

INDIANA STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF CRIMINOLOGY

COURSE SYLLABUS
FOR
LAW ENFORCEMENT INTERNSHIP
CRIM 498/698

MRS. MELISSA BENNINGFIELD, INSTRUCTOR

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OFFICE HOURS:

COURSE DESCRIPTION

Placement in an agency in the field of law enforcement or an agency that performs some law enforcement functions.

OBJECTIVES

This course is designed to integrate work experience in a criminal justice agency with knowledge gained through library research and past classroom instruction for the criminology student.

PREREQUISITES

The student enrolled in the internship program should have completed 24 hours of criminology, have at least a 2.5 GPA in criminology, and be of senior status or a graduate student. All others must the consent of the instructor to enroll in the course.

COURSE REQUIREMENTS

Each student is required to have a placement in an agency that meets the approval of the instructor. A **personal history sheet** will be filled out by each student at the time of the internship meeting. Depending on the agency, students may also be required to obtain or sign other forms. If possible, copies of these additional forms should be provided to the internship instructor. Each student should perform a minimum of 96 hours at his/her placement agency. The following requirements are expected of each student.

Meeting(s)

All students are required to attend the mandatory meeting at the beginning of the semester OR to meet individually with the instructor regarding the internship placement and to receive the syllabus and pertinent paperwork. Additionally, some placements require students to meet with a representative of the agency prior to beginning the internship.

Personal Photo

All interns may submit a personal photo to the instructor so that it may be placed in their permanent files. Students may have their pictures taken in the Criminology Department during regular hours for a nominal fee (\$1.25). This picture may be turned in on the date indicated on the following schedule.

Resume

Each student is required to submit an updated resume to the internship instructor. Any format may be used for the resume.

Record of Hours

All students are required to maintain a record of hours and dates worked at the agency. Student time sheets should be used for this purpose. Time sheets should be signed by both the student and the student's internship supervisor. These sheets are available in the Criminology Office.

Daily Log Sheets

All students are required to maintain a daily log which specifies the activities performed and the amount of time spend on each activity for each day at the internship placement. Two daily log sheets have been provided by the instructor and should be used for this purpose. You may copy more as needed. Please arrange the daily log sheets in chronological order and staple them together before submitting them. **Do not** submit a notebook or journal as a daily log.

Papers

Each undergraduate student is required to write **two papers**, a placement/self-appraisal paper and a research paper. Graduate students only need to write a research paper.

Placement/Self-Appraisal

The placement/self-appraisal paper should be **4-6 pages** in length not including the title page. It should be typed, double spaced and stapled. In order to assist the undergraduate in writing the placement/self-appraisal paper, the following format is provided. Not all placement experiences will lend themselves to this format, so the student is encouraged to alter it in any way necessary to strengthen his or her paper.

- ✓ Two to four paragraphs should be spent on describing the setting of the agency in which the student did the internship. Describe the placement, its location, your immediate agency supervisor, etc.
- ✓ Another two to four paragraphs should be used to describe the various functions of the agency and exactly who the agency serves.
- ✓ Summarize in about two paragraphs the activities you performed for the agency and the amount of time devoted to each. (Information could be taken from the daily log sheets.)
- ✓ The next four pages should be used to discuss your self appraisal of performance on each of the specific tasks and for the placement as a whole. Support your appraisals by offering specific illustrations (how you handled a given incident, being given increasingly more responsible assignments, being reprimanded for not being punctual, etc.). It is also appropriate in this section for the student to discuss any difficulties he/she may have had working with clients, other interns, staff members, or the general public.
- ✓ Briefly provide an overall evaluation of your internship placement in a conclusion and recommendations section of the paper. Tell what you learned at the agency and explain how what you learned related to classroom development. Explain why you functioned well or did not function well on your internship. Outline any recommendations you feel might have improved your internship.

Research Paper

Undergraduates are to write an 8-10 paper not including the title page, and graduate students are to write a 15-20 page paper. This paper should be the student's original work and should be typed, double-spaced, and stapled. Graduates are to use the APA style of writing. Undergraduate and graduate students must approve their paper topic with the instructor. The form included in the packet will serve as the topic approval form for the research paper. You should bring this form with you to my office (or e-mail me) to have your topic approved. The following steps should be used by students to choose a suitable topic.

1. Think of a specific problem in the field of law enforcement.
For example: Training of police officers.
2. Ask yourself a question about the problem. For example: Is training for police adequate?
3. This question will be your main focus for the paper. You will conduct research on the topic and attempt to answer your question.

Inclusion of scholarly research in your paper is required. You must conduct research in the library; document sources used in the paper, and include a reference page. A minimum of **five** recent (within the last 10 years) sources (books and/or journal articles) should be used. Articles retrieved from the Internet should be limited to official and legitimate sources only. Copies of the table of contents for any books used and the first page of any journal/newspaper articles used **must** be submitted with your paper. Research Papers will not be returned to students. However, you are welcome to come to my office and review your graded paper.

Intern Evaluation

Each agency supervisor will have the opportunity to complete an evaluation of each student's performance. This is not required, but it may be beneficial or detrimental to the student.

DUE DATES

9-7-05 – Personal history sheet, resume, topic approval (please see me for approval)

11-9-05 – Research paper with copies of reference (see above). Note: Late research papers will be subject to a half grade penalty. (An "A" paper turned in late will receive a "B+".)

12-9-05 – Time sheet, daily log sheets, placement/self appraisal paper.

GRADING

The undergraduate students' grade for the course will be determined by the following work:

1. Quality of research paper – ½ of grade
2. Quality of placement/self appraisal paper, completeness of time sheets, quality of daily log sheets, and submission of resume and personal history sheet – ½ of grade.

Graduate students' grades are based mainly on the research paper. The other requirements for graduate students will weigh a small portion of the final grade.

NOTE:

Incomplete grades will only be given to students providing a legitimate reason for not completing the course requirements on time. Research papers as part of an incomplete grade will be considered late (see above note). If a student does not contact the instructor regarding receiving an incomplete grade and simply does not turn in the required work, the student's grade will reflect the absence of required work.

ADDITIONAL INFORMATION

Special problems should be brought to the immediate attention of the internship instructor.

REMEMBER: A student's experience at an agency for an internship can be invaluable. You should take this course seriously and treat your placement as you would a regular job. If you cannot make it to work, call your agency supervisor. If you will be tardy, call your supervisor. Make up missed time as soon as possible. Success as an intern at an agency may give you the experience and knowledge to assist you in obtaining gainful employment in your area of interest after graduation.