

Technical College of the Lowcountry
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CRJ 250
CRIMINAL JUSTICE INTERNSHIP I

Course Description

This course includes practical experience in a criminal justice or private security setting.
Prerequisite: CRJ 101, RDG 100.

Course Focus

Students learn importance of proper business communication through study and practice with hands on experience.

Text and References

No text is required for this course.

Optional Reading and Guides:

Anderson, L. E. & Bolt, S. B. (2012). *Professionalism: Skills for workplace success (3)*. Pearson Education, Inc. Upper Saddle River, NJ.

Gordon, G. R. & McBride, R. B. (2012). *Criminal justice internships: Theory into practice (7)*. Anderson Publishing. Waltham, MA.

Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (*designates a CRUCIAL goal)

1. Set realistic goals
2. Create short-term and long-term goals
3. Deal with *procrastination* in a productive manner
4. Apply time-management techniques in the workplace
5. Apply organizational techniques in the workplace
6. Display professional behavior in the workplace
7. Recognize and apply the appropriate use of technology in business/social situations
8. Utilize professional *etiquette* in appropriate business situations
9. Understand the importance of ethical decision making
10. Recognize the negative impact *stereotypes* and *prejudice* have in the workplace and on performance
11. Identify *cultural* differences and the positive and negative impact these differences have on business

12. Develop an effective relationship working relationship with your supervisor
13. Properly respond a workplace relationship turned negative
14. Perform the steps for building a *résumé package*
15. Write a career objective or personal profile
16. Distinguish between a functional *résumé* and a chronological *résumé*
17. Identify personal *soft-skills, job-specific skills* and *transferable skills*
18. Create a winning *résumé*
19. Write a *cover letter*
20. Demonstrate strategies to implement when invited to interview
21. Conduct company and job specific research for interview preparation
22. Contact employee and set-up internship interview
23. Complete an internship interview
24. Develop internship schedule (min. 8-hours/week for 16-week session and 16 hours/ week for 8-week session)
25. Identify criminal justice practice on selected site.
26. Observe application of criminal justice practices
27. Articulate performed/observed actions related to criminal justice practice at selected site
28. Develop professional journal
29. Submit weekly journals
30. Develop an essay summarizing experiences

Student Contributions

Each student will spend at least 8 hours per week for full-term classes and 16 hours per week for 8 week semesters as a Criminal Justice Intern working at selected work site. Attendance and participation is critical in this class. A set of projects will be assigned and reviewed on a bi-weekly basis with the On-site Administrator and the Instructor during the course. Students will develop their work schedule with the On-Site Administrator and their Instructor.

Course Evaluation

Your performance objective will be translated to points and the points to grades. There are 100 possible points and grades will be earned as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

Tests and Quizzes

There are no exams in this class

Journals

Each student will complete eight (8) hours per week for 16-week session and (16) hours per week for the 8-week session with a criminal justice agency. Each student must complete a 1 – 1.5 page journal on their experience with the criminal justice agency each week. The journals are valued at 10% of the final grade.

Resume/Cover Letter/Interview

Each student will complete a resume and cover letter. In addition, each student will schedule and conduct an internship interview with an approved worksite. The resume, cover letter, and interview are valued at 5% each for a total of 15% of final grade.

Essay

Each student will submit a 5-10 page essay summarizing their experience. Each student will develop a PowerPoint presentation to support their essay. The essay and presentation are valued at 20% of the final grade.

Evaluation

Each student will receive an evaluation from the worksite. The evaluation is valued at 55% of the final grade.

Approved by: Kenneth Flick Developed/Revised: 10/11

Ken Flick, Division Dean for Business/Industrial Division

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor **MUST** withdrawal the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade. A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ

98.7, WGO 98.3, WGZO 103.1, WFXH 106.1, WWV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency TextAlert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp