



Rutgers

SCHOOL OF CRIMINAL JUSTICE

UNDERGRADUATE PROGRAM HANDBOOK

FALL 2008-2011

Welcome to the criminal justice major and to the Rutgers University School of Criminal Justice! If you've not heard already, you should know that the Rutgers School of Criminal Justice PhD Program has been ranked fourth in the nation by *U.S. News and World Report*. You are about to join a distinguished program whose faculty are known throughout the world.

The criminal justice major offers students a focused interdisciplinary exposure to all aspects of crime and criminal justice. Courses in the program deal with crime and other forms of deviance and the responses to these problems by police, courts, corrections and other organizations; contemporary criminal justice issues; and ethical concerns and research. Students majoring in criminal justice receive excellent preparation for further study in graduate or professional schools as well as for careers in criminal justice.

Please take the time to read the handbook carefully. You will find the answers to many questions about the criminal justice major. For other questions, do not hesitate to contact any of us.

Be sure to check the school's web site at <http://www.rutgers-newark.rutgers.edu/rscj/>.

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RUTGERS NEWARK CRIMINAL JUSTICE MAJOR REQUIREMENTS NEW PROGRAM BEGINNING FALL 2008

You must earn a C or better in all courses for the criminal justice major.

(32 Units total Requirement – 9 credits of required courses, plus 8 credits of Research Methods and Statistics, and 15 credits of electives)

▲ **REQUIRED COURSES: (Three 3-unit courses.** It is recommended that CJ majors complete 101, 102, and 103 before taking other CJ courses.)

202:101 Crime and Crime Analysis (New Course)

202:102 Criminology (Formerly 303)

202:103 Introduction to Criminal Justice (Formerly 201)

▲ **RESEARCH METHODS AND STATISTICS: (Two 4-credit courses,** taken in order, Fall to Spring)

202:301 Criminal Justice Research Methods

202:302 Data Analysis in Criminal Justice (Prerequisites: 301 and the basic undergraduate math requirement)

▲ **ELECTIVE COURSES (At least four of these 3-unit courses)**

(Students enrolled after the Fall 2000 are required to complete two writing intensive courses one of which needs to be within the School of Criminal Justice (Q).

202:202 Gender, Crime, and Justice

202:203 Police and Society

202:204 Corrections

202:220 Reducing Local Crime

202:310 Case Processing, the Law and the Courts

202:311 Constitutional Issues in Criminal Justice

202:312 Comparative CJ Systems

202:321 Environmental Criminology

202:322 Business and Crime

202:323 Cybercrime

202:324 Violent Crime

202:331 Delinquency and Juvenile Justice

202:332 Juvenile Gangs and Co-Offending

202:333 Race and Crime

202:334 Organized Crime

At least **one** writing intensive course

202:341Q Community Corrections

202:342Q Contemporary Policing

202:343Q White-collar Crime

202:344Q Crime in Different Cultures

202:345Q Criminal Justice: Ethical and Philosophical Foundations

▲ **Transition students:** CJ 101 is first offered in Fall, 2008. Students who began the program prior to than, may substitute CJ 203, 204, or 304 and still meet degree requirements. Courses taken under prior numbers will still be credited.

Students must take **each** of the required courses. If you have taken a similar course at another college, you must have the permission of the Undergraduate academic advisor to substitute that course for a required course. Students requesting such a substitution should contact one of the undergraduate academic advisors at the School of Criminal Justice.

Electives from other departments that are related to a student's interests may be used toward fulfillment of the major with permission of the Undergraduate Academic Advisor. Students requesting such a substitution should contact on of the undergraduate academic advisors at the School of Criminal Justice.

Please note that Police or Corrections academy training cannot be used for academic credit toward your degree.

Undergraduate Curriculum Sheet 2008-2011

Total Degree Credits Needed = 124

| Required Courses | Credits |
|--|------------|
| 202:101 Crime and Crime Analysis | 3 |
| 202:102 Criminology | 3 |
| 202:103 Introduction to Criminal Justice | 3 |
| 202:301 Criminal Justice Research Methods | 4 |
| 202:302 Data Analysis in Criminal Justice | 4 |
| Electives | |
| At least four Criminal Justice Elective Courses and one writing intensive criminal justice course. | 15 |
| College of Arts and Sciences Requirements | 92 |
| TOTAL | 124 |

Criminal Justice Academic Policies and Procedures

1. Introduction

The School of Criminal Justice follows general academic policies and procedures established by the Newark College of Arts and Sciences (NCAS) and by University College-Newark (UC – N) Students who major in criminal Justice will be part of a joint degree program that has been established between the NCAS/UC and the School of Criminal Justice. This handbook summarizes academic policies and procedures for criminal justice majors. Policies are described in detail in the Newark Undergraduate Catalog. You will find the answers to many of your questions about the criminal justice major in this handbook. If not, please visit the Office of Academic and Student Services in the School of Criminal Justice.

All academic advisors at Rutgers-Newark are here to help students make the most of their educational experience. While you will find that advisors are invaluable sources of assistance, note that it is ultimately your responsibility to fulfill all requirements for your undergraduate degree. We can help students understand those requirements and plan courses to meet them. All students must recognize their responsibility for completing all coursework and other requirements.

2. General guidelines for meeting the major requirements

A. Declaration of or change of major. Students who wish to declare their major as Criminal Justice, or change to Criminal Justice from another major, should consult first with the Undergraduate Academic Advisor or Executive Associate Dean concerning current requirements for the major, necessary prerequisites, and the acceptability of any transfer credits. Once the student has decided to pursue the Criminal Justice major, it is his or her responsibility to file a "Declaration of or Change of Major/Minor" form. These forms are available from the School of Criminal Justice Office of Academic and Student Services and must be returned when completed to one of the academic advisors.

