

CALIFORNIA STATE UNIVERSITY, FRESNO  
Department of Criminology  
Spring 2018

Internship in Law Enforcement/Corrections/Victimology

**Department Internship Coordinator: Dr. H.O. Schweizer (haralds@csufresno.edu)**

**Internship sections, assigned faculty supervisors and course numbers:**

**Faculty Supervisors by Section**

**CRIM180: Dr. Schweizer #30651 #30722 Dr. Marshall #30773;**

**CRIM 180: Ms. Acosta-Mabrey #30886 CRIM181 Dr. Clement #30652**

**CRIM 182 Dr. Takahashi #30777**

**Dr. Schweizer's Office Hours: Mon/ 1130-1350**

**Also on line or as arranged.**

**See the crim dept website for other faculty office hours**

**COURSE INFORMATION:** CRIM 180, 181, 182, (3 units)

**Class Meets in Peters Education Center on the following Wednesdays:**

31 January 1700-2200    7 March 1700-2100    9 May 1700-2100

**Course Prerequisites:** The following courses must have been completed or you must be currently enrolled in, to take an internship course: Crim. 2, 20, 102, 112. (Only Seniors should enroll for internship hours)

**Grading:** Credit/No-Credit Students intending to enroll in an internship course must contact the criminology office, not the faculty supervisor, for permission numbers prior to enrollment. All students must also have completed a pre-internship orientation or tutorial on Blackboard and, preferably, also a face to face orientation in a prior semester. Graduate students must contact Dr. Schweizer for details on graduate level requirements.

Faculty	Office Location	E-Mail & Tel. 278-
Ms. Acosta-Mabrey	email for apptmnt	<a href="mailto:racosta@csufresno.edu">racosta@csufresno.edu</a>
Dr. Clement	ST-145	kclement@csufresno.edu #1011
Dr. Marshall	ST-141	holmarshall@csufresno.edu #2289
Dr. Takahashi	ST-135	ytakahashi@csufresno.edu # 4800
Dr. Schweizer	ST-137	<a href="mailto:haralds@csufresno.edu">haralds@csufresno.edu</a> 8880

**Emailing requirements:** All emails must list a specific and clear SUBJECT in the SUBJECT window of the email and your assigned faculty member's name, or they will be deleted without being read. Generic wording is not acceptable.

All documents must be downloaded and then sent via Blackboard, or dropped off to the primary FACULTY SUPERVISOR listed by section above. Any emails should also be CC'd to Dr. Schweizer.

## **PLACEMENT COORDINATORS:**

**Charlie Shuler** [chasha@sbcglobal.net](mailto:chasha@sbcglobal.net) **Rosalinda Acosta** [racosta@csufresno.edu](mailto:racosta@csufresno.edu)

\*For office hours not shown above, contact or review the criminology department website. <http://www.fresnostate.edu/socialsciences/criminology/faculty/index.html> or the faculty member directly.

## **COURSE DESCRIPTION:**

The purpose of this course is to relate the student's classroom studies with occupational and professional experiences. Type of agency and work assignments are dependent on agency's preferences and needs. While the criminology department will provide/make suggestions regarding agencies willing to accept interns, the department is not responsible for the placement. It is contingent on the student to be able to meet an agency's background and skill requirements. Students must expeditiously contact agencies for placement. If they are rejected by an agency or organization, students must immediately email the assigned faculty advisor/instructor and also the internship coordinator.

## **SPRING 2018 SEMESTER MEETING TOPICS/ACTIVITIES:**

**31 January** First Meeting for agency placements/referrals (Shuler/Acosta)

### **Students are required to bring the following documents:**

**All documents other than resume and Tb test info MUST be downloaded from the Course Documents section of the Internship class on Blackboard.**

- A resume\*  
Proof of a negative TB test (last 6 months) You will not be placed without one
- Signed Student Release Liability and Emergency Contact Form\*  
Signed Policy and Procedure Form\*  
(\*Can be submitted through Blackboard prior to the first meeting)  
***All Forms are in the Course documents section on Blackboard***  
*Other forms and deadlines are listed later in this syllabus.*

### **7 March**

Oral boards, homework, practice, clothing, interviews, and related topics (Shuler/Acosta) Job Descriptions, Applications, Background investigations, psychological and written testing, polygraphs or CVSAs. (Schweizer)

*Your Internship Learning Plan Agreement (ILPA) and Data Card must already be turned in at this time. Do NOT keep them until the end of the semester. If you have not turned them in, email your supervisor and/or Dr. Schweizer with an explanation. The photo on the data card must be a passport style (head shot) photo and fit in the box shown. If you failed to listen to the instructions given at the internship orientation or you cannot figure out what this means, or you do not know what a passport is, review the passport photo rules at: <https://travel.state.gov/content/visas/en/general/photos.html>*

**9 May** Last meeting; all paperwork due

You must also have taken the Student Learning Outcome Assessment (Survey) posted on Blackboard any time during the previous three weeks.

