

Calumet College



of Saint Joseph

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COURSE SYLLABUS

Term: Fall, 2018 (181), August 27-December 15, 2018

Course: Internship 495

Instructor Information:

Instructor Name	Dr. Allen Brown
Office Number:	408 (two left turns off the elevator, down the hall office on right)
Phone Number:	Home: 219-513-0877
Email:	abrown@ccsj.edu
Hours Available:	Mon/Wed: 9:30-10:10 am., 11:30-noon, 1:30-2:00 pm; 6-10:00 pm by phone Tue/Thu: 9:30-10:10 am., 11:30-noon, 1:30-2:00 pm; 6-10:00 pm by phone Other hours by appointment: Please reach me by home phone anytime.
Instructor Background: Practicing Attorney at Law, Indiana & Illinois, Personal Injury, criminal law, DUI/OWI, civil law. (Damn Good); Former social worker & business owner.	

Course Information:

Course Time:	ARRANGED: Review "Hours Available"
Classroom:	407 office
Prerequisites:	Junior Standing
Required Books and Materials:	Use any previous CRIJ textbooks, papers, or materials

Learning Outcomes/ Competencies:

The student in this course will:

1. Learn the major work done by the agency, including any important history.
2. Be exposed to methods of operation followed by this agency, including paperwork & reports.
3. Be able to recognize, discuss, & demonstrate what agency protocol's were learned.
4. Prepare a final paper describing the above information. Use your weekly notes, review prior student's papers, and discuss with instructor. Paper should be 9-12 pages long with a coversheet.

Course Description: This course explores the concept of an Internship as experiential learning in the field of criminal justice. The student is placed at a site in one of the CRIJ concentrations. The CRIJ agency exposes the student to the various parts, departments, and work that agency does. The student keeps a record of what he is learning to help him prepare a comprehensive report at the end for college credit.

Learning Strategies:
e.g., lecture, discussion, group projects, etc.

Experiential Learning Opportunities:
Because grants provide funding for experiential learning, we are required to report on this category annually. Please list all the experiential learning activities you use in your class: problem-based learning activities, project-based learning, service learning, and/or significant undergraduate research leading to presentations or publication.

Assessments:		
Major Assignments:	Examinations	Grading Scale
Course Participation	You must complete 90 Hours of actual on-the-job training. Keep notes to help write your final paper fully describing what you learned during the Internship.	A 94-100
Presentations		A- 90-93
		B+ 88-89
		B 84-87
		B- 80-83 D+ 68-69
		C+ 78-79 D 64-67
		C 74-77 D- 60-63
		C- 70-73 F 59-less
Course Schedule:		
Class Date		
Week 1 to 14	Keep notes on learning	Contact instructor with updates

I reserve the right to change this schedule to meet the needs of the class.

Responsibilities	
Attending Class	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence in advance, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work;

	<p>you have more responsibilities to keep up and meet the objectives of this course.</p> <p>No less than <u>90</u> (90) hours allowed for three (3) hours of credit.</p> <p>.</p>
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work on the day it is due. All homework/assignments are to be submitted when due; late work will be downgraded. After one week late work will NOT be accepted. Medical or other excuses at Instructor's discretion.
Using Electronic Devices	All electronic devices <u>shall</u> be turned off PRIOR to entering the classroom, whether or not class has started. If you have an electronic textbook permission to use your device may be granted. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent. Any medical or emergency exceptions by Instructor approval only.
Participating in Class	You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.
Doing Your Own Work & Not Allowing Cheating/Dishonesty	<p>All students enrolled in a criminal justice course must adhere to the CRIJ "Honor Code" which states that every student MUST make the Instructor aware of actual or suspected cheating by any student. This means that not only the suspected student but any other student that also observed the incident. Any student observing cheating and failing to report it shall also be deemed guilty of cheating. Preparing to enter the field of criminal justice requires a code of honesty. If you feel that you cannot turn someone in who is dishonest or cheating, please find another major field of study!!</p> <p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

Resources

Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.