

SPRING 2023 INTERNSHIP SYLLABUS
Undergraduate only
CRIM180i-01, -02, -03, -04, -05, 06
THREE Units (CR/NC)
California State University-Fresno
Department of Criminology
19 January 2023- 18 May 2023
Asynchronous/synchronous Online
COVID-19 related provisions
Effective until otherwise posted

www.fresnostate.edu/coronavirus

The following sections regarding COVID are subject to change given changing circumstances on-campus and in the community. Please check the COVID website for the most up-to-date information at:

covid.fresnostate.edu

Vaccination: All Students who access Campus/Programs must be Fully Vaccinated (including the booster dose when eligible to receive it) in order to participate in any in-person course-related activities (either on-campus or off-campus). Students may select that they will not be participating in any in-person activities (which includes use of the Library, Student Union and/or Student Health & Counseling Center) and/or may attest to a Medical or Religious Exemption from the vaccine policy requirement in accordance with CSU and campus procedures. Students should go to the Student Portal to update their COVID self-certification form and vaccine documentation. Requests for exemptions can be found there. You are not to come to campus if any of the following are true:

- You are not considered fully vaccinated, and you have not attested to a medical or religious exemption.
- You have attested to an exemption, but you have not completed your mandatory weekly COVID-19 test.

Health Screening: Please do not come to campus or off-campus learning site if any of the following is true:

- If you have experienced COVID-19 symptoms (vaccinated or not).
- If you have tested positive within the past 10 days.

Please complete the campus [online reporting form](https://covid.fresnostate.edu/cases/reporting.html) (<https://covid.fresnostate.edu/cases/reporting.html>), and you will then receive further guidance.

Safety Measures: While masks will no longer be required, we strongly encourage their use, as face coverings are still a valuable tool in the fight against COVID-19, especially in large group settings. We fully support and respect those who wish to continue wearing face coverings.

Individuals can pick up face coverings, provided at no cost, at any of the following locations:

- Library
- University Student Union
- Student Health and Counseling Center
- Student Housing Atrium
- COVID Testing Site – check the below website for location

Please see university website for the most updated information:
www.fresnostate.edu/coronavirus

Please remember that the same student conduct rules that are used for in-person classroom instruction also apply for virtual/online classrooms. Students are prohibited from any unauthorized recording, dissemination, or publication of any academic presentation, including any online classroom instruction, for any commercial purpose. In addition, students may not record or use virtual/online instruction in any manner that would violate copyright law. Students are to use all online/virtual instruction exclusively for the educational purpose of the online class in which the instruction is being provided. Students may not re-record any online recordings or post any online recordings in any other format (e.g., electronic, video, social media, audio recording, web page, internet, hard paper copy, etc.) for any purpose without the explicit written permission of the faculty member providing the instruction. Exceptions for disability-related accommodations will be addressed by Student Disability Services working in conjunction with the student and faculty member.

- If you have experienced COVID-19 symptoms (vaccinated or not).
- If you have tested positive within the past 10 days.
- If you have had close contact (less than 6 feet for longer than 15 minutes) with someone confirmed to have COVID-19 within the past 14 days.

Please complete the campus [online reporting form](#). A campus official will reply to provide guidance and information.

Above requirements subject to change. Review the CRIMINOLOGY AND UNIVERSITY HOMEPAGE FOR ANY CHANGES OR UPDATES

Semester SPRING 2023	California State University, Fresno
Course Name: Internship (3 units) Synchronous online CANVAS <i>fresnostate.instructure.com</i>	Instructor-see list below. Internship Coordinator Dr. Schweizer haralds@csufresno.edu

Office consultation online at the end of zoom meetings. Also via email and in person at SII Rm 138 by appointment, from 1000-1200 on some Thursdays (email for availability)	E-Mail (see list below) Telephone (see list below) Office Information (see list below)
Zoom Meetings: Time: 17-2000 25 Jan; 8, 22 Feb (10 May as needed)	Zoom Placement meetings: Saturdays 1500 19 Nov, 17 Dec and TBD in January