\*Students who have started but not completed their internship hours must confer with or email the faculty member (internship supervisor) assigned to their internship section AND also Dr. Schweizer, the department internship coordinator, by 9 May, 2018. Depending on circumstances, students may be eligible for an incomplete until the hours and related requirements are completed. **STUDENTS SIGNING UP FOR A SECOND INTERNSHIP SECTION WITHOUT FINISHING THEIR INCOMPLETE WILL BE DROPPED.**

### **STUDENT LEARNING OBJECTIVES:**

**Goal:** Provides graduates, through rigorous, guided and sustained inquiry, with a depth of discipline-related knowledge and prepares graduates for careers in criminal justice or to pursue advanced academic degrees.

**Objective:** Students will demonstrate the ability to apply discipline-related knowledge to their field placement.

**Outcome Criteria:** Students will demonstrate their ability to:

- Apply discipline-related knowledge to assigned tasks.
- Organize, describe and analyze the structure, mission and purpose of the assigned internship organization.
- Describe and analyze how discipline-related knowledge contributed to internship experience, including supportive and deficient skill areas.
- Write and prepare written reports.

### **METHODS OF ASSESSMENT:**

1. Agency evaluation of student internship performance
2. Student record of assigned tasks
3. Student analysis of the:
  - Assigned criminal justice agency
  - Relationship between discipline, knowledge and the internship experience

Students must demonstrate the ability to apply knowledge received during their coursework to their field placement. This area is considered a major portion of a student's evaluation. The student's faculty supervisor in consultation with the Agency Field Supervisor determines final credit. The quality of job performance is of major consideration in earning credit.

### **ATTENDANCE REQUIREMENTS:**

Attendance is **MANDATORY AT ALL MEETINGS**. You may not miss any meeting unless you have a **SERIOUS AND COMPELLING REASON** (i.e. death of a parent, your hospitalization, active-military duty). Students missing one or more meetings or

those students who are unacceptably late to the meeting (typically more than 15 minutes if the meeting lasts more than one hour) MUST write and submit a ten page paper on the meeting topic within two weeks of the meeting in question. Students who miss one or more meetings due to a SERIOUS AND COMPELLING REASON (as determined by the faculty supervisor), must submit the paper/s within three weeks of the event that was the cause of their absence. Failure to attend all mandatory meetings or to turn in a research paper, will result in receiving a grade of No Credit (N/C) for the course.

Students who miss or are late for the last meeting must submit a ten page paper on the topic of "Integrity" on or before the last day of regularly scheduled classes. Students must adhere to the basic guidelines for the paper (APA style/format) and they may also email the faculty supervisor for additional information. Plagiarism will result in a NO CREDIT grade, may result in additional sanctions authorized by the university, and students must find and complete another internship on their own.

#### **INTERNSHIP PLACEMENTS:**

Students are encouraged to begin their search for a suitable agency early (with the exceptions listed below) and on their own, and to have a placement agreement including a signed Internship Learning Plan Agreement which is available on Blackboard or the Criminology Department Website, at the beginning of the semester. The ILPA must list the duties to be performed by the student or it will not be accepted. It is the student's responsibility to LOOK at the ILPA to ensure that the agency has listed duties or activities the student is to perform or engage in.

**While the Department of Criminology and/or its faculty cannot guarantee that students will be accepted as interns by a particular agency, they will make reasonable efforts to refer students to suitable internship agencies to the extent possible.** Agency information will be provided at the first meeting, unless the student has already been accepted by a suitable agency or organization. Students interested in a placement with *Fresno County Probation Dept. or Crime Victim Assistance center* should contact Rosalinda Acosta. The Crime Victim Assistance center is under probation in Fresno County. All other victim services throughout Fresno County or other counties can be directly contacted by the student. (Students desiring internships through the Fresno County Probation Department should not contact the agencies themselves, but first confer with Rosalinda Acosta ([racosta@csufresno.edu](mailto:racosta@csufresno.edu)))

Students seeking assistance with internship placement must provide recent proof of TB test (within the past 6 months).

