location:

NAME OF SUPERVISOR: _____

OFFICE ADDRESS:

SUPERVISOR PHONE NUMBER: _____

YOUR E-MAIL ADDRESS: _____

*NOTE: If you are not sure of this information, retain this form. Once you have a definite confirmation, it is YOUR responsibility to complete and return this form to the address/email below. You will not receive points for the initial meeting until this form is returned.

Internship Coordinator:
Lish Harris, PhD
DSU Criminal Justice Program
225 South 700 East
St. George, UT 84779
Email: lharris@dixie.edu

Any further address changes must be made in writing as soon as possible.