

**47: 202: 499 Internship in Criminal Justice  
3 Credit Hours, Writing Intensive  
Fall 2018**

---

**Mandatory Seminar Meetings: October 1 and December 10, 2018, 5:00-7:00 PM  
At Least Monthly Individual Meetings: TBD**

**I. Course Information**

**Instructor Information:**

Instructor: Dr. E Griffiths  
Email: [elizabeth.griffiths@rutgers.edu](mailto:elizabeth.griffiths@rutgers.edu)  
Office: CLJ 552  
Office Hours: By appointment

**Course Overview:**

Interning at a criminal justice agency or related organization is a valuable pre-professional experience to add to your educational career at Rutgers University. The internship course consists of **supervised work in a criminal justice agency or related organization** combined with **academic research and writing**. Students are responsible for locating and securing their own unpaid 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 before the internship begins. Before the end of the Add/Drop period, **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 that you will have the opportunity to complete 150 hours of work at the site** (300 for a 6-credit hour internship) during the semester.

For the Fall 2018 semester, you should arrange to work a total of **150 hours (3 credit)** or **300 hours (6 credit)** between September 4 and December 12, 2018, subject to agency requirements.

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. *If you are repeating the course for a second time, please contact the instructor for details on the writing assignments and other components of your grade.*

**Prerequisite:**

- The internship course is open only to those students who have declared Criminal Justice as their major or minor, with priority in enrollment given to CJ majors
- The internship course is open only to juniors and seniors (those who have completed 64+ credit hours prior to the semester of the internship)
- A minimum cumulative grade point average of 3.3 must be obtained prior to enrollment in the internship course
- Preference will be given to seniors to a maximum enrollment of 10 students per semester
- The course is permission-only and enrollment will be guaranteed only by the instructor between the beginning of the semester and the end of the add/drop period. The decision will be based on internship site fit, scholastic standing, and program year, among other factors

**B.S., Criminal Justice Program Learning Goals**

Upon completion of the B.S. in Criminal Justice at Rutgers University-Newark, students should be able to:

- 1) Describe the development and functions of major criminal justice institutions (e.g., police, courts, corrections, and juvenile justice), the activities of actors within these institutions, and how they relate to one another as well as the broader social, political, and economic world.
- 2) Describe the mechanisms, correlates, theoretical underpinnings, and situational contexts of crime, criminal behavior and opportunity, and techniques for prevention and treatment.
- 3) Apply and analyze theories related to the policies and practices of the criminal justice system and its major institutions.
- 4) Demonstrate the ability to gather, explain, and apply empirical research in the field of criminal justice.
- 5) Obtain a comprehensive knowledge about the process of conducting criminal justice research, and develop the skills to conduct criminal justice research with appropriate methodologies.

### **Course Learning Objectives:**

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

- 1) Develop practical skill sets in intensive, on-site learning experiences at criminal justice agencies, under the direction of site supervisors
- 2) Apply academic knowledge and skills in an applied setting
- 3) Sharpen critical writing and oral communication skills
- 4) Become conversant in the relevant scholarly literature through intensive literature reviews and research
- 5) Engage in participant observation experiences and develop qualitative note-taking skills
- 6) Foster network development and professional skills in preparation for a career in criminal justice or graduate school

### **Required Readings:**

Emerson, R. M., Fretz, R. I. & Shaw, L. L. (2011). *Writing Ethnographic Fieldnotes*. 2nd Edition. Chicago: University of Chicago Press. ISBN: 9780226206837 (avail. at the RU-N Barnes & Noble)

### **Course Requirements:**

You must complete the following for full course credit:

1. Work 150 hours at the internship site during the semester in which you are enrolled in CJ 47:202:499 (300 hours for a 6-credit course)
2. Monthly individual meetings with the Internship Director (it is your responsibility to set up these meetings)
3. Completion of required reading and submission of field notes at the end of every month
4. Mandatory attendance at two seminar meetings (the dates of these meetings are non-negotiable)
5. Preparation and presentation of a 10-page paper on your organization (Site Paper) during the first seminar meeting
6. Outline, preparation, and presentation of a 15 to 20-page Research Paper during the second seminar meeting

Specific details on each of these requirements is provided below.

### **Course Structure & Enrollment Procedures:**

CJ 47:202:499 blends academic research with applied learning experiences in the field. Approximately half of the course is field-based: students are responsible for completing 150 hours of work at their internship site during the semester. This means that students are expected to devote approximately 10 hours of work at the site per week, not including travel time to and from the site. The scholarly half of the course involves required reading, research, writing academic papers, drafting three sets of fieldnotes, preparing two presentations, attending mandatory seminar meetings, and attending at least four individual meetings with me.

