



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 faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title – Internship I

Course Prefix and Number – CJSA 2288

Department – Criminal Justice

Division – Social and Behavioral Science

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

Course Catalog Description - Provides the pre-service law enforcement student with on-site experience at various levels such as federal, state, and local agencies. It also provides field observation and actual work experience in a law-enforcement agency. This is a required course for all students seeking an Associate in 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.

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

Prerequisites/Co requisites - Completion of nine hours in academic criminal justice courses and instructor approval. [Offered Summer I semester.]

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

Prepared by G.G. Hunt	Signature <i>gghunt</i>	Date 9-8-10
Department Head G.G. Hunt	Signature <i>gghunt</i>	Date 9-8-10
Division Chair G.G. Hunt	Signature <i>gghunt</i>	Date 9-8-10
Vice President of Instruction or Dean of Vocational Instruction	Signature <i>JyPot</i>	Date <i>11-10-10</i>



I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and 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 experience comparison 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, and 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 Agency

Typewritten, 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**
If needed, revise the Program SCANS Matrix & Competencies Checklist.