



INTERNSHIP IN CRIMINAL JUSTICE: CJ 47:202:413

Fall 2012

Dr. Elizabeth Griffiths

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Office Hours: *By appointment*

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COURSE OVERVIEW

The purpose of this internship is to provide Criminal Justice majors with an opportunity to:

- (a) apply academic knowledge and skills in a practical setting and
- (b) obtain additional knowledge and skills in preparation for professional work or graduate school.

The internship consists of **supervised work in a criminal justice agency or related organization**. Students are responsible for locating and securing their own internship (please email me for a list of past sites if you are having trouble locating an appropriate internship). Students should develop a work schedule with their supervisor as soon as possible and **provide me with a copy of that schedule**. Before the end of Add/Drop, please have **your supervisor send me a brief email confirming that you have been accepted as an intern**. The email should describe broadly the nature of your work and specify the number of hours/weeks you are expected to work during the semester.

Your internship must be unpaid. Subject to agency requirements, you should arrange to work a total of **150 hours** between September 4, 2012, and December 12, 2012.

CJ 47:202:413 is a **3 credit writing-intensive course** that can be used to satisfy a major elective. Students may *not* enroll in this course for fewer than 3 credit hours during any given semester. Students may repeat CJ 47:202:413 a second time, although they are restricted to a maximum of 6 credit hours in the internship course during their entire undergraduate degree. Only 3 credit hours will count as an elective toward the Criminal Justice major and CJ 47:202:413 can satisfy only one writing intensive course requirement. If a student elects to take CJ 47:202:413 for an additional 3 credit hours in a second semester, those credit hours will count only toward the 124 total credit hours required for the degree and not as a CJ elective, as a general education requirement, nor as a writing intensive requirement.

REQUIRED TEXT

Emerson, Robert M., Rachel I. Fretz and Linda L. Shaw. 1995. *Writing Ethnographic Fieldnotes*. Chicago: University of Chicago Press.

SUMMARY OF COURSE REQUIREMENTS

Submission of fieldnotes and 4 monthly face-to-face meetings:	10%
First paper (incl. presentation at seminar 1):	15%
Research paper (incl. presentation at seminar 2):	35%
Supervisor's evaluation:	40%

COURSE ENROLLMENT PROCEDURES

Students may not enroll in the internship program during pre-registration. To receive a permission number to enroll DURING ADD/DROP, please email me (elizabeth.griffiths@rutgers.edu) the following information:

- The name and address of your internship site
- The name and email of your supervisor
- The schedule for your internship hours, and
- A brief email or letter sent directly to me **from your supervisor** confirming your internship responsibilities and hours/weeks

Use the 'Application for Enrollment' form for the first three items above. Return this form to me by *September 9, 2012*, at the latest. For item #4 above, simply arrange to have your supervisor send me a confirming email by *September 9, 2012* (or sooner). Preference will be given to Criminal Justice majors (especially seniors) in a maximum of 10 internship positions each semester. Because enrollment takes place during Add/Drop, you are **not guaranteed a position in the course until I provide you with a permission number for enrollment at the beginning of the semester. Please plan your schedule to accommodate the possibility that you will not be provided permission to enroll in CJ 47:202:413.**

COURSE REQUIREMENTS

1) READING & FIELDNOTES: During the first month of the semester, you should consult the assigned book *Writing Ethnographic Fieldnotes* (Emerson, Fretz, and Shaw, 1995), particularly the first five chapters. This book is available in the University Bookstore. It will help you to think about your internship through the lens of a social scientist, as well as show you how to record empirical observations made on the job and incorporate these observations into your research papers. You must **submit your field notes once a month** (these will not be graded), following the guidelines presented in the book. This exercise will enrich your internship experience and help you when it comes time to start crafting your research papers.

Submission of your **fieldnotes** at the end of **September, October, and November**, as well as the completion of **four monthly face-to-face meetings** with me will comprise **10%** of your course grade.

2) MANDATORY ATTENDANCE AT TWO SEMINAR MEETINGS: We will meet as a group once in the middle of the semester and once at the end. Attendance at these two meetings is **mandatory**, so please plan your schedule accordingly. At both seminar meetings, each participant in the internship program will offer a **brief paper presentation** (see #4 below). I have scheduled these seminars for the following dates.

- **First Seminar Meeting:** We will meet on **Thursday October 18, 2012**, from **6:00 to 8:00 pm**. I will announce our meeting room later in the semester.
- **Second Seminar Meeting:** We will meet on **Thursday December 6, 2012**, from **6:00 to 8:00 pm**. Once again, I will announce our meeting room later in the semester.

3) COMPLETION OF TWO MAJOR WRITING ASSIGNMENTS & AN OUTLINE: First-time participants in the internship program will complete two major writing assignments (in addition to your field notes) during the semester. **If you are repeating the program for a second time, please contact me for details on the writing assignments and other components of your grade.**

For first-time internship students: The first paper is worth **15% of your final grade** and the second paper is worth **35% of your final grade**.

Page Limits: The first paper is to be approximately 10 pages in length. The second paper should be approximately 20-25 pages long.

Due Dates: The first paper is due at the beginning of our **first seminar meeting**, which is scheduled for **Thursday October 18 at 6:00 pm**. Please bring a **hard copy** of your paper to the meeting.

The second paper has **two due dates**. An initial **outline** of the paper is due on **Friday November 2, 2012, by 4:00 pm**. Please submit an **emailed version** of your outline to me at elizabeth.griffiths@rutgers.edu. The **final paper** is due at the beginning of our second seminar meeting, which scheduled for **Thursday December 6 at 6:00 pm**. Please submit a **hard copy** of your paper at the seminar.

