



# TECHNICAL COLLEGE OF THE LOWCOUNTRY

Technical College of the Lowcountry  
921 Ribaut Road ~ PO Box 1288  
Beaufort, SC 29901-1288

Public & Human Services  
Building 16, Room 132  
843- 525-8349

## 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 application of the criminal justice component 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.

## STATEMENT OF NON-DISCRIMINATION

The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

## 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 withdraw 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.

### **ONLINE ATTENDANCE PROCEDURE**

For all online courses, students must complete an assignment designated by the instructor during the first week of classes. The instructor will drop the student from the course if the initial assignment is not completed.

Instructors will withdraw students from the class when 90% attendance is not maintained. Attendance in an online course is defined by regular course access and by timely completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete 90% of assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.

Failure to log in and complete assignments will result in the student being withdrawn from the course. The instructor will assign a grade of "W," "WP," or "WF" based upon the student's academic standing as the last date of attendance, which is the last login. Students are responsible for any financial matters associated with an administrative withdrawal. If a student fails to email the instructor (using the my.tcl.edu email account) requesting to be dropped from the course and has not submitted the initial assignment required during the first week of class, the instructor will assign a "Never Attended" code in the student information system (web-advisor) no later than ten calendar days after the first day of the class. Students who are dropped as a result of never attending the course are still responsible for all fees associated with the course.

### **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, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 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. <http://www.tcl.edu/current-students/text-alert>

### **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 cancellations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to <http://www.tcl.edu/current-students/text-alert>

### **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 sixteen (16) hours per week for the 7-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 50% 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 10% each for a total of 20% 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 30% of the final grade.

## **SAFETY ADDENDUM**

### **Purpose.**

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

### **Definitions**

**An incident** is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

**An emergency** is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

**A disaster** is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be

sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

### **Types of Emergencies**

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

### **Procedures**

#### **Active Shooter**

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

#### **Building Evacuation**

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

#### **Campus Evacuation**

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

#### **Lockdown**

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions

8. Silence cell phones
9. Wait for the "All Clear" before leaving

### **Course Schedule**