

INTERNSHIP SYLLABUS

Course Title Criminal Justice Internship
Section Number 061
Meeting Time Scheduled with agency

Instructor Information

Teacher Name	Dr. Danielle Bailey
Office Location	CAS 135A
Email	dbailey@uttyle.edu (preferred)
Office Phone	(903) 566 – 7432
Office hours	Thursday 1PM – 4PM and by appointment

Course Description

An internship in the Criminal Justice Program provides you an opportunity to gain hands-on experience working in Criminal Justice agencies or closely related fields while earning academic credit. The internship course requires 150 contact hours at the agency. The scheduling of the contact hours is up to the student and the agency, but generally students work 10 hours a week (3 credit hours) for the length of a regular academic semester. Internships are usually unpaid, although there are limited options for paid internships available in the criminal justice system.

Learning Objectives

By the end of the internship, you will be able to:

1. Describe the different roles/responsibilities of personnel within criminal justice agencies
2. Apply the knowledge and skills learned in the classroom to real world situations
3. Develop professional relationships with criminal justice personnel

Required Text

None

Internship Supervisor

All internships will be supervised by a UT Tyler Criminal Justice faculty member. The supervising faculty member is responsible for approving and overseeing the internship and will serve as the point of contact for you and your agency supervisor throughout the course of the internship. If you have any questions or problems while interning at the agency, please contact your supervising faculty member immediately. You are expected to deal with the ordinary problems and stresses that you may be confronted with during the internship (co-worker relationships, job stress, etc.) but we recognize that some situations may arise which require assistance.

Grading Policy

Student internships are graded on Pass/Fail basis only. Passing grades will be contingent upon completion of the internship contact hours, submission of the internship documents described

below, and successful evaluation from your field supervisor. All internship documents must be submitted to the supervising faculty member by the last day of class in the semester of the internship course. The course grade will be comprised of the following:

Internship Documents	Completed By	Time Completed	Assignment Weight
Internship Application Form	Student	Before Internship	25%
Internship Daily Log	Student	During Internship	25%
Internship Summary Paper	Student	End of Internship	25%
Student Intern Evaluation Form	Agency	End of Internship	25%

Attendance & Termination Policy

You should be aware as students that on-time for all scheduled shifts is crucial for success in the professional world. A student may be removed from an internship by the internship coordinator or their agency supervisor for any of the following reasons:

- Unsatisfactory performance
- Poor attendance
- Unethical, inappropriate, or threatening behavior
- Disruptive or insubordinate behavior
- Violation of confidentiality
- Violation of UT Tyler's Student Code of Conduct

If your internship is terminated for any of the reasons listed above, you will receive a failing grade in the internship course automatically and you will not be allowed to repeat the internship course for credit.

INTERNSHIP PROCESS

Step 1: Meet with Criminal Justice faculty member

At this meeting, you will discuss the goals and objectives of the internship course and discuss potential agency placements. If approved, this faculty member will serve as the faculty supervisor for your internship experience.

Step 2: Apply for an internship position through agency

Once you have identified an agency that you are interested in working with, you should contact the agency to request an internship. Potential agencies include any agency relating to law, law enforcement, corrections, juvenile justice, court administration, and/or victim's services. A list of local agencies that students have interned with in the past is provided for you on Canvas in the CJ Toolkit. The application process varies by agency, and may require any of the following:

- Submit an agency application for internship
- Provide a resume to a prospective agency
- Interview with a designated internship field supervisor and/or agency head
- Complete a background check

While students are not limited to any particular agency, student internships must provide the student with meaningful work relating to the field of study. Internships should not consist solely of basic tasks such as answering the phones, filing papers, etc. Please make sure to discuss the content of the internship with the agency supervisor prior to applying for an internship position and course credit.

Step 3: Submit UT Tyler Criminal Justice Internship Application Form and enroll in internship course

The UT Tyler Criminal Justice Internship Application Form must be completed by you and your agency supervisor and submitted to your faculty supervisor for approval. Once approved, you will be given permission code to enroll in CRIJ 4370 (3 credit hours) and CRIJ 4371 (3 credit hours). Enrollment must be completed during the normal registration period. Internship courses are graded as pass/fail.

Although the internship must be completed by the end of the semester in which you have enrolled in the internship course, the actual hours worked in the agency do not have to coincide exactly with the academic semester. For example, you may begin your internship with your agency in December even though the internship course does not officially begin until January. So long as you have completed the full number of contact hours (150 or 300) by the end of the academic semester in which you are enrolled in CRIJ 4370 / CRIJ 4371, you will receive full credit for your internship.