Initially all students will be admitted in the Newark College of Arts and Sciences or University College. To declare Criminal Justice as a major, a student must complete a total of 15 undergraduate credits including 21&62:202:101 Crime and Crime Analysis, Introduction to Criminal Justice (21 & 62:202:103), Criminology (21 & 62:202:102), Math Proficiency, English Composition and have an overall GPA of 2.0. Students wishing to declare Criminal Justice as a major will need to meet with an academic advisor to ensure they meet the requirements before declaring Criminal Justice as a major.

B. MINOR REQUIREMENTS

(18 Units total Requirement)

▲ **REQUIRED COURSES:** (At least **five** of these 3-unit courses. It is recommended that CJ minors complete 101, 102, and 103 before taking other CJ courses.)

202:101 Crime and Crime Analysis

202:102 Criminology

202:103 Introduction to Criminal Justice

202:202 Gender, Crime, and Justice

202:203 Police and Society

202:204 Corrections

202:220 Reducing Local Crime

202:310 Case Processing, the Law and the Courts

202:311 Constitutional Issues in Criminal Justice

202:312 Comparative CJ Systems

202:321 Environmental Criminology

202:322 Business and Crime

202:323 Cybercrime

202:324 Violent Crime

202:331 Delinquency and Juvenile Justice

202:332 Juvenile Gangs and Co-Offending

202:333 Race and Crime

202:334 Organized Crime

At least **one** of the following writing intensive courses

202:341Q Community Corrections

202:342Q Contemporary Policing

202:343Q White-collar Crime

202:344Q Crime in Different Cultures

202:345Q Criminal Justice: Ethical and Philosophical Foundations

C. Double majors. Students often wish to complete a double major and are unsure how this affects course selection. There are three minimal elements required to graduate from Rutgers NCAS/UC-N and The School of Criminal Justice with a Baccalaureate degree: 1) satisfactory completion of all General Education requirements; 2) completion of at least 124 credits with a grade point average no lower than 2.00; and 3) satisfactory completion of the requirements of a particular major. In some double majors, there is an overlap of required courses. Generally, successful completion of the course(s) will fulfill the major requirement for both majors, but students will not receive credit for having taken the course twice.

For example, a student wishes to double major in Criminal Justice and Sociology. Criminal Justice Research Methods and Data Analysis in Criminal Justice fulfills the research methods and statistics requirement for both Criminal Justice and Sociology.

The course itself is eight credits. Even if the two departments accept the course as a fulfillment of major requirements and count the course toward the total number of credits required for the major, the courses are only counted as eight credits, not sixteen credits. The student is responsible for ensuring that he or she has earned 124 credits in order to graduate.

Any student planning a double major should consult with an NCAS or UC –N counselor, as well as an academic advisor in each of the two departments.

D. Electives. In most cases students will select criminal justice courses to meet elective course requirements for the major. When this is not possible, students may substitute selected courses from other departments, subject to the approval of the Executive Associate Dean or the Undergraduate Academic Advisor. Generally, non-criminal justice courses should be related to a student's interests, and they should be relevant to criminal justice. In most cases, substitutions for criminal justice electives should be taken from the following departments: Sociology/Anthropology, Political Science, Public Administration, or Psychology.

E. Transfer credits. Students completing coursework at an accredited university, or 2-year or 4-year college may request to transfer up to 19 credit hours toward the criminal justice major. It is unusual to obtain transfer credit for the maximum number of credits (19). Most students transfer fewer credit hours toward the major. Half of the credits required to complete the criminal justice major must be taken at Rutgers University.

Note that transfer credits will be granted only for course credits earned at an accredited institution. This excludes transfer credits for study completed at law enforcement and corrections training academies, and similar vocational training institutions. Also note that even if credit for training academy courses has been granted by another college or university, it cannot be transferred to Rutgers University.

F. Credit for required criminal justice courses. Students sometimes assume that they need not take a required course if they have completed a similar course at another college or university. It is often possible to obtain transfer credit for required courses, but this must be approved by the Executive Associate Dean or the Undergraduate Academic Advisor. Requests for transfer credit for required courses must be accompanied by documentation of course content, such as a course syllabus or detailed course description.

G. Credit for elective criminal justice courses. Criminal justice courses completed at other colleges or universities may also be accepted as substitutes for electives in the criminal justice major. Again, approval must be obtained from the Executive Associate Dean or the Undergraduate Academic Advisor.

H. Temporary grades and incomplete grades. The University sets strict rules on the amount of time students are given to complete work or exams in courses that resulted in a *T*, *Inc*, or *X* grade. It is the responsibility of the student to contact the instructor for

an interpretation of a temporary grade and to establish a timetable for the completion of the work. Consult the Undergraduate Catalog for a complete explanation of policies and procedures.

I. Academic Integrity. The following is excerpted from the Rutgers-Newark policy on academic integrity:

" Academic integrity is essential to the success of the educational enterprise and breaches of academic integrity constitute serious offenses against the academic community. Every member of that community bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Only through a genuine partnership among students, faculty, staff, and administrators will the University be able to maintain the necessary commitment to academic integrity".

Faculty and students in the School of Criminal Justice endorse university policies on academic integrity. All students must understand their rights and obligations as members of the university community. These, together with further details on academic integrity, are described in the Rutgers Student Handbook.

3. Internships

A. General. In cooperation with the Rutgers-Newark Career Development Center, the School of Criminal Justice offers academic credit for approved internships. Internships offer undergraduate students the opportunity to gain pre-professional experience in criminal justice. Credit for approved internships will be granted through the course numbered 202:413.

B. Academic credit. In general, three hours academic credit may be earned for each 150 hours of internship experience, with a maximum of six hours total internship credit. Academic credit is awarded as "pass" or "no pass." Consequently, credit for internships cannot be used to satisfy major or general education requirements. Internship credit will count only toward meeting the 124 total credit hours required to earn a baccalaureate degree.

