

# **SOC 494 Internship in Criminology Syllabus**

**Objective:** The purpose of this syllabus is to guide the participant in the requirements, demands, logistics and expectations of this course.

**Getting Help:** To receive technical assistance on issues related to WebCT contact: Academic Instructional Technology Help Desk ES 102 Monday-Thursday 8:00 a.m. - 9:00 p.m. Friday 8:00 a.m. - 5:00 p.m. (719) 587-7371 [ascwebct@adams.edu](mailto:ascwebct@adams.edu)

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208 Edgemont Blvd.

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Welcome from your instructor- Welcome! My name is Michael Martin and I am the instructor of record for this course, SOC 494: Internship in Criminology. I am the Chair of the Department of Sociology at Adams State College and have over twenty-five years of experience teaching sociology and social work courses. Please carefully read the entire syllabus for this course. After reviewing the syllabus, if you have any questions, feel free to contact me. I look forward working with you. Good Luck.

Michael Martin

**Credit Hours** Three Semester Hours

**Prerequisite** Completion of Sociology 346 and Sociology 447 or completion of Sociology 346 and concurrent registration in Sociology 447

**Catalog Description** Students are placed in a supervised internship with a criminal justice or law enforcement agency in the community. Students volunteer time and effort in exchange for practical experience. Service areas suitable for internship placements include city and county law enforcement, state highway patrol, residential facilities for juveniles, juvenile diversion, and adult probation, to mention only a few possibilities.

## **Student Learning Outcomes**

The student will:

- Gain practical experience and skills (1) necessary to be an effective employee in criminal justice and law enforcement settings; or (2) to pursue admission into a graduate program in criminology or sociology.
- Apply the knowledge gained from sociology and criminology courses to real life criminal justice situations.

## **Course Requirements**

The course requirements are as follows:

- The Student will locate a suitable agency and will enter into a Criminology Internship Agreement with the agency. On the Criminology Internship Agreement, Student and agency shall describe the activities of the Student while participating as an intern, shall state the date for the commencement of the internship, shall state the date for the completion of the internship, and shall state the number of hours per week that the student will participate as an intern.
- The Student will complete at least 120 hours of internship experience in an agency setting. The Student will record the number of hours spent in internship activities on a Time Log. The agency supervisor should sign a Time Log weekly. The Student shall submit the Time Logs to the course instructor at the intervals specified in the *Assignment Deadlines* section of the study guide.
- The Student will keep a Journal of activities, impressions, and reactions to the internship experience. The Journal shall be well written, edited, and typed (using 12-point font size and New Roman font). A minimum of two typed pages per eight hours of agency contact is required; this yields a minimum of thirty pages of Journal entries for the entire internship. The Student shall submit the Journal entries to the course instructor at the intervals specified in *Assignment Deadlines* section of the study guide.
- The Student shall prepare a Student Evaluation of the Internship Experience, which shall consist of at least four pages, typed and double-spaced. The Student will deliver this evaluation to the course instructor upon completion of the internship.
- The agency supervisor shall complete the Internship Final Review.
- The Student must comply with the requirements of the agency as to any application for the intern position (in some cases possibly including a background check or fingerprinting), attendance, punctuality, appearance, behavior, and confidentiality.

## Grades Distribution and Scale

In alignment with ASC academic policies, no D may apply to a major or minor field. The internship course is graded on a **PASS/FAIL** basis. A grade of “**PASS**” requires that all of the course requirements are satisfactorily met.

## Course Instructions

### The Community Agency

The Student’s first task is to locate an agency appropriate for a criminology internship. The Student’s interests and career goals should guide the selection of an internship agency. A wide variety of agency settings are appropriate for the criminology internship including the following:

- City police or the office of the county sheriff
- District Attorney’s office
- Juvenile diversion programs or residential facilities for juvenile offenders
- State highway patrol
- Fraud division of local or county social services
- Domestic violence treatment and prevention services
- Community mental health services involving programs for troubled youth or domestic violence perpetrators
- Parole or probation
- Victim’s advocate services in local police departments or District Attorney’s offices
- Community corrections for adult offenders

The Student should do some research and select the agency setting that best meets his/her interests and needs. Most community agencies welcome volunteers that are reliable and can specify a set schedule for volunteer activities. Questions or problems in identifying an appropriate agency can be directed to the course instructor; however, the primary responsibility for locating an agency and setting up the internship lies with the Student.

Once an agency has been identified for the internship, the Student must locate an individual willing to act as the agency supervisor. The agency supervisor will assign tasks and monitor activities, sign off on the **Time Logs** verifying internship hours, and make a final assessment of the Student’s performance.

The Student and the agency supervisor will negotiate the conditions of the internship and complete and sign the **Criminology Internship Agreement**. On the **Criminology Internship Agreement**, Student and agency shall describe the activities of the Student while participating as an intern, shall state the date for the commencement of the internship, shall state the date for the completion of the internship, and shall state the number of hours per week that the Student will participate as an intern. **The completed Criminology Internship Agreement should be returned to the course instructor for final approval prior to the start of the internship.**

## **Internship Hours and Time Logs**

Students will have 36 weeks (approximately nine months) to set-up and complete the required 120 hours of internship experience and be assigned a grade in Sociology 494. A minimum of **four hours per week** performing internship activities would be a reasonable standard for Students. The Student and the agency supervisor should jointly develop a schedule that best suits the needs of all the concerned parties. Students should record the hours spent each week in internship activities and have the agency supervisor verify the hours by signing the Time Log weekly.