Students must submit required documents to the assigned faculty members\* (faculty supervisors) listed in the heading of this syllabus) and confer with them should any problems arise with the internship. They must turn in all materials mandated in the Internship Student Guide and as indicated during internship meetings. If a student is dismissed by the internship agency, fails to turn in all material by assigned dates, and/or sign up for an agency without meeting its posted/publicized minimum requirements, the

student will receive a N/C grade for the course and must re-enroll in a subsequent semester.

\*Students unable to reach their faculty supervisor should contact the department internship coordinator for assistance. Any hard copy documents may be given to the internship coordinator if the assigned faculty supervisor is not available. The internship coordinator will record the submission on Blackboard and forward the information to the faculty supervisor assigned to the student's internship section.

Students having difficulties being accepted by a criminal justice related agency or the background process is dragging out, you must notify your assigned faculty supervisor, Mr. Shuler/Ms. Acosta, **and** the department internship coordinator immediately. Any difficulties obtaining an internship or problems with an internship agency **must be documented** via email to the assigned faculty supervisor and the department internship coordinator. Students placed by Charlie Shuler or Rosalinda Acosta who have problems with or at their internship agency, must also notify Mr. Shuler and Ms. Acosta.

## **AGENCY AND FACULTY SUPERVISOR RESPONSIBILITIES**

### **The Agency Internship Supervisor will:**

- Evaluate the level of preparedness of their students as it applies to skills and knowledge needed to perform successfully in their agency.
- Evaluate the student's ability to apply their academic knowledge to the job.
- Complete and sign the Mid-Term and Final Evaluation Forms, covering the items listed above.

### **The Faculty supervisor\* will:**

- Meet with their students to discuss the progress of the assigned internship.
- Review the student internship portfolio to determine whether it meets the standards set forth in the Internship Outcomes Assessment Guidelines for Students.
- Determine, based on the review of the Internship Portfolio, whether the student will receive credit for the internship.

*\*These tasks may be completed as needed by the department internship coordinator, with the prior consent of the faculty supervisor.*

## **STUDENT RESPONSIBILITIES IN INTERNSHIP FIELD PLACEMENTS**

### **The following is required for participation:**

- Commitment and mature acceptance of responsibility. Fieldwork experience is an opportunity to begin expressing professional commitment to those who work in the criminal justice field. Therefore, it is expected that the student will develop attitudes that lend themselves to an expression of responsibility, commitment, and caring.

- Management of time (coursework, free time, and employment) is essential.

### **Student Responsibilities during the Internship:**

Students must submit all internship paperwork to their assigned faculty supervisor! If that person is not available, documents can be given to the department internship coordinator.

- Adhere to all agency requirements. Advise the Agency Field Supervisor, according to agency guidelines, in the case of absence or lateness.
- Read the criminal justice agency policy and procedures manual, and be familiar with the agency organizational chart.
- Serve as a responsible representative of the agency.
- Complete all forms and recordings necessary to carry out assignments.
- Attend all required meetings and conferences occurring in the agency as deemed necessary by the Field Supervisor.
- Adhere to professional standards of ethics and professionalism (confidentiality, respect for clients, etc).
- Communicate openly with the Agency Field Supervisor when help is needed (clarification of assignment, agency policy, etc).
- It is the student's responsibility to immediately report any internship problems that may arise while in the placement or placement process to the Faculty supervisor and the criminology department internship coordinator. The Faculty supervisor or Internship Coordinator may then call a Field Placement Conference.
- It is the student's responsibility to make sure that the mid-term and final evaluation forms are given to the Agency Field Supervisor, and that these forms are returned to the Faculty supervisor or department internship coordinator in a timely manner.

### **RECOMMENDED FIELD BEHAVIOR FOR STUDENTS**

- While in the field, student represents the Criminology Department, the University, the agency, and themselves. With this in mind, the following items are very important:
  - Neatness – appropriate dress
  - Courtesy
  - Confidentiality and Responsibility
  - Openness to learning about the job, the setting, the people involved, and the principles being demonstrated

While at the agency, the student is directly responsible to their Agency Field Supervisor. It is necessary to report to the field agency promptly, and to remain the appropriate length of time on each assigned workday. If for any reason the student anticipates a delayed arrival, they are to notify their Agency Field Supervisor.

Nothing but the most serious difficulties should prevent the student from being at the agency for each assigned workday. Any need for absence should be reported to both the Agency Field Supervisor and the Faculty supervisor. Absences from the agency are to be made up, with details to be arranged with the Agency Field Supervisor.