INTERNSHIP SECTIONS AND FACULTY

Internship Section	Faculty	@csufresno.edu	Tel. 278-	ST office
CRIM 180I-01 (30553)	Dr. Schweizer	haralds	8880	138
CRIM 180I-02 (30603)	Dr. Schweizer	haralds	8880	138
CRIM 180i-03 (30643)	Ms. Acosta-Mabrey	racosta	*	*
CRIM 180i-04(30714)	Dr. Clement	kclement	1011	145
CRIM 180i-05(30883)	Dr. Hughes	emhughes	2370	154
CRIM 180i-06(30884)	Ms. Acosta-Mabrey	racosta	*	*

- **Email for appointment or telephone contact**

OFFICE HOURS for each faculty member are posted on the criminology website. . Some faculty may be continuing in HOME OFFICE mode and will not be physically present in their office. **Email individual faculty responsible for your internship section with any questions or for their own or different contact methods or procedures. Office hour information for each faculty member will also be posted on CANVAS.**

Questions about general requirements, questions, procedures, and assignments, should be emailed to Dr. Schweizer or they can be discussed at the end of each regular zoom meeting.

If there are questions or concerns that you have about this course that you and any of the above faculty are not able to resolve, please feel free to contact the Chair of the department (Dr. P. English) penGLISH@csufresno.edu 278-2329 to discuss the matter.

Dr. Schweizer is the department internship coordinator.

Office Hours: via email or ZOOM as arranged or posted on CANVAS. Individual consultation is possible after each required Zoom meetings in this course or as arranged via email. All spring meetings are zoom meetings at times/dates specific in this syllabus and on CANVAS. Any changes will be announced through CANVAS.

Course Prerequisites:

Open only to Criminology Department majors. FBS students will be accommodated on a space available basis. CRIM 1, CRIM 2, CRIM 20. Co-requisite: CRIM 112 or FBS 114 and completion of 90 units at the end of the Fall 2022 semester, or by permission from the instructor/internship coordinator due unusual and extenuating circumstances.

The mandatory student online "pre-internship" orientation and quiz, now has to be completed in each internship section after a student is registered for class. To receive a permission number for course registration, students email Dr. Schweizer their DPR in pdf format. After it is determined that a student meets all pre-requisites, the student is emailed a permission number.

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.

DURING THE CONTINUING CORONA CRISIS there may be fewer placements and could result in students having to choose the ALTERNATIVE ASSIGNMENTS instead. Students should complete the placement requirements early, to improve their chances of being placed by the criminology department.

When accessing the Assignments and Due dates, students should select SHOW BY TYPE to determine their individual requirements and due dates.

YOU CAN ONLY ATTEND A PLACEMENT MEETING AFTER YOU COMPLETE THE TUTORIAL/QUIZ AND UPLOAD A PLACEMENT REQUEST.

Grading:

Students with placements* are given a check mark for each correctly completed and uploaded document required for placed students. All documents must be submitted or completed for a CR grade. Students who cannot complete all required documents will be allowed to request an INC grade and finish the course requirements in Summer 2023.

Placed students must have submitted mid-term and final evaluation forms and a Learning Plan Agreement before the end of the semester to complete this course on time for May graduation

*Also applies to SELF PLACEMENTS

Students without placements completing the alternative assignments must complete them as required, before they are marked off on CANVAS.

All students can correct rejected documents and upload them again after they are corrected. Students who cannot complete the course requirements by the end of the semester and who have extenuating circumstances, may request an INCOMPLETE grade, which allows them more time to complete the internship course requirements. Such students **MUST** accept the INCOMPLETE contract online within two weeks of semester end. Students are not permitted, nor should they attempt to reenroll for internship in a subsequent semester after receiving an INC grade. Students who have completed an agency internship and are asked by the agency to come back in a subsequent semester for another 120 hours of service, should contact Dr. Schweizer.

WITH THE CURRENT CORONA RELATED RESTRICTIONS SUBJECT TO CHANGE, FACULTY OFFICE HOURS OR METHOD OF CONTACT MAY ALSO VARY. RELEVANT INFORMATION WILL BE POSTED AND UPDATED ON CANVAS. FACULTY CAN ALWAYS BE REACHED OVER EMAIL AND DURING ANY POSTED ZOOM BASED OFFICE HOURS. PHONE MESSAGES MAY STILL BE LEFT BUT THERE IS NO GUARANTEE THEY WILL BE HEARD. CONTACTS SHOULD PRIMARILY CONSIST OF EMAIL, ZOOM, or any other method suitable for the primary faculty supervisor assigned to your internship section.

Emailing requirements: All emails to internship faculty must list a specific and clear SUBJECT in the SUBJECT window of the email. **You must always indicate your section (180I-01, -02, -03, -04, -05, -06) with every email** and any email must be sent to your assigned faculty supervisor, **using your official Fresno State email address** or they will be deleted without being read. Generic wording is not acceptable. Any emails to your assigned instructor **must also be sent or CC'd to Dr. Schweizer**. If the email pertains to issues with your agency or placement, you must additionally email Rosalinda Acosta-Mabrey (racosta@csufresno.edu). Do not send emails to Dr. Schweizer without also sending a copy to your assigned instructor, if it is not Dr. Schweizer.

The placement request, self-placement form, the request to use current employment for internship hours or a waiver of hours in lieu of alternative assignments must be accessed and uploaded on CANVAS immediately after registering for internship.

Documents should not be emailed to internship faculty. Documents that are uploaded SIDEWAYS or UPSIDE DOWN will be rejected. Students should also use their regular email account and NOT CANVAS to send messages to faculty. **Student names in all documents must match the name listed on CANVAS.**

To the extent possible, students are encouraged to begin their search for a suitable agency early (with the exceptions listed below) and on their own. With the continuing COVID-19 crisis, some agencies may accept fewer or no students, but it is anticipated that most if not all agencies will require proof of vaccination against COVID-19.

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 interested students to suitable internship agencies to the extent possible.

As soon as a student is registered and has uploaded the required documents, the department will use the placement request to identify suitable agencies for placement depending on the student's criminology option and any special skills needed by an agency. Placements will be discussed and given out to students during scheduled placement meetings via zoom. Students who have not uploaded a placement request but desire to be placed by the criminology department, cannot attend the placement meetings and will not be placed, until the request is uploaded. Placements will be provided on a first come first served basis, and this process will begin as soon as students are registered for class and before the start of the spring semester.

After registering for internship, all students must immediately do the following, and preferable before the internship semester begins:

UPLOAD one of the four documents below depending on the student's situation:

1. Placement request*
2. Self-placement form
3. Waiver of hours in lieu of alternative assignments
4. Request to use current employment for internship hours

If a student is placed by the criminology department or desires possible placement involving a physical presence, proof of a negative TB test (last 6 months) must be uploaded. If the Tb test is positive, students must upload proof of an X-Ray exam and that it shows negative for Tb.

Due within the first four weeks of the semester:

Resume following the instructions posted on CANVAS and discussed during the first zoom meeting

***Completed Policy and Procedure Form** accessible through CANVAS

*not applicable to students approved for substituting their CJ related employment for some of the course requirements.

A zoom background picture for zoom meetings as described on CANVAS.

This photo should be suitable for job interviews or interviews with agency clients. It is a background photo and not a photo of the student and should reflect favorably on the student. It is easy to GOOGLE for zoom background photos

Students requesting placement will be contacted prior to the first internship meeting to review possible placements. This will be done via a zoom link sent to students. Students should make sure they are available during the specified day/time which will always be in the evening.

APPLICABLE ONLY TO STUDENTS WHO WAIVE THE INTERNSHIP HOURS OR CANNOT OTHERWISE BE PLACED

Use the Posted Form: Waiver of Internship Hours-Acknowledgement of alternative assignments for students who do not desire a placement due to concerns regarding COVID-19, and/or other relevant limitations.

The requests or waiver forms must be completed and uploaded on or before 8 February 2023, and preferably immediately after registering for internship.

There are no restrictions or background requirements for students selecting the alternative assignments. While the university has reopened for face-to-face instruction for vaccinated students and faculty, the waiver of actual internship hours can still be used in order to accommodate students during this time period of rapid changes and adjustments.

Students submitting a WAIVER form for internship hours should to complete this Waiver and upload it before the first class meeting or earlier, and they can start on their alternative assignments as soon as they are registered in the class.

ALTERNATIVE ASSIGNMENTS are described more in detail on CANVAS

If or after available placements are filled, any remaining students must complete alternative assignments consisting of research and readings online. Students completing the alternative assignments for reasons specified, do NOT have to complete the placement request that includes a background questionnaire. Alternative assignments consist of research and attendance at zoom meetings that are applicable to the criminology major in general and also their particular option. (CO,LE,VI)

STUDENTS NOT DESIRING PLACEMENT must submit this waiver form. Students must also maintain a LOG for non-placed students as described on CANVAS. All activities involving this course must be documented in the log. This includes zoom meetings, working on assignments, and related activities.

APPLICABLE ONLY TO STUDENTS WITH APPROVED PROFESSIONAL EXPERIENCE WAIVER

Students who are currently employed as sworn police or correctional officers in a civilian (non-military) organization, can request to document and use current work hours as internship hours. Other criminal justice related employment will be considered on a case-by-case basis. They do NOT complete a placement request unless their professional experience is not suitable for a waiver of internship hours. Such students must contact Dr. Schweizer for approval and further instructions and also complete/upload the CJ RELATED EMPLOYMENT AND INTERNSHIP HOURS SUBSTITUTION REQUEST.

Students who are retired after serving in such a capacity or who have three or more years of active service as a sworn police or correctional officer, may qualify for a waiver of actual internship hours or modified documentation requirements after consultation with the department internship coordinator. This does not apply if such students are in the Victimology Option. Students who are currently employed in other functions that would normally be acceptable for a regular internship, may be able to use and document 120+ of their current work hours as internship hours. This depends on the nature of their work responsibilities and only after prior consultation with the department internship coordinator. Such students must notify the department internship coordinator before the beginning of the semester or as soon as they become employed during the internship semester. Employment after the semester has already begun, does not excuse a student from submitting all documents required up to that point. Students must follow up on any internship placement and complete all regular internship requirements even if they anticipate being hired by an agency during the internship semester.

APPLICABLE ONLY TO STUDENTS WHO HAVE A PLACEMENT

MID TERM EVALUATION After 60 Internship Hours: Mid-Term Evaluation-submitted through the AdobeSign link posted in the assignments section on CANVAS in accordance with the posted instructions. The form is routed online to the agency supervisor and the email address entered by the student intern. Students must fill out the top portion of the evaluation form, to include the entire COURSE NUMBER, their Last Name, First Name, student ID#, and also indicate the semester and year of internship, the last name of the internship instructor, and the instructor's email address as shown in this syllabus.

Students initiating the mid term evaluation through AdobeSign must then confer with their agency supervisor within seven days to verify that the supervisor has received the form through AdobeSign. If it was not received, it may be result of student error when using AdobeSign and the student should also check with Dr. Schweizer.

It is critical that students indicate on the evaluation forms and the learning plan agreement, the name of the faculty member listed as their instructor on CANVAS.

After 90 or more Hours: Internship JOURNAL Four separate essays responding to the areas/questions listed for the journal. Must be uploaded through CANVAS in PDF.

After 120 Hours- Final Evaluation-downloaded from CANVAS. Must be completed after 120 hours and submitted or initiated in the same manner as the Mid-Term evaluation.

- If performing HOME OFFICE or all duties online, each well documented hour of online work equals three internship hours. Details are shown in the Log instructions.

INTERNSHIP LOG:

- **Due at the completion of 120 internship hours, if placed. Must be submitted as a PDF document as an actual attachment. LINKS to a Google document are not acceptable for any of the course documents students must complete.**

JOURNAL:

Consisting of four essays which related your course/internship experience or alternative assignments to your major and the coursework you have completed. Should be written and uploaded after completing 60+ hours!

The journal is ONE document and it is not a SEPARATE PAGE FOR EACH JOURNAL ESSAY. Examples have been shown during orientations and are also posted. Essays must be written under the required topic headings.

All documents must be uploaded via CANVAS in PDF unless otherwise specified. Google Docs are not acceptable.

Faculty will note any evaluations turned in by the agency in the assignments section of the Grade Center on CANVAS. Also, the completed Learning Agreement, Risk Waiver, Liability form and related documents as required. *Information in this syllabus is subject to change in the event of errors or other discrepancies. Changes will be posted and announced on CANVAS.*

Students who have been placed or accepted for an internship with an agency or organization, must complete the following forms online through the

STUDENT LEARNING PLAN AGREEMENT (SLA) PORTION IN THE ASSIGNMENTS SECTION ON CANVAS.

- **Learning Plan Agreement** - Completed by the student and signed by the student, internship site supervisor and the internship course faculty
- **Learning Site Risk Assessment** - Completed by the Learning Site Supervisor and reviewed by the University Internship Coordinator and the Fresno State EHS/Risk Manager. If one is on file already for the specific internship role at the internship site, this form will be removed from the process.
- **Release of Liability/Emergency Contact Form** - Completed and signed by the student.
- **COVID-19 Acknowledgement of Risk - Completed and signed by the student only if the internship will be completed in-person at the internship site.**
(Signatures are digital. Forms are not downloaded)

STEPS IN FORM/DOCUMENT SUBMISSION PROCESS FOR STUDENTS WITH PLACEMENTS

Step 1: Students with an actual placement initiate the required internship course forms listed above by visiting a link posted in the **ASSIGNMENTS SECTION ON CANVAS**

Students will enter their first and last name and their Fresno State email address and the first and last name and email address of their internship site supervisor. (that is the name of the supervisor at the agency) Then they will click the "Begin Signing" button. Specific fields will be highlighted in the forms for the student to complete during this step. They must also enter the name of their assigned instructor, which is the person listed as their instructor on CANVAS.

Once they have entered information into those required fields, they will click "Finish".

Step 2: The required forms will be automatically emailed to the Internship Site Supervisor. The Internship Site Supervisor will review and sign the Internship Learning Plan Agreement and complete the Learning Site Risk Assessment.

Step 3: The forms will be emailed to the University Internship Coordinator, who will enter the status of the Internship Site's Experiential Learning Agreement on the Learning Plan Agreement. The University Internship Coordinator reviews and comments on the Learning Site Risk Assessment.

Step 4: The Fresno State EHS/Risk Manager will be sent the forms and reviews the Learning Site Risk Assessment and approves or declines the site as an approved site for Experiential Learning Courses.

Step 5: The student receives the forms via email again with the subject line "**Required Forms - CRIM 180 Signature Needed**". The student will initial their acknowledgement of the Internship Site's Experiential Learning Agreement and sign both the Learning Plan Agreement and Release of Liability/Emergency Contact form. (All signatures are digital)

Step 6: The internship course faculty will receive the forms and will sign the Internship Learning Plan Agreement if approved.

Step 7: All parties will receive a completed copy of all documents.

STUDENTS MUST CHECK WITH THEIR AGENCY SUPERVISOR IF THE LEARNING PLAN AGREEMENT WAS RECEIVED, especially if the LPA is not checked off on CANVAS 3-5 days after it was submitted by the student.

If the internship requires an IN-PERSON presence, students must also submit/upload TB test results no older than 5 months at the assignment link shown on CANVAS.