Step 4: Document your internship experience

During your internship, you must maintain an Internship Log that documents your daily experiences and activities. Internship logs must also include a record of all contact hours spent at the internship agency. There is no required format for your Internship Log, and you may handwrite or type the log at your preference. Oftentimes, agencies will require you to complete a daily hour log for their own records. So long as the log records both hours and daily activities, you may use the agency's log as your Internship Log for purposes of this course.

Remember that many criminal justice agencies deal with confidential information. You should not divulge any private information in your Internship Logs such as case information, suspect identifications, etc. This is also true for your personal relationships. Do not discuss confidential information with anyone not authorized to know about these cases and do not identify them by name in your log.

Step 5: Mid-semester check-in

Your faculty supervisor will contact your agency supervisor over the course of your internship to check on your progress and ensure that you are fulfilling your job duties as outlined by your Internship Application. You do not need to do anything for this step.

Step 6: Prepare an Internship Summary paper

The Internship Summary paper is a formal essay that summarizes your overall experience, what you learned during your internship, and your evaluation of the agency and staff. This paper is confidential and will be read by your faculty supervisor only unless you specifically request that it be released to the agency you interned with.

Step 7: Submit internship documents for review

At the completion of your internship, you will submit your Internship Log and your Internship Summary paper on Canvas using the appropriate assignment links. Your faculty supervisor will request that your agency supervisory submit a Student Intern Evaluation Form as well. These documents will be used to grade your internship courses.

INTERNSHIP DO'S AND DON'TS

It is important to remember that even though you will only be at the agency temporarily, you will be a representative of UT Tyler, yourself, and the agency. Your attitude, etiquette, and performance are always under review. Here are a few do's and don'ts that will come in handy during your internship experience.

Dress Code

When participating in an internship, you should treat the experience and opportunity like you would any other job. This include dressing appropriately and in compliance with the dress code policy of the office/agency where you are assigned. Some internships will require you to wear business casual or business formal throughout your internship, whereas others may have different dress codes based on your intern location. Here are some pointers on dress code:

- Clothing should be conservative in style and reflect a professional, business type environment. **Do Not** wear clothing that is extremely worn, torn or shabby in appearance. Shorts of any form are usually not permitted unless explicitly approved by the agency.
- You should wear business-appropriate footwear. Tennis shoes, sandals, or flip-flops are usually not appropriate for the workplace environment. Remember that you may be walking / standing a lot during your internship, so make sure your shoes are comfy and durable.
- You should make sure that your hair is clean, combed, and neatly trimmed or arranged. Facial hair should also be trimmed, neat, and clean.

If your dress is deemed inappropriate by your agency supervisor, you may be asked to leave for the day. This time will not count towards your internship contact hours.



Maybe the policy on casual summer attire should have been a little clearer!

First Day Advice

Interns will be expected to be on-time and ready to perform their duties when scheduled.

Students should be dependable and specify what hours and days they are available for work when applying for the internship. The agency wants to know that you care about this internship and that you take it seriously. Things to remember when preparing for an internship:

- If you are required to interview with the agency, arrive at least 15 minutes early for your interview and bring your resume, identification, and any other application materials.
- On your first day, report to your assigned work site promptly and notify your supervisor you are ready for work.
- If your internship requires you to have an identification badge, make sure you bring the badge for every shift and wear it while on duty.
- Follow the internship schedule agreed upon with the agency and notify your supervisor ahead of time if you will be late.

The internship should be treated like a regular job and you should arrive on time for all shifts.

Intern Behavior

As a student intern, should be professional, courteous, and respectful at all times. Remember that not only do your actions and attitude during your internship reflect on UT Tyler, but they can also influence potential employment opportunities from your agency in the future. Things to remember while internship:



- You shall keep all information concerning the agency or the affairs of any person having contact with the agency confidential.
- You should follow the reporting procedures explained by the intern's supervisor.
- You should follow all agency policies and procedures as required. You may be subject to corrective action, including dismissal from the internship, for inappropriate actions.
- You should always remain attentive and engaged when in the field.
- Interns should have fun, soak up as much information as possible, and gain experience in a potentially permanent career field.
- You **should not** interfere with any law enforcement action or impede any agency procedures.

As a representative of UT Tyler, you are expected to be at top performance and attendance throughout your internship.

INTERNSHIP ASSIGNMENTS

The following provides you information about each of the assignment due for the internship course. All documents are graded on a Pass/Fail basis.



Internship Log (Pass/Fail)

Every day you will log a discussion of your time at the agency. This log must document your daily experiences and activities as well as your opinion or assessment of the learning value of your experience. Internship logs must include a record of all contact hours spent at the internship agency. There is no required format for your Internship Log, and you may handwrite or type the log at your preference. Oftentimes, agencies will require you to complete a daily hours log for their own records. So long as the log records both hours and daily activities, you may use the agency's log as your Internship Log for purposes of this course.