C. Eligibility. Juniors or seniors (64+ credit hours) with a minimum grade point average of 3.0 are eligible to apply for criminal justice academic internship credit.

D. Application procedures. Prospective student interns and internship sponsors complete an internship contract.

Part of the contract is completed by supervisors, describing: (1) the nature and extent of internship responsibilities; (2) dates and hours during which work is to be performed; (3) what specific results are expected of the intern; (4) professional and other skills the intern is expected to develop; (5) what professional contacts will be available to the intern; and (6) what resources the intern will be able to use.

Another portion of the contract is completed by the student, describing: (1) what the intern expects to learn from the experience; (2) how this experience will relate to academic study in criminal justice; (3) how the internship will relate to career plans; (4) resources the intern expects to use in completing internship and academic responsibilities; and (5) specific written reports (term paper, case study, journal, or similar) the intern will produce.

Completed contracts must be signed by both the student and internship supervisor and submitted to the School of Criminal Justice Internship Coordinator or Executive Associate Dean who must approve the contract before the student will be permitted to register for the criminal justice course numbered 202:413 for credit.

Completed contracts must be submitted for the School of Criminal Justice Internship Coordinator or Executive Associate Dean's approval no later than Friday ***of the first week of classes for the Fall and Spring semesters***. Applications for Summer term internships must be submitted before classes begin for the term in which the student will enroll for internship credit.

E. Work plan. Within two weeks after beginning an internship, students must submit a work plan to the School of Criminal Justice Internship Coordinator or Executive Associate Dean. The plan should describe specific tasks the intern will be performing throughout the semester. The work plan must be approved before academic credit can be awarded.

F. Internship assessment. The quality of internships--both the degree of professional experience gained by students, and the quality of work they perform--will be assessed at the mid-point and end of each semester. Interns will complete rating forms that document their experience (Midterm and Final Internship Rating). Internship supervisors will complete forms that rate intern performance (Midterm and Final Supervisor Evaluation).

These forms serve two purposes. First, supervisor ratings of interns are considered in deciding whether intern performance warrants a satisfactory grade. Second, intern ratings will guide decisions of whether to approve future internship applications with the sponsoring agency.

Interns must submit written products as specified in the internship contract before the end of the semester in which they are enrolled. At the discretion of the Executive Associate Dean, an earlier date may be specified. Failure to submit Internship Ratings, Supervisor Evaluations, or specific written products when due will be cause for receiving a "no pass" grade.

G. Restrictions. Internships are intended to integrate pre-professional and academic experience. Because of this, credit may not be awarded retrospectively. That is, students may not apply for internship credit for work performed at some previous time. For example, a student may not request credit during the Fall semester for an internship completed over the previous summer. Similarly, students may not receive internship credit for normal duties performed through pre-existing employment.

H. Internship planning. Staff at the Career Development Center (Hill Hall 309/113) maintain extensive files of information about internships in New Jersey and elsewhere. The School of Criminal Justice Internship Coordinator often receive information about internships in local, state, and federal justice agencies. Also, students sometimes learn of internship opportunities themselves.

Arranging an internship does require careful planning and work beyond the normal classroom experience. Visit the Career Development Center or the School of Criminal Justice to obtain forms and additional information.

4. Independent study

An independent study is an opportunity for a student to work closely with a professor in the Criminal Justice faculty on independent research or a special project. Students arrange independent study through contact with an individual faculty member who has interests or expertise that match those of the student. Substantial initiative and preparation are normally required, and these are the responsibility of students who wish to arrange for independent study. Most independent study courses also require major term papers or other written products from students. These are arranged on an individual basis with supervising faculty. Students may ask the Executive Associate Dean or the Academic Advisor for suggestions on which professors have particular areas of interest.

In most cases, independent study is arranged to provide instruction in areas not offered through regular courses. Proposed independent study arrangements that duplicate or closely follow scheduled courses will not be approved.

To be considered for independent study, a student must have a cumulative grade point average of 3.0 or better. In addition, the student must complete an "Application for Supervised Academic Work" (available from the School of Criminal Justice Office in the Office of Academic and Student Services) and prepare a short document describing, in greater detail, the research or project he or she wishes to undertake. Both of these should be submitted to an Academic Advisor before the start of classes in the semester the student wishes to take the independent study. The Executive Associate Dean and Academic Advisor must approve the application. Students whose applications are not accepted will be informed in writing as soon as possible.

Independent study is generally not offered in the summer session.

5. Accelerated Master's Program (Joint B.A. or B.S./M.A.)

For highly motivated and qualified students who have determined early in their postsecondary education that they wish to pursue graduate studies or a career in criminal justice, this five-year program makes it possible to earn a baccalaureate degree from NCAS or UC-N and a master's degree from the School of Criminal Justice. There are several requirements before one can be considered for admission into this program:

- (1) Ninety-four (94) undergraduate credits in liberal arts subjects;
- (2) Satisfactory completion of the general curriculum requirements of NCAS or UC-N;

- (3) Completion of an undergraduate major at NCAS or UC-N;
- (4) A cumulative grade point average of 3.2 or better at NCAS or UC-N; and
- (5) A Graduate Record Examination test score (taken in the junior year) acceptable to the School of Criminal Justice.

Careful planning is necessary to complete the undergraduate requirements with just 94 credits. The program is generally open only to students who have done all their post-secondary studies at NCAS or UC-N, or to those who transfer with no more than 30 credits from other institutions.

Students interested in this program should contact the Office of Academic and Student Services and the Executive Associate Dean in their first year; an official declaration of intent must be filed during the sophomore year. Application for early admission to the School of Criminal Justice is then made at the beginning of the second term of the junior year. Applications, catalogs, and additional information are available from the School of Criminal Justice.

If you meet at least the minimum requirements listed above and are interested in the program, the next step is to secure three recommendation letters from past professors. This is forwarded to the School of Criminal Justice along with your application for admission. Meeting the requirements listed above does not guarantee admission into this program. In all cases, the School of Criminal Justice reserves the right to deny admission to applicants it deems unqualified. You must compete not only with other Rutgers students, but with those from other state colleges and universities whose institutions also participate in this program. If you do not qualify for admission to the BA/MA graduate program at the end of your junior year, we strongly encourage you to apply to the MA program once you graduate with your BA degree.

Those students accepted by the School of Criminal Justice receive their B.A. or B.S. degree from NCAS/UC-N and The School of Criminal Justice upon satisfactory completion of 24 credits in the graduate program. Upon satisfactory completion of the remaining requirements of the School of Criminal Justice, a Master of Arts degree is awarded. Once students are admitted to the School of Criminal Justice, they are bound by the academic regulations and degree requirements of that school.

Important People and Places

The School of Criminal Justice is located in the Center for Law and Justice at 123 Washington Street, Newark, New Jersey. Academic advisors, the faculty and staff can be found at the Center for Law and Justice.

Faculty

Edem Avakame
973-353-3295
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Fax: 973.353.1228

Phyllis Schultze, Information Specialist
Don. M. Gottfredson Library of Criminal Justice
Tel: 973-353-3118
Fax: 973-353-1275

* The library constitutes one of the finest special collections of crime and criminal justice materials in the world.

Additional Resources

A. The Career Development Center (CDC) located in Rooms 112, 313 and 309, Hill Hall (353-5311) has many resources which can help criminal justice majors in their quests for employment. Career planning should be an integral part of your education at Rutgers University, not something that you begin to think about near the end of your senior year. You should plan to visit the Career Development Center early and often, viewing the center as an important educational resource. When you do so, you'll find lots of help and valuable advice on career planning, resume and skill development, and job search strategies. The CDC also maintains extensive files on internship opportunities.

The CDC can give you good advice on what you should be doing, while you are a student, to increase your opportunities and enhance your likelihood of landing that dream job after graduation. Some of the services and programs offered by the CDC include: professional career counselors on-staff; a homepage on the World Wide Web http://cdc.newark.rutgers.edu/CDCRUN09/CDC_Staff.html an Employment and Activities Hotline; and numerous workshop events throughout the year.

B. The Learning Resource Center located in Bradley Hall, Room 140(353-5608) provides a range of academic support services designed to meet the diverse needs of students in the Rutgers University community. Individualized learning assistance is available to any student who seeks help in learning strategies in order to reach his or her full learning potential. Academic tutoring is also provided for various courses, including "Social Research" and "Statistical Methods for Cognitive & Behavioral Sciences" AND "Experimental Methods for Cognitive & Behavioral Sciences".

C. Interesting Web Sites. There are many fascinating sites of interest to Criminal Justice students, whether you are seeking specific statistical information or just browsing. It is worth your while to spend some time exploring on the World Wide Web. This is by no means a comprehensive list, but rather a stepping-off point.

Cecil Greek's Criminal Justice Home Page - this page has lots of links to other criminal justice-related sites, and some really excellent graphics.

<http://www.criminology.fsu.edu/p/cjl-main.php>

Federal Bureau of Investigation - go to this page for information on the "Ten Most Wanted" list, the FBI Academy, and organizational details about the FBI.

<http://www.fbi.gov/>

National Archive of Criminal Justice Data - here you will find hundreds of data sets used by criminal justice researchers. Most can be downloaded.

<http://www.icpsr.umich.edu/NACJD/>

National Criminal Justice Reference Service - this site has information, statistics, and downloadable files and articles on a host of criminal justice topics: corrections, courts, crime prevention, the criminal justice system, juvenile justice, law enforcement, drugs and crime, and victims. <http://www.ncjrs.org/>

Redwood Highway - Links to CJ Sites - this page is a good launching point for investigating the wide range of criminal justice-related sites on the WWW.

<http://www.sonoma.edu/ccjs/info/default.shtml>

Sourcebook of Criminal Justice Statistics - this is the on-line version of the immensely helpful publication of the Bureau of Justice Statistics.

<http://www.albany.edu/sourcebook/>

U.S. Bureau of Justice Statistics –for up-to-date statistics related to crime, corrections, policing and victims issues. This site is an excellent place to begin.

<http://www.ojp.usdoj.gov/bjs/>

World Criminal Justice Library Network - this site includes links to criminal justice libraries and other collections throughout the world, as well as governmental and national governmental agencies in the United States and beyond.

<http://andromeda.rutgers.edu/~wcjlen/WCJ/>

A TYPICAL FOUR-YEAR COURSE SCHEDULE FOR A STUDENT MAJORING IN CRIMINAL JUSTICE

First Year

| <i>Fall Term</i> | <i>Spring Term</i> |
|--------------------------------------|-------------------------|
| English Composition (3) | English Composition (3) |
| Mathematics (3) | Criminology (3) |
| History (3) | Literature (3) |
| Crime and Crime Analysis (3) | History (3) |
| Introduction to Criminal Justice (3) | Natural Science (3) |

Second Year

| <i>Fall Term</i> | <i>Spring Term</i> |
|---------------------------------|-------------------------------|
| Lab Science (4) | Lab Science(4) |
| Literature (3) | History (3) |
| Natural Science/Mathematics (3) | Interdisciplinary (3) |
| Criminal Justice Elective (3) | Criminal Justice Elective (3) |
| Elective (3) | Foreign Language (3) |

Third Year

| <i>Fall Term</i> | <i>Spring Term</i> |
|---------------------------------------|---------------------------------------|
| Criminal Justice Research Methods (4) | Data Analysis in Criminal Justice (4) |
| Foreign Language (3) | Mathematics (3) |
| Fine Arts (3) | Interdisciplinary Studies (3) |
| Criminal Justice Elective (3) | Criminal Justice Elective (3) |
| Social Science (3) | Elective (3) |

Senior Year

| <i>Fall Term</i> | <i>Spring Term</i> |
|--------------------------------|--|
| Social Sciences (3) | Criminal Justice Writing Intensive (3) |
| Writing Intensive Elective (3) | Elective (3) |
| Elective (3) | Elective (3) |
| Elective (3) | Elective (3) |
| Mathematics (3) | Elective (3) |

* At least 15 elective credits must be taken in courses offered OUTSIDE the Criminal Justice major.