## **Journal**

The Journal is a record of a Student's internship activities, reactions to those activities, and ongoing assessments of the internship experience. The Journal will include the following:

- A detailed description of internship activities.
- Discussions of events or activities that were particularly memorable from an emotional or educational perspective.
- Discussion of any concepts or course content from sociology and criminology courses that were particularly insightful or helpful in performing the internship activities.
- An honest assessment of how the internship placement is working out (i.e., what a student likes or doesn't like about the internship and any problems or concerns that a student might have).
- Examples of placement-related documents (intake forms and summaries, case histories, agency brochures explaining services, etc.).

Excluding placement-related documents, Journal entries should be a minimum of two typed pages per eight hours of internship experience. In total for the entire 120-hour internship, the Journal should be a minimum of thirty typed pages plus any placement-related documents. Journal entries should be well written, edited, and typed using a 12-point font size and New Roman font with normal margins.

## **Student Evaluation of Internship Experience and the Internship Final Review**

The Student Evaluation of the Internship Experience is a final summary and assessment of the internship experience. The Student Evaluation should be a minimum of four double-spaced, typed pages in length and is due at the end of the 120-hour internship. The following should be addressed in the Student Evaluation of the Internship Experience:

- A brief summary of internship and its work activities.
- A summary of the most important things that the Student has learned from the internship experience.
- A discussion of Student's most memorable learning experience during the internship.
- An analysis of how the internship experience will further the Student's career, employment, or graduate education goals.
- A discussion of what the Student liked the **most** and the **least** about the internship experience.

- A discussion of any ethical issues or conflicts that the Student confronted during the internship.
- Any suggestions that the Student might have to improve the quality of the internship experience.

The final course requirement is the Internship Final Review to be completed by the agency supervisor. A grade for the course cannot be assigned until the Internship Final Review is received. If the agency supervisor does not have Internet access, use the copy provided later in the syllabus. If the hard copy is used the agency supervisor shall complete the Internship Final Review, seal it in an envelope, sign across the seal, and return it to the Student. It is the Student's responsibility to send the sealed envelope containing the Internship Final Review to the course instructor.

### **Assignment Deadlines**

The following assignments are due at the following times and should be sent promptly to the course instructor:

- After the completion of 40 hours of internship experience—a minimum of ten pages of Journal entries and the signed Time Log are due.
- After the completion of 80 hours of internship experience—a minimum of ten more pages of Journal entries and the signed Time Log are due.
- After the completion of the 120 hours of internship experience—a minimum of ten more pages of Journal entries, the signed Time Log, the Student Evaluation of the Internship Experience, and the completed Internship Final Review are due.

### **Steps and Form**

1. The Student will locate a suitable agency and will enter into a **Criminology Internship Agreement** with the agency.
  - [Electronic Criminology Internship Agreement](#)
  - [Electronic Agency Supervisor Agreement](#) (Share this link with your agency supervisor)

**or**

  - [Printable Forms](#) (If Electronic forms are not used).

Send to:

Dr. Michael Martin  
 Adams State College  
 Department of Sociology  
 208 Edgemont Blvd. Alamosa, CO 81102

2. The Student will complete at least 120 hours of internship experience in an agency setting. The Student will record the number of hours spent in internship activities on a **Time Log**. The agency supervisor should sign a **Time Log** weekly. The Student shall submit the **Time Logs** to the course instructor at the intervals specified in the **Assignment Deadlines** section above.

o Advise AITC of your email and your agency supervisor's email to have the shared electronic form sent to you. Contact AITC at [ascwebct@adams.edu](mailto:ascwebct@adams.edu) or (719) 587-7371.

**or**

o If you or your agency supervisor are unable to access online electronic forms, use this [printable version](#).

3. The Student will keep a **Journal** of activities, impressions, and reactions to the internship experience. The **Journal** shall be well written, edited, and typed (using 12-point Times New Roman font). A minimum of two-typed pages per eight hours of agency contact is required; this yields a minimum of thirty pages of **Journal** entries for the entire internship experience. The Student shall submit the **Journal** entries to the course instructor through the Assignments tab at the intervals specified in **Assignment Deadlines** section above.

4. The Student shall prepare a **Student Evaluation of the Internship Experience**, which shall consist of at least four pages, typed and double-spaced. The Student will submit this evaluation to the course instructor through the Assignments tab upon completion of the internship experience.

5. The agency supervisor shall complete the **Internship Final Review**.

- o [Electronic Internship Final Review](#) (Share this link with your agency supervisor) **or**
- o [Printable Internship Final Review](#). (If Electronic forms are not used).

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6. The Student must agree to comply with the any agency requirements for internships including background checks, fingerprinting, attendance, punctuality, appearance, behavior, and confidentiality.