Remember that many criminal justice agencies deal with confidential information. You should not divulge any private information in your Internship Logs such as case information, suspect identifications, etc. This is also true for your personal relationships. Do not discuss confidential information with anyone not authorized to know about these cases and do not identify them by name in your log.

Internship Summary Paper (Pass/Fail)

At the end of the semester you will be required to turn in a summary of your experience and time at the agency for your internship. The Internship Summary paper is a formal essay that summarizes your overall experience, what you learned during your internship, and your evaluation of the agency and staff. This paper is confidential and will be read by the Internship Coordinator only unless you specifically request that it be released to the agency you interned with.



Your Internship Summary should be formatted in proper APA format and include a title page, abstract page, and 3 – 5 pages of content (for 3 credit hours) or 6 – 10 pages of content (for 6 credit hours). Like Internship Logs, Internship Summary papers should not include any private information learned through your internship experience.

Student Intern Evaluation Form (Pass/Fail)

At the end of your internship, your performance will be evaluated by your agency supervisor using the Student Intern Evaluation Form. This form asks supervisors to rate your personal relationships, complete work, and overall behavior while at internship agency. You are not required to submit the evaluation form; your faculty supervisor will contact your agency supervisor directly and request that the evaluation form be completed and returned.



INTERNSHIP SCHEDULE

The schedule below provides you with an example internship schedule for the regular academic semester. These dates are approximations and may not reflect the reality of your internship. However, you should use these dates as guides for your internship course completion.

TIME PERIOD	TASK
First week of internship semester	<input type="checkbox"/> Check-in with supervisor at agency to arrange internship schedule <input type="checkbox"/> Begin daily log entries
Middle of internship semester	<input type="checkbox"/> Continue daily log entries <input type="checkbox"/> Begin outline for Internship Summary paper <i>Your faculty supervisor will check in with your agency supervisor regarding your internship progress. Contact them if you have any problems or concerns.</i>
2 – 4 weeks before internship semester ends	<input type="checkbox"/> Continue daily log entries <input type="checkbox"/> Inquire about other internship or employment opportunities at your agency if desired <input type="checkbox"/> Begin drafting Internship Summary paper
Last week of internship semester	<input type="checkbox"/> Complete Daily Log entries <input type="checkbox"/> Complete Internship Summary paper <input type="checkbox"/> Submit Daily Log & Summary Paper on Canvas

Internship Application Form

This document must be approved by a Criminal Justice faculty member before permission will be granted to enroll in internship courses CRIJ 4370 and CRIJ 4371.

STUDENT INTERN INFORMATION		
STUDENT NAME	STUDENT ID NUMBER	
PATRIOTS EMAIL ADDRESS	PHONE NUMBER	
INTERNSHIP INFORMATION		
AGENCY NAME		
AGENCY LOCATION:	AGENCY SUPERVISOR NAME	
AGENCY SUPERVISOR EMAIL	AGENCY SUPERVISOR PHONE NUMBER	
INTERNSHIP WORK DESCRIPTION		
SEMESTER OF INTERNSHIP		
Spring _____	Summer _____	Fall _____
HOURS PER WEEK	NUMBER OF WEEKS	TOTAL HOURS OF INTERNSHIP 150 300 3 credit hours 6 credit hours

Student Signature

Date

Agency Supervisor Signature

Date

Criminal Justice Faculty Signature

Date

University of Texas Policies

Withdrawing from Class

Students may withdraw (drop) from this course using the [Withdrawal Portal](#). Withdrawing (dropping) this course can impact your Financial Aid, Scholarships, Veteran Benefits, Exemptions, Waivers, International Student Status, housing, and degree progress. Please speak with your instructors, consider your options, speak with your advisor, and visit the One-Stop Service Center (STE 230) or email enroll@uttyler.edu to get a complete review of your student account and the possible impacts to withdrawing. We want you to make an informed decision. UT Tyler faculty and staff are here for you and often can provide additional support options or assistance. Make sure to carefully [read the implications for withdrawing from a course and the instructions](#) on using the [Withdrawal portal](#).

Texas law prohibits students from dropping more than six courses during their entire undergraduate career*. The six courses dropped include those from other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and other areas, such as financial implications. We encourage you to consult your advisor(s) and Enrollment Services for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#). CAUTION #2: All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms. CAUTION #3: All UT Tyler Athletes must check with the Athletic Academic Coordinator before withdrawing from a course. CAUTION #4: All veterans or military-affiliated students should consult with the [Military and Veterans Success Center](#).

