

Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the

Course Title – Internship I
Course Prefix and Number – CJSA 2288
Department – Criminal Justice

Division – Social and Behavioral Sciences

Course Type: (check one)

- Academic General Education Course (from ACGM – but not in WCJC Core)
 Academic WCJC Core Course
 WECM course (This course is a Special Topics or Unique Needs Course: Y or N)

Semester Credit Hours # : Lecture hours# : Lab/other hours # 2:1:6

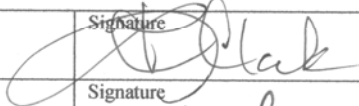



Equated Pay hours for course - 2

List Lab/ Other Hours
Lab Hours
Clinical Hours
Practicum Hours
Other (list) 80

Course Catalog Description - CJSA 2288 Internship I Provides the preservice law-enforcement student with on-site experience at various levels such as federal, state and local agencies. Provides field observation and actual work experience in a law-enforcement agency. This is a required course for all students seeking an Associate of Applied Science degree in Criminal Justice. In-service students currently employed as full-time commissioned peace officers can satisfy degree requirements for the internship courses under the provisions related to work-life experience. Prerequisites: completion of nine hours in academic criminal justice courses and instructor approval. [Offered Summer I semester.] Type: Tech

Prerequisites/Corequisites - Prerequisites: completion of nine hours in academic criminal justice courses and instructor approval.

Approvals – the contents of this document have been reviewed and are found to be accurate.

Prepared by Linda Foreman Clark	Signature 	Date 9-17-07
Department Head G.G. Hunt	Signature 	Date 9-17-07
Division Chair	Signature 	Date 9-17-07
Vice President	Signature 	Date 10-5-07



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non lecture instruction):

20 hours per week on the job plus 2 hours assignments and communication with instructor

- A. On-site experience at various levels of enforcement from federal, state and local agencies.
- B. Field experiencecomparison in relation to formal studies in other criminal justice classes.
- C. Observations and actual work experience to compare ideals learned in the classroom with the reality of on the job law enforcement work.
- D. Work in patrol, corrections, courts, communications, police administration

II. Course Learning Outcomes

Course Learning Outcome	Method of Assessment
<p>At the completion of the identified sections the student will be able to:</p> <p>Section I. Law Enforcement Critically evaluate the purpose and types of police patrol, patrol activity and special problems and the seven steps of the officer-traffic violator contact, demonstrate the correct use of the telephone, teletype and police radio, describe the methodology used in jail procedure and care and supervision of prisoners, delineate the proper techniques of arresting and searching prisoners as well as proper recordkeeping and booking procedures</p> <p>Section II. Probation and Parole Work Describe how the system of probation and parole works, specify how to verify parole requirements and contract agreements and how to prepare a presentence investigation report, explain the imposition and requirements of probation including the granting of probation, supervision of probationers and the use of probation.</p> <p>Section III. The Court System Assess how guilty pleas are processed through our system, as well as how the decision to grant probation is made, evaluate how decisions for sentencing are made.</p>	<p>Final exam, supervisor evaluation, weekly assignments</p> <p>Final exam, supervisor evaluation, weekly assignments</p> <p>Final exam, supervisor evaluation, weekly assignments</p>

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.

No formal text. Students utilize the Texas Penal Code, Texas Code of Criminal Procedure and various departmental/agency manuals and directives.

Supplies: Students will need access to a computer and printer for preparation of various assignments. Students will be required to obtain whatever items he/she needs for her work with the agency as directed by the agency

IV. Suggested Course Maximum - 20

V. List any specific spatial or physical requirements beyond a typical classroom required to teach the course.

VI. Course Requirements/Grading System – Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course

Final examination to represent 20% of final grade
Employer/Agency Evaluation and completion of internship hours - 60% of final grade
Weekly Assignments and lecture meetings with instructor - 20% of final grade
A 90-100
B 80-89
C 70-79
F 0-69

1. Every Week – Weeks 1 through 5 both semesters
Daily logs due on Monday of each week for previous week. Students may use form provided by agency or Daily Log form attached (make 10 copies). Weekly totals must be provided.
2. End of Week 2
 - a. Official Job Descriptions for Job(s) student is performing.
 - b. Organization Chart for AgencyTypewritten, job description(s) on page 1, organizational chart on page 2.
3. End of Week 3
Job Evaluation – One page typewritten discussion of good and bad things about the job.
4. End of Week 4
One page typewritten discussion of specific changes student would make to the job and/or procedures.
5. Date scheduled for finals – Review Examination/Evaluation and
Summer I Completed Job Application Form
Summer II Resume (Resume needs to be typewritten and application must be very neat!!)

VII. Curriculum Checklist

- **Academic General Education Course** (from ACGM – but not in WCJC Core)
No additional documentation needed
- **Academic WCJC Core Course**
Attach the Core Curriculum Checklist, including the following:
 - Basic Intellectual Competencies
 - Perspectives
 - Exemplary Educational Objectives
- **WECM Courses**
Attach the following:
 - Program SCANS Matrix
 - Course SCANS Competencies Checklist



Course Prefix & Number: CJSA 2288	
SCANS COMPETENCIES FOR THIS COURSE	
Competency	Method of Assessment
1 READING: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	Weekly written assignments, supervisor assessment/evaluation
2 WRITING: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	Weekly written assignments, final exam
3 ARITHMETIC OR MATHEMATICS: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.	Timekeeping, sentencing calculation
4 SPEAKING AND LISTENING: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.	Supervisor evaluation of interaction with coworkers and others and ability to follow directions
5 THINKING SKILLS: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	Final examination, supervisor evaluation of problem solving abilities
6 PERSON QUALITIES: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.	Weekly timesheets, supervisor evaluation
7 WORKPLACE COMPETENCIES: resources; interpersonal skills; information; systems; and technology	supervisor evaluation
8 BASIC USE OF COMPUTERS	Weekly assignments