**SITUATIONS INVOLVING PERSONAL RISK:**

Internship experiences sometimes involve students in “risky” situations. If the student deems a field experience to be risky, the student is required to bring this to the immediate attention of the Agency Supervisor and the Faculty supervisor. If, in the judgment of the student, continuation in the internship activity will involve substantial risk, the student must withdraw and immediately inform the Agency Internship Supervisor and Faculty supervisor.

**OTHER IMPORTANT UNIVERSITY POLICIES:**

Students should familiarize themselves with University policies on cheating, grading, plagiarism, privacy of student records, Students with Disabilities, disruptive behavior, drug-free work place, and non-discrimination. The policies are available at the Criminology Department Office, they can be found in the Spring 2018 Schedule of Courses, and they are accessible both through the university web site, *or by [clicking here](#)*. *If you are reading this syllabus on line. Students must also review the linked [CODE OF ACADEMIC INTEGRITY \(HONOR CODE\)](#).*

For more information on University policy regarding cheating and plagiarism, refer to the [Class Schedule](#) (Policy/Legal Statements) or [University Catalog](#) (University policies).

**IMPORTANT NOTE:** This syllabus and schedule are subject to change in the event of extenuating circumstances. The syllabus is also on line at the Department website. If you are absent from a scheduled meeting, it is your responsibility to check on announcements made while you were absent. Important announcements are posted on Blackboard and students will also be emailed at their university listed email address, when possible. It is important for students to frequently (bi-weekly) check their emails and to ensure that their email in-box is not full.

**INTERNSHIP RELATED DOCUMENTS ARE ACCESSIBLE ON BLACKBOARD OR DIRECTLY FROM THE CRIMINOLOGY DEPT WEBSITE.** <http://www.fresnostate.edu/socialsciences/criminology/internships.html>

**PROFESSIONAL EXPERIENCE ALTERNATIVE:**

Students who are currently employed full time with or retired from a criminal justice agency may qualify for a waiver of actual internship hours. Such students must notify the department internship coordinator.

**STUDENTS EMAILING THEIR ASSIGNED OR LISTED FACULTY SUPERVISOR MUST ALSO CC DR. SCHWEIZER, THE DEPARTMENT**

## **INTERNSHIP COORDINATOR.**

**Electronic documents should be submitted directly via Blackboard.**

### **Required documents and due dates**

- Tb Test results-31 January
- Resume-by 31 January
- Policy and Procedure Agreement-signed by student-by 31 January
- Liability Release and Emergency Contact form –immediately after placement
- Student Learning Plan Agreement (SLPA) completed and signed by agency, listing “duties or activities to be performed by student” AND also signed by the student.  
The SLPA is due as soon as the student is accepted by the agency as an intern and must be downloaded from Blackboard and can then be submitted over Blackboard or given as a hard copy to your assigned faculty member. It is due immediately after beginning your internship.
- Data Card-submitted by student with attached PASSPORT TYPE PHOTO (must be submitted as a hard copy or through Blackboard at the beginning of the internship.)
- Mid-Term Evaluation-downloaded from Blackboard, must be completed by the agency AFTER 60 hours and immediately submitted to the faculty supervisor assigned to the student’s internship section. This can be emailed by the agency, faxed to the Crim dept, or given to the student in a sealed envelope and turned in to the criminology department or their assigned faculty advisor/member.
- Final Evaluation-downloaded from Blackboard, must be completed after 120 hours and submitted to the internship faculty supervisor. (See submission rules above)
- Intern LOG: List of dates/times/hours worked along with a detailed description of duties performed. Do NOT use a separate sheet of paper for each entry. This must be submitted through Blackboard in WORD or PDF.
- Internship JOURNAL: Four separate essays responding to the areas/questions listed for the journal. Must be submitted through Blackboard in WORD or PDF.
- Student Learning Outcome Assessment-Survey on Blackboard

**DO NOT SUBMIT A SEPARATE PAGE FOR EACH ESSAY. It is one document. Examples have been shown during orientations and are also posted. Hard copies of the journal and log must have the student’s name on top of each page in the event the pages are separated.**

**While all documents except for the evaluations can be submitted via Blackboard, comply with any additional instructions or preferences from your assigned faculty advisors/internship instructor.**

**Faculty will note any paper based documents turned in by a student in the assignments section of the Grade Center on Blackboard. Since BB requires a “value” or score be listed for any assignment, a ONE is used to show a document has been received and accepted as being proper. *Information in this syllabus is subject to change in the event of errors or other discrepancies. Changes will be emailed to the email addresses of students enrolled in spring 2018 internship sections.***