* Students who began college for the first time before 2007 are exempt from this law.

Artificial Intelligence Statement

UT Tyler is committed to exploring and using artificial intelligence (AI) tools as appropriate for the discipline and task undertaken. We encourage discussing AI tools' ethical, societal, philosophical, and disciplinary implications. All uses of AI should be acknowledged as this aligns with our commitment to honor and integrity, as noted in UT Tyler's Honor Code. Faculty and students must not use protected information, data, or copyrighted materials when using any AI tool. Additionally, users should be aware that AI tools rely on predictive models to generate content that may appear correct but is sometimes shown to be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the quality and content of the information you submit. Misusing AI tools that violate the guidelines specified for this course is considered a breach of academic integrity. The student will be subject to disciplinary actions as outlined in UT Tyler's Academic Integrity Policy. Refer to

the About This Course section of the UT Tyler Syllabus Module for specific information on appropriate use of AI in your course(s).

Final Exam Policy

Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the Dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy

If a student, because of extenuating circumstances, is unable to complete all of the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in place of a grade only when all of the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all coursework or final exam due to unusual circumstances that are beyond personal control and are acceptable to the instructor, and (c) the student presents these reasons before the time that the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average.

The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to meet all of the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has yet to be assigned within one year, then the Incomplete will be changed to an F, or NC. If the course was initially taken under the CR/NC grading basis, this may adversely affect the student's academic standing.

Grade Appeal Policy

Disputes regarding grades must be initiated within sixty (60) days from the date of receiving the final course grade by filing a Grade Appeal Form with the instructor who assigned the grade. A grade appeal should be used when the student thinks the final course grade awarded does not reflect the grades earned on assessments or follow the grading scale as documented in the syllabus. The student should provide the rationale for the grade appeal and attach supporting document about the grades earned. The form should be sent via email to the faculty member who assigned the grade. The faculty member reviews the rationale and supporting documentation and completes the instruction section of the form. The instructor should return the form to the student, even if a grade change is made at this level. If the student is not satisfied with the decision, the student may appeal in writing to the Chairperson of the department from which the grade was issued. In situations where there is an allegation of capricious grading, discrimination,

or unlawful actions, appeals may go beyond the Chairperson to the Dean or the Dean's designee of the college from which the grade was issued, with that decision being final. The Grade Appeal form is found in the [Registrar's Form Library](#).

NOTE: The Grade Appeal Form is different from the Application for Appeal form submitted to the Student Appeals Committee, which does not rule on grade disputes as described in this policy.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), the University of Texas at Tyler offers accommodations to students with learning, physical, and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler/> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with the Assistant Director Student Accessibility and Resources/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <https://www.uttyler.edu/disability-services>, the SAR office located in the Robert Muntz Library, LIB 460, email saroffice@uttyler.edu, or call 903.566.7079."

Military Affiliated Students

UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with your faculty member if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make your faculty member aware of any complications as far in advance as possible. Your faculty member is willing to work with you and, if needed, put you in contact with university staff who are trained to assist you.

The [Military and Veterans Success Center \(MVSC\)](#) has campus resources for military-affiliated students. The MVSC can be reached at [MVSC@uttyler.edu](mailto:mvsc@uttyler.edu) or via phone at 903.565.5972.

Students on an F-1 Visa

To remain in compliance with Federal Regulations requirements you must do the following:

- Traditional face-to-face classes: Attend classes on the regular meeting days/times.
- Hybrid Classes: Attend all face-to-face classes convened by the instructor according to the schedule set for your specific course.

- Online course: Only one online course can count toward your full-time enrollment. Students are expected to be fully engaged and meet all requirements for the online course.

Academic Honesty and Academic Misconduct

The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual Of Operating Procedures (Section 8).

FERPA

UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements to protect your confidential information.

Absence for Official University Events or Activities

This course follows the practices related to [Excused Absences for University Events or Activities](#) as noted in the Catalog.

Absence for Religious Holidays

This course follows the practices related to [Excused Absences for Religious Holy Days as noted in the Catalog](#).

Absence for Pregnant Students

This course follows the requirements of Texas Laws SB 412, SB 459, SB 597/HB 1361 to meet the needs of pregnant and parenting students. Part of the supports afforded pregnant students includes excused absences. Faculty who are informed by a student of needing this support should make a referral to the Parenting Student Liaison. NOTE: Students must work with the Parenting Student Liaison in order to receive these supports. Students should reach out to the Parenting Student Liaison at parents@uttyler.edu and also complete the [Pregnant and Parenting Self-Reporting Form](#).

Campus Carry

We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>.