**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:**

- 1) The name and address of your internship site
- 2) The name and email of your supervisor
- 3) A brief description of internship duties/hours, and
- 4) A brief email sent directly to me from your supervisor confirming your unpaid internship and indicating that you will complete 150 hours of work at the site over the semester

**You may use the Application for Enrollment form, available at the end of this syllabus, for the first three items above; please print out and return this completed form to me by *September 10, 2018*, at the latest. For the fourth item above, simply arrange to have your supervisor send me a confirmatory email by *September 7, 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.**

## **II. Course Assessment and Grading**

The final grade will be assessed based upon your performance on the following:

<b>Assignment Description</b>	<b>Linked to SLO</b>	<b>% of Course Grade</b>
Submission of 3 sets of fieldnotes	SLO #1, 3 and 4	10%
Site paper (incl. presentation at seminar 1)	SLO #1, 4 and 5	15%
Research paper (incl. outline and presentation at seminar 2)	SLO #1-5	35%
Supervisor's evaluation	SLO #1 and 4	40%
Mandatory seminar meeting attendance and at least monthly individual meetings	Must be completed to pass the course	Ungraded

**FIELDNOTES (10%):** During the first month of the semester, you are required to read the assigned book *Writing Ethnographic Fieldnotes* (Emerson, Fretz & Shaw, 2011), *particularly the first five chapters*. Doing so 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 September, October, and November will comprise 10% of your course grade. I will not accept late fieldnotes.

**SITE PAPER & PRESENTATION (15%):** The site paper should be **at least 10 pages** in length. This paper is **due** at the beginning of our first seminar meeting, which is scheduled for **Monday October 1, 2018**, at 5:00 pm. Please bring a hard copy of your paper to the meeting. Part of your grade will be based on your presentation of your site paper at the first seminar meeting; presentations should be approximately 8-10 minutes in length. 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. Please follow APA formatting for documentation and citation in your site paper. If you are uncertain about how to properly cite references, contact me for guidance. Spelling, punctuation, and clarity of writing are important and will comprise part of your grade on this assignment. See below for more details about the content of the Site Paper.

**RESEARCH PAPER, OUTLINE & PRESENTATION (35%):** The research paper should be **15-20 pages long** not including the title page and references. An initial **outline** of the paper is **due** on **Monday October 29, 2018**, by 5:00 pm. Please submit an emailed version of your outline to me at [elizabeth.griffiths@rutgers.edu](mailto:elizabeth.griffiths@rutgers.edu). In order to demonstrate that your research topic is viable, you will need to include references for at least 3 relevant journal articles at the end of your outline. The **final paper** is **due** at the beginning of our second seminar meeting, which is scheduled for **Monday December 10, 2018**, at 5:00 pm. Please submit a hard copy of your research paper at the second seminar meeting. Part of your grade will be based on your presentation of your research paper at this second seminar meeting; presentations should be approximately 8-10 minutes in length. Please do not read your paper, but instead prepare a synopsis of the paper. You will need to follow APA formatting for documentation and citation in your research paper. If you are uncertain about how to properly cite references, contact me for guidance. Spelling, punctuation, and clarity of writing are important and will comprise part of your grade on this assignment. See below for more information about the content of the Research Paper.

**SUPERVISOR'S EVALUATION (40%):** Near the end of the semester, I will contact your supervisor in writing to request an evaluation of your work as an intern over the semester. 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.

#### **MANDATORY ATTENDANCE AT SEMINAR MEETINGS & INDIVIDUAL MEETINGS:**

**Seminar Meetings:** We will meet as a group once in the middle of the semester and once at the end of the semester. **Attendance at these two seminar 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 course will offer a brief presentation of their site paper (at the first meeting) or their research paper (at the second meeting). These seminars are scheduled for the following dates.

- **First Seminar Meeting:** We will meet on **Monday October 1, 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 December 10, 2018**, from 5:00 to 7:00 pm. Once again, I will announce our meeting room later in the semester.

**Individual Meetings:** Each student should meet with me on a regular basis to discuss your work at the site, the required readings, your writing assignments, and your research topic. Please note that **at least one monthly meeting** with me (or more often if you feel the need) is a **mandatory** requirement of the course. It is up to you to contact me to set up these appointments; please email me at [elizabeth.griffiths@rutgers.edu](mailto:elizabeth.griffiths@rutgers.edu) to do so. Talking about the purpose of your internship and possible research directions will benefit you, especially at the beginning of the semester. 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. Our meetings will also help you write your papers and prepare for seminar presentations. Individual meetings generally last 30 minutes.