Once any required documents are received by the internship faculty, it will be noted in the grades section of CANVAS. Students must begin the above process as soon as they have been accepted as an intern by an agency or organization.

PLACEMENT COORDINATOR:

Rosalinda Acosta racosta@csufresno.edu

If the current COVID-19 crisis continues to result in a lack of sufficient placements, alternative assignments are given that will approximate the experience of actual internship hours. Students are required to research, assess, and evaluate the activities and operations of any agency that pertains to their option.

It is critical that all students review the documentary requirements before the SPRING semester begins.

Students who want to be placed but cannot, due to limited availability or other relevant issues, MUST complete the Alternative Assignment instead. Such students will be notified of a lack of suitable placements by the first internship meeting in August.

PLACEMENT PROCESS:

ONLINE on or before the start of the SPRING 2023 semester and after registration. Students with any kind of background or other issues making placement difficult, should consider the alternative assignments. Agencies typically do not know how many interns they can accept until 1-2 months before the spring semester begins.

To the extent possible, students are encouraged to begin their search for a suitable agency early (with the exceptions listed below) and on their own, and to initiate the processing of forms indicated earlier. Students who have an approved self-placement and completed the required documents*, may begin their internship hours immediately after registration and before the spring semester begins.

(*self-placement form, completion of tutorial, policy & procedure form, submission of Learning Plan Agreement)

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 interested students to suitable internship agencies to the extent possible.

Students must upload or initiated the processing of all required documents on CANVAS and confer with their assigned faculty member and Dr. Schweizer immediately if they have an internship and problems arise with their agency. Students must turn in all materials shown and described on CANVAS. If a student is dismissed by the internship agency, fails to turn in all material by assigned dates, and/or signs 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. **All documents completed by students must be uploaded on CANVAS in pdf format.** Picture files (JPG, JPEG, PNG, etc. are not acceptable) are not acceptable **except** for the required BACKGROUND photo usable for Zoom meetings which must be in jpg, jpeg, or PNG format at be at least 128 Kb in size.

Students who were placed with an agency but are having difficulties being accepted or the background process is dragging out, must notify their assigned faculty supervisor **and** the department internship **and** placement coordinator/s immediately. Any difficulties obtaining an internship or problems with an internship agency **must be documented** via email immediately. Students placed by Rosalinda Acosta who have problems with or at their internship agency, must also notify Ms. Acosta. Students should not quit or cease their internship with an agency without first contacting Ms. Acosta and Dr. Schweizer.

THE PLACEMENT PROCESS

Regular placement request

The placement and internship coordinator/s will review all uploaded placement requests and determine possible placements. Placements requiring a physical presence will typically require a student to be completely vaccinated against COPVID-19. The acceptance of religious and medical waivers is the purview of the agency a student wants to be placed with. Students accept placements at their own risk. Faculty may, however, provide agency contact information as needed. This may change as the Corona situation evolves.

PLACEMENT MEETINGS:

Students who completed the tutorial posted in this class and uploaded the placement request and policy and procedure form, will be sent a zoom link to attend one of the scheduled placement meetings:

Saturday 19 Nov at 1500

Saturday 17 Dec at 1500

Add'l dates/times in January as needed and before the second internship meeting

Placement Requests for internship and Background Questionnaire:

If needed, the placement and internship coordinator/s will review the background questionnaire for placement suitability. If needed, a zoom meeting will be scheduled to discuss the student's background, personal preferences, and their ability to cope with an online internship.

COVID-19 Some agency placements are still limited for Spring 2023 but this can change without prior notice..

A few agencies have allowed students to perform internship activities in an online HOME OFFICE mode. Such placements, however, are very limited and may not continue in Spring 2023.

If an agency allows a field placement where students are physically present at the agency or interact with other persons face-to-face, such a placement is at the students' own risk.

This applies to all placements, including students who found their own agency.

HOME OFFICE placements do not require the submission of a **recent Tb Test result**. Physical and related limitations should only be indicated on the placement request and background questionnaire form if such limitations can impact a student's ability to work online. Other factors that are relevant to an agency's background requirements should still be listed on the questionnaire.