** This sheet is intended for general guidance only. Please consult with an advisor for more specific information on course planning.

*** The School of Criminal Justice would strongly recommend that students pursue a second major or minor in the social sciences that would include Sociology, Anthropology, and Psychology, Women's Studies or African American Studies.

University Links and Information

University Services

Bookstore

<http://newark-rutgers.bncollege.com>

Business Office

<http://newarkbusinessoffice.rutgers.edu/>

Financial Aid

<http://finaid.newark.rutgers.edu/>

Registrar

<http://registrar.rutgers.edu/NW/NWINDEX.HTM>

Academics

Schedule of Classes

<http://soc.ess.rutgers.edu/soc>

Blackboard

<https://blackboard.newark.rutgers.edu/webapps/portal/frameset.jsp>

Graduate Degrees within the School of Criminal Justice

<http://www.rutgers-newark.rutgers.edu/rscj/prospective-grad.html>

APPENDIX A – COURSE DESCRIPTIONS

Note: The letter Q in the course number designates writing-intensive courses.

21&62:202:101 Crime and Crime Analysis (3)

Examines criminal acts as events, where and when they occur, how they occur, who is present or absent, and how they can be prevented. This is a very practical course which looks at specific types of crime in specific settings. Discusses problem-oriented policing, situational crime prevention, crime analysis, environmental criminology, crime risks, and crime prevention through environmental design.

21&62:202:102 Criminology (3)

Crime and criminal behavior, theories, and research. Addresses the causes of crime and crime rates. United States and international comparisons are provided.

21&62:202:103 Introduction to Criminal Justice (3)

Societal responses to people and organizations that violate criminal codes; police, courts, juries, prosecutors, defense, and correctional agencies. Includes the standards and methods used to respond to crime and criminal offenders; social pressures that enhance or impair the improvement of criminal laws; and the fair administration of criminal justice.

21&62:202:202 Gender, Crime, and Justice (3)

An in-depth survey of changing social values about gender, changing criminal codes about sex crimes, changing law enforcement policies and procedures in prosecuting sex offenders, and emerging legal doctrines about privacy and sexual rights.

21&62:202:203 Police and Society (3)

The function of police in contemporary society; the problems arising between citizens and police from the enforcement and nonenforcement of laws, from social changes, and from individual and group police attitudes and practices.

21&62:202:204 Corrections (3)

Examines and analyzes the major types of custodial and community-based criminal corrections in contemporary America. Discusses purposes of corrections, correctional organization, impact of corrections, and contemporary issues facing the field.

21&62:202:220 – Reducing Local Crime (3)

When urban governments and quasi-governmental activities do their jobs well, they can greatly reduce various types of crime. This course relates urban design and management to crime and crime reduction. We consider public violence, abandonment, littering, public drunkenness, environmental degradation, safe parks, secure streets and campuses, robberies, teen hangouts, outdoor drug markets, and more. We apply problem oriented policing, routine activity analysis, and situational crime prevention to reducing local crime. Prerequisites – None, but 21&62:202:101 is recommended beforehand.

21&62:202:301 Criminal Justice Research Methods (4)

Develops rudimentary tools needed for conducting research and writing reports and scholarly papers in criminal justice.

21&62:202:302 Data Analysis in Criminal Justice (4)

Examines the various types of data used within criminal justice and the fundamentals of statistics and analysis. Provides an analysis of the appropriate use of data, the limits of various methods, how data is collected, and how to interpret findings. Policy implications of data will also be discussed. Prerequisite: 21&62:202:301 and the basic undergraduate math requirement.

21&62:202:310 Case Processing: The Law and the Courts (3)

The criminal laws and judicial opinions that influence the policies, procedures, personnel, and clients of the criminal justice system in New Jersey; the origin, development, and continuing changes in criminal law, administration of criminal justice, and the state's criminal courts.

21&62:202:311 Constitutional Issues in Criminal Justice (3)

Examines the Bill of Rights as it pertains to criminal justice practices and procedures. Also analyzes the important judicial opinions, trials, and congressional investigations and reports concerning criminal justice laws, policies, and practices.

21&62:202:312 Comparative Criminal Justice Systems (3)

Approaches to law enforcement, criminal procedure and criminal law, corrections, and juvenile justice; worldwide overview of cultural and legal traditions related to crime.

21&62:202:321 Environmental Criminology (3)

Environmental criminology considers how the everyday environment provides opportunities for crime as well as obstacles for carrying it out. It provides important means for reducing crime by modifying or planning the built environment, and designing produces and places so crime is less opportune. Moreover, it offers an alternative theory of crime based on the opportunity to carry it out.

21&62:202:322 Business and Crime (3)

Business is central for crime in a modern society. A majority of crimes are against business, by business, or affected closely by business. Indeed, businesses organize daily activities that lead to crime opportunities and victimization for ordinary citizens, including their own employees and customers. Finally, businesses sometimes engage in criminal activity. This course examines the many roles that business takes in crime and can take in preventing crime.

21&62:202:323 Cybercrime (3)

Cybercrime includes illicit attacks on personal computers, on computer systems, on people via computers, and more. It includes theft of information via computers, spreading of harmful code, stealing credit and other information, and more. Cybercrime can also occur at a very low technical level. This course examines the variety of cybercrime, its prevention, and its significance for law enforcement.

21&62:202:324 Violent Crime (3)

Provides an in-depth analysis of the relationship between violence and criminal behavior. Assesses the theoretical bases of violence by looking at anthropological, biological, and sociological explanations. Looks at violence within the context of individual, group, and societal behavior.

21&62:202:331 Delinquency and Juvenile Justice (3)

Explores the causes and rates of delinquent behavior. Looks at the nature and operation of the juvenile justice system. Provides international comparisons.

21&62:202:332 Juvenile Gangs and Co-Offending (3)

This course explores juvenile street gangs, when they exist, when they are illusory, public reactions to them. It also considers co-offending by juveniles who are not necessarily gang members. The course considers what membership in a gang means and when gangs are cohesive or not. It examines variations among juvenile street gangs, and contrasts these with other groups of co-offenders that are sometimes called "gangs."

21&62:202:333 Race and Crime (3)

This course examines explores how race is related to offending, victimization, and various interactions with the criminal justice system. The course considers how race is defined, as well as racial differences in patterns and trends. The course critically examines explanations of these racial differences.

21&62:202:334 Organized Crime (3)

Provides students a historical and theoretical overview of organized crime as well as a specific understanding of its variety. Students will gain an understanding of the structures of organized crime and the varieties of businesses associated with traditional and nontraditional organized crime groups.

21&62:202:341Q Community Corrections (3)

The theory and practice of major community-based correctional responses (such as probation, parole, and diversion programs) to convicted criminal offenders; community corrections as an important social movement and the countermovement to abolish the parole function.

21&62:202:342Q Contemporary Policing (3)

Critical law enforcement problems, including organized crime, alcohol, drugs, policing of civil and natural disturbances, and the diffusion and multiplicity of police agencies; crime reporting, assessment difficulties, and the public reaction; the administrative problems of staffing, supervision, employee morale and militancy, and public charges.

21&62:202:343Q White-collar Crime (3)

Crimes organized by persons whose economic, political, and privileged positions facilitate the commission; relative impunity of unusual crimes that are often national and international in scope and that have serious, long-term consequences.

21&62:202:344Q Crime in Different Cultures (3)

Anthropological approach to crime as a pattern of social behavior. Crime and punishment in other societies, especially non-Western societies that lack institutional systems of criminal justice; the social evolution of crime and crime-related institutions in U.S. history; anthropological studies of people and organizations on both sides of the crime problem.

21&62:202:345Q Criminal Justice: Ethical and Philosophical Foundations (3)

Ethical and philosophical issues and moral dilemmas within the field of criminal justice, including principles of justice, deontology and utilitarianism, philosophical issues in sentencing, police and ethics, ethics and research, and the scope of state control.

APPENDIX B – INTERNSHIP PACKET

School of Criminal Justice

INTERNSHIP PROGRAM PACKET

Thank you for your interest in the Criminal Justice Internship Program. You will find the experience of interning to be a valuable addition to your educational career at Rutgers University.

Enclosed you will find the following materials required for the completion of the School of Criminal Justice internship:

- A. Internship Contract
- B. Work Plan
- C. Midterm Internship Rating
- D. Midterm Supervisor Evaluation
- E. Final Internship Rating
- F. Final Supervisor Evaluation
- G. Time Record Sheet

A. General. In cooperation with the Rutgers-Newark Career Development Center, the School of Criminal Justice offers academic credit for approved internships. Internships offer undergraduate students the opportunity to gain pre-professional experience in criminal justice. Credit for approved internships will be granted through **Course No. 202:413**.

B. Academic credit. In general, three (3) academic credit hours may be earned for each 150 hours internship experience, to a maximum of six (6) hours total internship credit. Academic credit is award as “Pass” or “No pass.” Consequently, credit for internships cannot be used to satisfy major or general education requirements: internship credit will count only toward meeting the 124 total credit hours required to earn a baccalaureate degree.

C. Eligibility. Juniors or seniors (64+ credit hours), with a minimum grade point average of 3.0, are eligible to apply for criminal justice academic internship credit.

D. Application procedures. Prospective student interns and internship sponsors complete an internship contract.

Part of the contract is completed by supervisors, describing: (1) the nature and extent of internship responsibilities; (2) dates and hours during which work is to be performed; (3) what specific results are expected of the intern; (4) professional and other skills the intern is expected to develop; (5) what professional contacts will be available to the intern; and (6) what resources the intern will be able to use.

Another portion of the contract is completed by the student, describing: (1) what the intern expects to learn from the experience; (2) how this experience will relate to academic study in criminal justice; (3) how the internship will relate to

career plans; and (4) resources the intern expects to use in completing internship and academic responsibilities.

Students must find a faculty sponsor for the internship. The faculty sponsor must be a School of Criminal Justice faculty member. The faculty sponsor will meet with the student for a minimum of three consultations sessions throughout the duration of the internship. The faculty sponsor will issue the final grade for the internship.

Completed contracts must be signed by the student, internship supervisor and sponsoring Faculty member and submitted to the Assistant Dean, School of Criminal Justice or Internship Coordinator who must approve the contract before the student will be permitted to register for criminal justice Course No. 202:413.

Important Note: Completed contracts must be submitted for the Assistant Dean's or Internship Coordinator's approval no later than Friday of the first week of classes for the fall and spring semesters. Applications for summer term internships must be submitted before classes begin for the term in which the student will enroll for internship credit.

E. Work plan. Within two weeks after beginning an internship, students must submit a work plan to the Internship Coordinator. The plan should describe specific tasks the intern will perform throughout the semester. The work plan must be approved before academic credit can be awarded.

F. Internship assessment. The quality of internships—both the degree of professional experience gained by students, and the quality of work they perform—will be assessed at the mid-point and end of each semester. Interns will complete rating forms that document their experience (Midterm and Final Internship Rating). Internship supervisors will complete forms that rate intern performance (Midterm and Final Supervisor Evaluation).

These forms serve two purposes. First, supervisor ratings of interns are considered in deciding whether intern performance warrants a satisfactory grade. Second, intern ratings will guide decisions whether to approve future internship applications with the sponsoring agency.

Interns must submit written products as specified in the internship contract before the end of the semester in which they are enrolled. *The written product consists of journal entries that describe daily internship activities and a final paper (7-10 pages) that relates coursework to internship experiences.* This paper should, also, present the newfound knowledge the student has gained from participating in the internship and state how the internship will help advance the student's future endeavors. The faculty sponsor will grade the paper and journal entries. Failure to submit Internship Ratings, Supervisor Evaluations, or specific written products when due will be cause for receiving a "No pass" grade.

G. Restrictions. Internships are intended to integrate pre-professional and academic experience. Because of this, credit may not be awarded retrospectively. **Students may not apply for internship credit for work performed at a previous time.** For example, a student may not request credit during the fall semester for an internship completed over the previous summer.

Important Notes:

- **Students may not receive internship credit for normal duties performed through pre-existing employment.**
- **Students cannot receive academic credit for paid internships.**
- **A maximum of six (6) criminal justice internship credits may be earned.**

H. Internship planning. Staff at the Career Development Center (Hill Hall 309/313) maintain extensive files of information about internships in New Jersey and elsewhere. The Criminal Justice Academic Advisor and Criminal Justice Internship Coordinator often receive information about internships in local, state, and federal justice agencies. Also, students sometimes learn of internship opportunities themselves.

Arranging an internship does require careful planning and work beyond the normal classroom experience. Visit the Career Development Center or the School of Criminal Justice to obtain forms and additional information.

Internship Contract

Completed internship contracts must be submitted no later than Friday of the first week of classes for the fall and spring semesters. Applications for summer term internships must be submitted before classes begin for the term in which the student will enroll for internship credit.

Work Plan

After this is signed by the intern and the supervisor, it must be submitted to the Assistant Dean or Internship Coordinator within two weeks of beginning an internship. The work plan must be approved before academic credit can be awarded.

Internship Ratings and Supervisor Evaluations

One set must be submitted at the mid-term point in the semester, and the second set must be submitted at the end of the semester.

Final Paper and Journal

The final paper and journal must be submitted at the end of the semester in which the student enrolled for internship credit. The journal should consist of weekly internship activities. These entries will guide the student in summarizing the internship experience for the Final Paper.

Time Record Sheet

The time record sheet must be completed and submitted with the midterm internship rating forms and the final internship rating forms. Three (3) academic credit hours may be earned for each 150 hours internship experience, to a maximum of six (6) hours total internship credit.

School of Criminal Justice

INTERNSHIP CONTRACT

Name: _____ Student I.D. _____

Major(s): _____

Minor(s): _____

Class Standing (Junior or Senior): _____ Earned Credits: _____

Cumulative G.P.A. _____

School Address: _____

Home Phone: _____ Cellular Phone: _____ Email: _____

Name of Sponsoring Agency: _____

Name of Supervisor: _____

Position Title: _____

Agency Address: _____

Phone: _____ Fax: _____ Email: _____

Title and brief description of proposed internship experience:

Semester: Fall Spring Summer

Beginning Date: Ending Date: Hours per Week:

School of Criminal Justice

INTERNSHIP CONTRACT

TO BE COMPLETED BY THE INTERNSHIP SPONSOR

Intern Name _____ Supervisor _____

Agency _____

(This form, when completed, will be viewed only by the Assistant Dean of the School of Criminal Justice and the Internship Coordinator. The student will not see this form unless you specifically request that it be made available to him or her. You may write your answers on this form or on a separate sheet.)

1. What are the nature and extent of the internship responsibilities?
2. What are the dates and hours during which the work will be performed?
3. What specific results are expected of the intern?
4. What professional and other skills do you expect the intern to develop?
5. What professional contact will be available to the intern?
6. What resources will be available for the intern to use?

School of Criminal Justice

INTERNSHIP CONTRACT

TO BE COMPLETED BY THE STUDENT

Intern Name _____ Supervisor _____

Agency _____

(This form, when completed, will be viewed only by the Assistant Dean of the School of Criminal Justice and the Internship Coordinator. Your supervisor will not see this form unless you specifically request that it be made available to him or her. You may **type** responses on this form or on a separate sheet.)

1. What do you expect to learn from this experience?

2. How will this experience relate to your academic study in criminal justice?

3. How will this internship relate to your career plans?

4. What resources do you expect to use in completing the internship and your academic responsibilities?

School of Criminal Justice

APPROVALS

The signatures below indicate that these individuals have read the contract and are in agreement with regard to the main elements of the proposed internship experience.

| | |
|--------------------------------|---------------|
| _____ Internship Supervisor | _____ Date |
| _____ Faculty Sponsor | _____ Date |
| _____ Student | _____ Date |

The signatures below are required before the student will be permitted to register for the criminal justice course 21/62:202:413.

| | |
|---|---------------|
| _____ Assistant Dean School of Criminal Justice | _____ Date |
| _____ Internship Coordinator School of Criminal Justice | _____ Date |

Number of Credit Hours _____

Academic credit will be awarded at the rate of 1 credit hour per 50 hours of supervised work (maximum 6 credit hours). The final grade will be Pass/No Pas, and cannot be used to fulfill either the General Education requirements or requirements for the Criminal Justice major.