### **Grading Scale:**

The following grading scale will be used for this course:

A = 90.0-100%	Work is <i>excellent</i> in quality; it is correct, comprehensive, and markedly superior
B+ = 87.0-89.9%	Work is <i>very good</i> in quality; it is correct and provides a detailed explanation in responses; exceeds expectations in some areas
B = 80.0-86.9%	
C+ = 77.0-79.9%	Work is of <i>acceptable</i> quality; may be missing or incorrect in a minor area; meets but does not exceed expectations
C = 70.0-76.9%	
D = 60.0-69.9%	Work <i>does not meet</i> expectations for the course but passes; it is incorrect in one or more major areas
F = 0-59.9%	Work <i>fails</i> to meet minimum expectations for the course

### **Late or Missing Assignment Policy:**

Late papers and field notes will not be accepted, except in the case of a documented illness, family emergency, or other University-approved excuse. An assignment is considered late if it is not submitted by the deadline indicated on this syllabus.

### **Detailed Instructions for the Site Paper:**

Your site 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 research 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 carefully! Your final paper topic must be related to criminological or criminal justice scholarly inquiry, subject to my approval. 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

### **Detailed Instructions for the 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 your internship and 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 (at least 8 academic journal articles)** related to your topic to develop your paper. Your own observations as a participant-observer in the social setting of the organization, and other data obtained from the organization or other sources, may provide the empirical basis for the paper (please speak to me early in the course about the requirements of original data collection). 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 should draw heavily from the scholarly literature.

I am happy to advise you on 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.

#### **IV. Course Policies**

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

##### **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 47:202:499. Completion of 150 hours at the site is mandatory to pass this course. Students are responsible for attending both seminar meetings and at least four individual meetings during the semester. Attendance at these meetings is mandatory for successful completion of the course.

##### **Grading**

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.

##### **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>. 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 is committed to providing equal educational opportunity for persons with disabilities in accordance with the Nondiscrimination Policy of the University and in compliance with § 504 of the Rehabilitation Act of 1973 and with Title II of the Americans with Disabilities Act of 1990. For additional information please visit the website <https://ods.rutgers.edu/> or contact the representative for the Newark Campus.

Allen Sheffield  
Director of ADA Services and Academic Support  
Robeson Campus Center, Suite 352  
350 Martin Luther King Jr. Boulevard  
Newark, NJ 07102  
Phone: 973.353.5300  
Fax: 973.353.5666  
E-mail: [kate.torres@rutgers.edu](mailto:kate.torres@rutgers.edu)  
Website: <https://ods.rutgers.edu/>

## **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.

If you are interested in finding out more about:

- Accelerated Master's Program (B.S. /M.A.)
- Criminal Justice National Honor Society (Alpha Phi Sigma)

Please refer to the School of Criminal Justice website <http://rscj.newark.rutgers.edu/>

Follow us, to stay up to date! @SCJ\_apps





**APPLICATION FOR ENROLLMENT IN CJ 47:202:499**

**INTERNSHIP IN CRIMINAL JUSTICE**

Name of student: \_\_\_\_\_ ID: \_\_\_\_\_

Semester (fall or spring): \_\_\_\_\_ Year: \_\_\_\_\_

Have you taken CJ 47:202:499 (formally 413) before? (Check one)  Yes  No

If yes, indicate semester, year, and # of credit hours: \_\_\_\_\_

**Brief Description of Course Requirements**

In addition to working 150 hours at your internship site, you must complete the following for full course credit (3 credit hours):

1. Monthly meetings with the Internship Director (it is your responsibility to set up these meetings)
2. Completion of required reading and submission of fieldnotes at the end of every month (see syllabus for dates)
3. Mandatory attendance at two class meetings (the dates of these meetings are non-negotiable)
4. Preparation and presentation of a 10-page paper on your organization (Site Paper) during the first group meeting
5. Outline, preparation, and presentation of a 15-20-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: \_\_\_\_\_

I agree to attend the two mandatory meetings for the course on the dates specified by the syllabus.

Student's Signature: \_\_\_\_\_

(indicates that you have read, understood, and agree to the course requirements)

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Internship Director's Signature

(Dr. Elizabeth Griffiths)

Fieldnotes \_\_\_\_\_

Meetings \_\_\_\_\_

Confirmed dates \_\_\_\_\_ Paper outline \_\_\_\_\_

Supervisor evaluation \_\_\_\_\_

Credit hours \_\_\_\_\_ WI \_\_\_\_\_