STUDENT LEARNING OBJECTIVES FOR ALL STUDENTS

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, or in the assessment of agency activities and information accessible online.

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 or an agency they hoped to intern at.
- Describe and analyze how discipline-related knowledge contributed to internship experience, including supportive and deficient skill areas.
- Alternative: Describe and analyze how your knowledge in the area of criminology helped you understand the functions and operations of one or more criminal justice agencies reflecting your option, and what you found that you were not aware of or which you felt unprepared for.
- Write and prepare written reports. This will be met through the journal essays and other written assignments, including discussions on CANVAS and essay exam questions.

METHODS OF ASSESSMENT:*

1. Agency evaluation of student internship performance
**Or evaluation of student research and writing assignments*
2. Student record of assigned tasks-
** or evaluation of the quality of documentation in the student internship log.*
3. Student analysis of the:
 - Assigned criminal justice agency
**Criminal Justice agency related to the student's option and accessed online*
 - Relationship between discipline, knowledge and the internship experience
**The experience involves the study and evaluation of operational processes within agencies related to the student's option, to include a critical assessment of an agency's response to COVID-19, policies involving public contact, responses to call for service, and related matters. *Applicable to alternative*

assignments.

Students must demonstrate the ability to apply knowledge received during their coursework to their field placement. (**or assessment and understanding of an agency selected by the student online*)

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.

** the assigned internship faculty will review the student's entire written work to evaluate the student's ability to point out operational aspects of their selected agency and using their coursework to reflect on or understand the agency's structure, operations, and any possible shortcomings.*

ZOOM MEETINGS- Three Meetings are required and additional meetings are dependent on student progress. Meetings are held as shown below, but are subject to change due to changing circumstances.

All Zoom meetings will be recorded and the audio later posted on CANVAS. Students are not authorized to either record them on their own, or to download and disseminate any part of the Zoom meeting. Links to the meetings will be emailed to all students and also posted on CANVAS. Attendance is noted on CANVAS. Students unable to attend must write a ten page double spaced summary of each missed meeting based on the meeting audio that is posted on CANVAS. The paper must be emailed to the assigned instructor within two weeks of the missed meeting. If the paper is accepted, an ATTENDANCE (check mark) will be shown for the missed meeting.

ZOOM MEETINGS

REQUIRED CLASS MEETINGS:

Wednesdays 1700-2000 on the following dates

25 January

8 February

22 February

25 January (Wed) first meeting -go over requirements, syllabus and resume format

Students missing this meeting must access and summarize the presentation from the zoom meeting that will be posted on CANVAS. The paper must be emailed to their faculty member, be at least five pages in length single spaced, and include headings for the various topics.

8 Feb (Wed) second meeting-check in on progress, guest speaker if available

Students missing this meeting must access and summarize the presentation from the zoom meeting that will be posted on CANVAS in five or more pages double spaced. The paper must be emailed to their faculty member, be at least five pages in length, single spaced, and include headings for the various topics.

22 Feb (Wed) third meeting; presentations by Ms. Acosta-Mabrey and Dr. Schweizer. Discussion of oral boards, homework, practice, clothing, interviews, and related topics. Also review of Descriptions, Applications, Background investigations, psychological and written testing, polygraphs or CVSAs. Guest speakers may also be used.

(Students with placements must have initiated the required documents through AdobeSign by this date.)

Students missing this meeting must access and summarize the presentation from the zoom meeting that will be posted on CANVAS. The paper must be emailed to their faculty member, be at least **ten pages** in length single spaced, and include headings for the various topics.

10 May (Wed) last meeting (as needed; optional depending on student progress)

All internship assignments or placement documents must be completed/ submitted by this date. Any delays must be discussed with Dr. Schweizer, R. Acosta, and the assigned internship faculty.

PLACEMENT AGENCY AND FACULTY SUPERVISOR RESPONSIBILITIES

The Agency Internship Supervisor is the person you report to or work under during an actual internship, in person or online.