COMMENTS:

DUE DATE _____

WORK PLAN

- This plan should describe the specific tasks you will perform throughout the semester.
- The plan must be submitted two weeks after beginning the internship.
- Please type this assignment on a separate sheet [1 page, 1 inch margins, double-spaced, and Times New Roman (12) font].
- *Handwritten work will not be accepted!!!*
- **The internship supervisor and student should sign and date the proposed work plan.**

School of Criminal Justice

MIDTERM SUPERVISOR EVALUATION DUE DATE _____

Intern Name _____ Supervisor _____
 Agency _____

(This form, when completed, will be viewed only by the Assistant Dean of the School of Criminal Justice and the Internship Coordinator. The student will not see this form unless you specifically request that it be made available to him or her. You may write your answers on this form or on a separate sheet.) Please evaluate your intern's development in the following areas by circling the number corresponding to your assessment. If any areas do not apply to your situation, write "N/A" on the line. Feel free to make additional comments on the back of the page. Please rate the intern on a scale of 1 through 5; 1 being poor, 3 being neutral, 5 being outstanding.

- | | | | | | |
|---|---|---|---|---|---|
| 1. Accurate and thorough Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 2. Able to work under pressure Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 3. Effective in oral communications Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 4. Effective in written communications Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 5. Effective in preparing and organizing work Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 6. Takes the initiative a self-starter: Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 7. Able to adjust to non-routine assignments Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 8. Keeps constructively busy and mentally alert Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 9. Cooperative in working relationships with others Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 10. Performs tasks with industry and perseverance Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 11. Able to work without close supervision Comments/Examples: | 1 | 2 | 3 | 4 | 5 |

Supervisor Signature _____ Date _____
School of Criminal Justice

MIDTERM INTERNSHIP RATING DUE DATE _____

Intern Name _____ Supervisor _____

Agency _____

(This form, when completed, will be viewed only by the Assistant Dean of the School of Criminal Justice and the Internship Coordinator. Your supervisor will not see this form unless you specifically request that it be made available to him or her. You may **type** responses on this form or on a separate sheet.)

1. Describe how your internship responsibilities correspond with the overall operation of the agency. (If you have questions on this topic, check with your supervisor.)

2. If your work objectives have been altered, explain why and write your new objectives.

3. Are your work objectives being completed on schedule? If not, explain.

4. Are you satisfied with the work environment?

5. Are you satisfied with your progress? Why or why not?

6. Do you think your supervisor is satisfied with your progress? (You should talk to your supervisor to determine this.) Why or why not?

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The following section is designed to allow you to evaluate yourself on your current internship progress. In doing so, you will be able to identify those aspects of your performance which can be considered assets to your professional growth as well as those work habits that are in need of improvement.

Please evaluate your development in the following areas by circling the number corresponding to your assessment. If any areas do not apply to your situation, write "N/A" in the comment section. Feel free to make additional comments on the back of the page. Please rate the intern on a scale of 1 through 5; 1 being poor, 3 being neutral, 5 being outstanding.

| | | | | | |
|---|---|---|---|---|---|
| 1. Accurate and thorough Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 2. Able to work under pressure Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 3. Effective in oral communications Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 4. Effective in written communications Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 5. Effective in preparing and organizing work Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 6. Takes the initiative a self-starter: Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 7. Able to adjust to non-routine assignments Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 8. Keeps constructively busy and mentally alert Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 9. Cooperative in working relationships with others Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 10. Performs tasks with industry and perseverance Comments/Examples: | 1 | 2 | 3 | 4 | 5 |
| 11. Able to work without close supervision Comments/Examples: | 1 | 2 | 3 | 4 | 5 |

Intern Signature _____ Date _____

School of Criminal Justice

FINAL SUPERVISOR EVALUATION DUE DATE _____

Intern Name _____ Supervisor _____

Agency _____

(This form, when completed, will be viewed only by the Assistant Dean of the School of Criminal Justice and the Internship Coordinator. The student you have been supervising will not see this form unless you specifically request that it be made available to him or her. You may write your responses on this form or on a separate sheet of paper.)

Please rate the intern on the following skills:

| | Not Favorable | | | Favorable | |
|---------------|---------------|---|---|-----------|---|
| Cooperation | 1 | 2 | 3 | 4 | 5 |
| Production | 1 | 2 | 3 | 4 | 5 |
| Efficiency | 1 | 2 | 3 | 4 | 5 |
| Initiative | 1 | 2 | 3 | 4 | 5 |
| Communication | 1 | 2 | 3 | 4 | 5 |

Please answer the following:

1. Do you believe the intern was academically prepared for this internship? Please identify any deficiencies.

2. Describe the intern's overall performance. What aspects were positive? What aspects need improvement?

3. Were there major changes in the project from what was originally conceived?

4. Did the internship require the production of a written report or publication? If yes, has the report been completed and submitted?

5. Has the intern successfully completed the objectives outlined in the contract?

6. Would this student be considered for a permanent position?

7. If you were to assign the student a grade, what letter grade would it be? Please circle one:

A **B** **C** **D** **F**

8. Do you plan to sponsor interns in the future? Yes No
If yes, what period? (please circle one) Fall Spring Summer Continuously

9. Would you recommend the internship program to other agencies? Yes No
Could you suggest any division in your own agency, or other agencies that may be interested?

10. Additional Comments:

Supervisor Signature Date

School of Criminal Justice

FINAL INTERNSHIP RATING DUE DATE _____

Intern Name _____ Supervisor _____

Agency _____

(This form, when completed, will be viewed only by the Assistant Dean of the School of Criminal Justice and the Internship Coordinator. Your supervisor will not see this form unless you specifically request that it be made available to him or her. You may **type** your responses on this form or on a separate sheet.)

1. Did you fulfill your work objectives?

2. What has been your most significant accomplishment or satisfying moment during the internship?

3. What significant contribution do you believe you made to the agency?

4. What has been the most frustrating aspect of the job?

5. Would you like to work in a similar agency in the future? Why or why not?

6. How did your work experience relate to your past academic experience?

7. What classes helped prepare you for this internship?

8. What classes do you think would have been useful to prepare you for this internship?

9. Would you recommend this internship to another student?

Intern Signature Date