****Note that I will not be able to accept late papers****

Format: For both papers, please follow the standard rules about documentation, citation, and formatting. If you are uncertain about how to properly cite, please contact me for guidance. Spelling, punctuation, and clarity of writing are important and will comprise part of your grade on these written assignments.

Content of the First Research Paper

The first paper should contain the following information:

- o A brief history and overview of your organization (~2 pages)
- o A systematic discussion of the services the organization provides. Include, if appropriate, the organization's "mission" or purpose, the number and types of clients served, and any data on the success or effectiveness of the organization or the specific program/aspect in which you are involved. Also, discuss any problems the organization may be facing and its goals for the future (~2 pages)
- o A systematic discussion of how the organization is structured. Include such things as the number of employees and volunteers (including interns like yourself) and the types of activities in which employees are engaged. Feel free to include an organizational chart, as appropriate

Depending on the organizational structure and your research interest (see second paper content), you may also wish to comment on the distribution of types of employees at specific levels within the organization's hierarchy (by gender, race, etc.)

Also, discuss the relationships between your organization and other relevant organizations in the field or in the local community. For example, if you work for the county prosecutor's office, you may want to discuss relationships with other law enforcement agencies, the court system, and social service agencies (~2 pages)

- o A detailed discussion of the work you do for the organization (~1 page)
- o A discussion of your qualification for this work (experience, academic courses, etc.) and a discussion of the skills and knowledge you will develop in the course of your internship (~1 page)
- o A description of the issues related to the organization that you find most interesting. This aspect of your paper serves as the foundation for the research question you will pursue for your final paper. **Choose your question(s) well!** The topic must be **related to criminological or criminal justice scholarly inquiry**. **This is an important section of your first paper – BE SPECIFIC!** (~2 pages)
- o Please contact me if you are unsure about how to fulfill this or any other requirement

Content of the Final Research Paper

- o Consult your **site supervisor** and ask if he or she would like you to write a paper on a particular topic of interest to your organization. You may be asked to write a funding proposal, do an evaluation study, review a specific set of literature, etc.
- o If your supervisor has no preference, you may write the research paper on any topic related to existing research in criminology and criminal justice, subject to **my approval**.

Naturally, the ideal research project is somehow related to your substantive/professional areas of interest. Consult and cite previous research related to your topic and describe how your paper logically builds upon these earlier studies. Your own observations as a participant-observer in the social setting of the organization, and other data obtained from the organization or other sources, will provide the empirical basis for the paper. Make sure you obtain your supervisor's approval to collect data or copy already available information about the organization before doing so.

- o I will be happy to advise you on basic research strategies and on the use of electronic as well as archival databases. It is your responsibility to ask for help when you encounter obstacles. Please contact me if you are unsure about how to fulfill this or any other requirement.

4) PRESENTATION OF TWO RESEARCH PAPERS: At both of our seminar meetings, each student will give a **10-minute presentation of her/his paper**. The first seminar meeting involves presentations of the first paper, while the second meeting involves presentations of the final research paper. Please do not read your paper, but instead prepare a **synopsis** of the paper. It is important that you stay within the 10-minute limit because: (a) being able to provide a brief and informative summary is a crucial professional skill; (b) you do not want to bore the audience or be responsible for your peers having to stay longer than necessary; and (c) you will benefit from having time to ask questions and discuss your internship experiences and motivations with others in the group.

5) INDIVIDUAL APPOINTMENTS: Each student should meet with me on a regular basis. **Please make an appointment at least ONCE a month** (or more often if you feel the need). It is up to you to contact me to set up these appointments. Talking about the purpose of your internship and possible research directions will benefit you, especially at the beginning of the semester. **Failure to meet regularly will negatively affect your final grade.**

These appointments will help me see how things are going for you in your internship, and they will help you define your research question and initiate the appropriate literature searches. These appointments will also help you write your papers and prepare for seminar presentations. Please email me (elizabeth.griffiths@rutgers.edu) to set up these appointments.

6) SUPERVISOR EVALUATION: In late November, I will contact your supervisor in writing and ask for a written evaluation of your work as an intern. **Please inform your supervisor early on that she or he will be asked to grade you and (if your supervisor wishes to do so) provide a more detailed account concerning your performance.** This evaluation will comprise **40% of your final grade**. Supervisors at the internship site are free to use any criteria they wish in evaluating your performance, just as an employer would in a regular performance evaluation.

I reserve the right to modify the syllabus, including assignment due dates. Fair warning will be given.



APPLICATION FOR ENROLLMENT IN CJ 47:202:413

INTERNSHIP IN CRIMINAL JUSTICE

Name of student: _____ ID: _____

Semester (fall or spring): _____ Year: _____

Have you taken CJ 47:202:413 before? (Circle one) Yes No

If yes, indicate semester and year: _____

Brief Description of Course Requirements

In addition to working 150 hours at your internship site, you must complete the following for full course credit:

1. Monthly meetings with the Internship Director (it is your responsibility to set up these meetings)
2. Completion of required reading and submission of field notes at the end of every month
3. Mandatory attendance at two class meetings (the dates of these meetings are non-negotiable)
4. Preparation and presentation of a 10 page mid-term paper on your organization during the first group meeting
5. Outline, preparation, and presentation of a 20-25 page research paper during the second group meeting

Brief description of internship hours/week and duties: _____

Site of internship/agency: _____

Address of internship site: _____

Name of supervisor: _____ Supervisor phone: _____

Supervisor email: _____

Internship Director's Signature
(Dr. Elizabeth Griffiths)