The Agency 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* (the first name that shows up in your course registration and listed for your section in this syllabus) will:

- Meet (zoom, phone, or skype) with their students to discuss the progress of the assigned internship.
- Determine, based on the review of the Internship Documents, 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 an actual Internship:

- Students must upload or initiate the processing of all internship paperwork as indicated on CANVAS.
- 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 in a mode and 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 assignments, 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/emailed to the Agency Field Supervisor, and that these forms are sent to the Faculty supervisor or the criminology department internship in a timely manner.
- These forms may be made available through AdobeSign, in which case they must be submitted through AdobeSign and not via email, fax, or hard copy,

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 (Do not share agency information with anyone outside of the agency, and within the agency as directed)
 - 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.

COVID-19 While lockdowns and reduction of services continue due to the virus, any field internship requiring a physical presence is at the student's

own risk. Any changes will be posted on CANVAS and on the criminology department website.

UNIVERSITY POLICIES:

Intellectual Property provision -

As part of your participation in virtual/online instruction, please remember that the same student conduct rules that are used for in-person classrooms instruction also apply for virtual/online classrooms. Students are prohibited from any unauthorized recording, dissemination, or publication of any academic presentation, including any online classroom instruction, for any commercial purpose. In addition, students may not record or use virtual/online instruction in any manner that would violate copyright law. Students are to use all online/virtual instruction exclusively for the educational purpose of the online class in which the instruction is being provided. Students may not re-record any online recordings or post any online recordings on any other format (e.g., electronic, video, social media, audio recording, web page, internet, hard paper copy, etc.) for any purpose without the explicit written permission of the faculty member providing the instruction. Exceptions for disability-related accommodations will be addressed by Services for Students with Disabilities (SSD) working in conjunction with the student and faculty member.

Students should familiarize themselves with University policies on cheating, grading, plagiarism, privacy of student records, Students with Disabilities, disruptive behavior, drug-free workplace, and non-discrimination. The policies are available at the Criminology Department Office, they can be found in the Spring 2023 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 and other requirements are **subject to change** in the event of extenuating circumstances. The syllabus is also online at the Department website. If you are absent from a scheduled meeting or cannot be available for a scheduled ZOOM meeting, you must notify your faculty internship supervisor and Dr. Schweizer. It is also your responsibility to check on announcements made on CANVAS on at least bi-weekly. Important announcements are posted on CANVAS 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.

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

Electronic documents must be submitted directly via CANVAS.

Required documents and due dates (Documents submitted via CANVAS must be completed on your computer and uploaded as pdf). Google Docs are not acceptable. You must upload the document and not simply a link to a document. Do not upload any of your documents sideways, upside down, or as a picture file, except for the ZOOM Background picture which must be in a picture file format..

Approval is contingent on approval by department internship coordinator. Students must email Dr. Schweizer for approval.

NOTE:

- WHEN UPLOADING ANY DOCUMENT, NAME IT with your LAST NAME FIRST NAME, SEMESTER OF INTERNSHIP and Type of Document (i.e. resume, policy and procedure form, etc.) Do not simply upload a link to Google Docs. The actual document and not just a link must be uploaded.
- DO NOT PRINT OUT, FILL IN BY HAND AND THEN SCAN/UPLOAD A DOCUMENT. USE THE COMPUTER TO TYPE IN THE REQUIRED INFORMATION.

EMAILING:

- Any emails should be sent to **all faculty** shown for your internship section in your student portal.
- Do NOT use CANVAS to send messages or comments to faculty. Email using your student email address
- Always indicate your full name as shown on CANVAS, internship section number, and reason for email in the subject window of your emails. Do not use additional names not noted on CANVAS.
- Any emails about problems with your placement or agency must immediately be sent to Rosalinda Acosta, Dr. Schweizer and, in addition, to the assigned instructor if different.
- When writing down the name of your faculty member, always spell it correctly.

