COURSE DESCRIPTION/OBJECTIVE

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 (email me for examples of past sites if you are having trouble locating an appropriate internship). Students should develop a work schedule with their supervisor at the site as soon as possible. Before the end of Add/Drop, please have your supervisor send me a brief email confirming that you have been accepted as an unpaid intern for the semester. In addition to noting that the internship is unpaid, the email should specify the number of hours/weeks that 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 January 16, 2018, and April 30, 2018.

CJ 47:202:499 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 47:202:499 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 47:202:499 can satisfy only one writing intensive course requirement. The second 3 credit hour course will count only toward the 120 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

SUMMARY OF COURSE REQUIREMENTS

Submission of 3 sets 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, I will need to have received your application form with the following information:

- The name and address of your internship site
- The name and email of your supervisor
- A brief description of internship duties/hours, and
- A brief email sent directly to me from your supervisor confirming your receipt of an unpaid internship and expected hours

I will email you an ‘Application for Enrollment’ form upon receiving a confirmatory email from your supervisor. You may use that form for the first three items above. Return this form to me by January 22, 2018, at the latest. For the fourth item above, simply arrange to have your supervisor send me a confirming email by January 22, 2018 (or, preferably, 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 47:202:499.

LEARNING OUTCOMES

1) Develop practical skill sets in intensive, on-site learning experiences at criminal justice agencies, under the direction of site supervisors
2) Sharpen critical writing and oral communication skills
3) Become conversant in the relevant scholarly literature through intensive literature reviews
4) Engage in participant observation experiences and develop qualitative note-taking skills

COURSE REQUIREMENTS

1) READING & FIELDNOTES: During the first month of the semester, you should read the assigned book Writing Ethnographic Fieldnotes (Emerson, Fretz & Shaw, 2011), 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 email me a set of fieldnotes once a month, following the guidelines presented in the Emerson et al. book. This exercise will enrich your internship experience and help you when it comes time to start crafting your research papers. Each set of fieldnotes should be at least 2-3 double-spaced pages in length.

Submission of your fieldnotes at the end of February, March, and April, as well as the completion of four monthly face-to-face meetings (January through April), with me will comprise 10% of your course grade. I will not accept late fieldnotes.

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 (no exceptions), so please plan your schedule accordingly. Do not enroll in a course that conflicts with these dates, as you must attend both mandatory meetings. 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 **Monday February 26, 2018**, from 5:00 to 7:00 pm. I will announce our meeting room later in the semester.

- **Second Seminar Meeting:** We will meet on **Monday April 30, 2018**, from 5:00 to 7:00 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 fieldnotes) during the semester. If you are repeating the course for a second time, please contact me for details on the writing assignments and other components of your grade. 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 should be at least 10 pages in length. The second paper should be 15-20 pages long.

**Due Dates:** The first paper is due at the beginning of our first seminar meeting, which is scheduled for **Monday February 26 at 5:00 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 **Monday March 26, 2018, by 5:00 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 is scheduled for **Monday April 30 at 5:00 pm**. Please submit a hard copy of your paper at the seminar.
**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.

**Note that I will NOT accept late papers**

**CONTENT OF THE FIRST PAPER**

The first paper should contain the following information:

- A brief history and overview of your organization (~2 pages)
- 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)
- 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)

- A detailed discussion of the work you do for the organization (~1 page)
- A discussion of your qualifications 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)
- 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(s) that you will pursue for your final paper. Choose your topic well! Your final paper topic must be related to criminological or criminal justice scholarly inquiry. This is an important section of your first paper – BE SPECIFIC! (~2 pages)

Please contact me if you are unsure about how to fulfill this or any other requirement
CONTENT OF THE FINAL RESEARCH PAPER

- 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.

- 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 scholarly 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, can 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. Your research paper will heavily draw from the scholarly literature.

- 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) PRESENTATIONS: 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. At least one monthly meeting with me is a mandatory requirement of the course.

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: Near the end of the semester, I will contact your supervisor in writing and ask for an evaluation of your work as an intern. This evaluation is confidential; if your supervisor wishes to share his/her evaluation with you, s/he may. I will not share the information
that s/he provided without his/her permission. 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.*

**POLICIES**

**ATTENDANCE**

Students should follow the schedule set forth with their site supervisors to ensure that they can complete the 150 required hours (for a 3-credit hour internship) during the semester for which the student is enrolled in CJ 499.

Students are responsible for attending both group meetings, and four one-on-one meetings, during the semester. Attendance at these meetings is mandatory for successful completion of the course.

**GRADING**

In addition to the grade provided by the student’s site supervisor, students will be graded on completion of fieldnotes and meetings and both paper requirements. **Please note that students must submit all papers, all fieldnotes, the final paper outline, and complete all other course requirements, in addition to completing the required hours at the internship site in order to PASS this course.**

The final grade will be assessed as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.0-100%</td>
<td>Work is <em>excellent</em> in quality; it is correct, comprehensive, and markedly superior; considerably exceeds expectations</td>
</tr>
<tr>
<td>B+</td>
<td>87.0-89.9%</td>
<td>Work is <em>very good</em> in quality; it is correct and provides a detailed explanation in responses; exceeds expectations</td>
</tr>
<tr>
<td>B</td>
<td>80.0-86.9%</td>
<td>Work is of <em>acceptable</em> quality; it is largely correct but may be missing or incorrect in a minor area; meets but does not exceed expectations</td>
</tr>
<tr>
<td>C+</td>
<td>77.0-79.9%</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>70.0-76.9%</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>69.9% or less</td>
<td><em>Fail</em>; work fails to meet passable expectations for the course</td>
</tr>
</tbody>
</table>

**ACADEMIC INTEGRITY**

As a member of the Rutgers University community you are not to engage in any academic dishonesty. You are responsible for adhering to basic academic standards of honesty and integrity as outlined in the Rutgers University Policy on Academic Integrity for Undergraduate and Graduate Students [http://studentconduct.rutgers.edu/academic-integrity](http://studentconduct.rutgers.edu/academic-integrity). Your academic work should be the result of your own individual effort, you should not allow other students to use your work, and you are required to recognize and reference any material that is not your own. Violations of the university’s policy will result in appropriate action.
STUDENTS WITH DISABILITIES

Rutgers University welcomes students with disabilities into all of the University’s educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports your request for reasonable accommodations, your campus’s disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: https://ods.rutgers.edu/students/registration-form.

PSYCHOLOGICAL AND COUNSELING SERVICES

If you experience psychological or other difficulties as a result of this course, or because of other issues that may interfere with your performance in the course, please contact the university’s psychological and counseling service center (http://www.counseling.newark.rutgers.edu; 973-353-5805), which is located in Blumenthal Hall, room 101. The center offers a variety of free, confidential services to part-time and full-time students who are enrolled at Rutgers.