

47: 202: 499
Undergraduate Internship in Criminal Justice
27:202:555
MA Internship in Criminal Justice
3 Credits
Spring, 2025

Instructor Information:

Dr. Bill McCarthy (he/him/his) 566 Center for Law and Justice

Email: wm307@rutgers.edu

Office Hours: By arrangement

Class Schedule: Three class meetings; all virtual

Week of February 4 (check Canvas announcement for Zoom link) Introductions

Week of February 24 (check Canvas announcement for Zoom link) Check in

Week of March 24 (check Canvas announcement for Zoom link) Policy brief presentation

You are expected to have your camera on for these meetings. Speak to the instructor if that is an issue.

Course Overview:

First-hand experience in the day-to-day operation of a criminal justice agency in government, research, and private or non-profit settings. Internship placements are supervised by the course instructor and a practitioner in the field-placement area.

Upon completion of the academic component of the internship, students will be able to:

1. Describe the basic role and operations of the agency;
2. Think critically about the formal and informal structures and governance of the agency;
3. Identify and describe the role(s) played by the agency in the wider criminal justice context;
4. Apply critical theory to the daily operations in the organization;
5. Develop and refine oral, written, and interpersonal communication skills;

6. Assess personal performance and set goals for ongoing professional development;
7. Increase capacities for reflection and adaptation to experience and feedback;
8. Problem solve, think creatively and flexibly and take responsibility for actions; and
9. Report, share and reflect on practicum experience with peers.

Undergraduate Course Assignments

- Agency background review and stakeholder report (30%)
- Annotated Bibliography (20%)
- Self-reflections (2, 10% each)
- Policy/Agency briefing note (30%; 10% for presentation)

Graduate Course Assignments

- Agency background review and stakeholder report (20%)
- Annotated Bibliography (10%)
- Self-reflections (2, 10% each)
- Policy/Agency briefing note (25%; 5% for presentation)
- Critical Essay (25%)

All assignments are written in an essay format, and graded on content, organization, grammar, and spelling. References must be cited using APA. You should use **Grammarly** to help proofread your assignments. You **must** have permission from the instructor to use AI for any part of an assignment

The agency mandate/briefing note and critical essay are graded on quality of analysis, critical, analytical overview of the subject, degree of insight shown, level of integration, writing style and quality, depth of analysis, level of interest generated, and quality of references.

1. Agency background review and stakeholder report (4 – 6 pages). Friday, February 21, 5 pm

In this assignment you identify the basic role and operations of the agency; describe the formal and informal structures, and governance at the agency in which you are placed. Completing an agency background review and stakeholder report will orient you to the agency placement and prepare you to work as a team within it.

2. Annotated bibliography (4-5 pages). Due Friday, March 28, 5 pm

In this annotated bibliography you identify five papers or reports relevant to the internship agency, summarize their content, and explain their relevance to the policy brief that you will write.

3. Self-reflection reports (2 X 3 pages = 6 pages total). Due Friday, February 7 and Friday, March 7 by 5 pm

In the self-reflection reports, you record your thoughts, experiences, observations, and impressions of your internship. You analyze your own performance and its relationship to your personal and professional goals. Assessment of these reports is based on your ability to think critically about the events you encountered and explain how you chose to resolve issues, or what you would have done differently. Accordingly, the assignment should not be treated as a weekly log of activities, rather, you should relate your observations and the issues you encounter to your prior training in the SCJ program. In other words, your experiences and observations are the data that you will critically analyze.

The self-reflection reports are not academic papers. Therefore, some may have no references. At the same time, they are not intended merely to reflect your personal responses to issues that arise in your placement. Personal responses must be accompanied by some degree of academic analysis. For example, you may compare your personal experiences with your knowledge of the relevant literature from the annotated bibliography or from courses taken during your degree.

3. Policy/agency mandate and briefing note (3-5 pages). Due Friday, April 25, 5 pm

The briefing note is a short report on agency issues, challenges or priorities that you encountered during your internship. The policy agency mandate/briefing note might involve a literature review, legal research, a case summary or file review. This assignment should build on the material discussed in the annotated bibliography. You will give a brief informal presentation on your ideas for this assignment in March (e.g., no PowerPoint slides) .

4. Critical essay (10-12 pages; graduate students only). Due Friday, May 2, 5 pm

In the critical essay, you identify and describe the role(s) played by the agency in the wider criminal justice context and apply theory to the reality of daily operations at the agency.

The critical essay draws on the annotated bibliography. It requires a literature review relating to a topic that pertains to your internship. You should select a topic that interests you and that may be of some use to the agency in which you are placed.

The critical essay must include a critical analysis of at least one issue, an analysis that draws on your insights and position. All opinions must be substantiated by information from the literature review or examples of experiences encountered on the job. Unlike the annotated bibliography, the critical essay requires more than just a summary of the literature – it requires you to integrate sources into arguments, rather than simply moving from the work of one author to the next. What distinguishes the critical essay from the annotated bibliography or a simple literature review (which compares different perspectives on an issue), is that you provide an original critical discussion. This critical piece requires you to identify, explain, and argue in support of a position in respect to an issue.

Distinct from the self-reflection piece, where you may have addressed several issues that arose over the course of several weeks, in the critical essay you focus on a particular issue related to your internship and consider aspects of that issue in depth. It should include the facts pertaining to the issue, a critical analysis of positions advanced in respect to that issue in the literature, as

well as your own position – which is tied to your internship experiences.

Grading

A	Outstanding	4.0	90-100%
B+		3.5	87-89%
B	Good	3.0	80-86%
C+		2.5	77-79%
C	Satisfactory	2.0	70-76%
D	Poor	1.0	60-69%
F	Failure	0.0	<60%

Late or Missing Assignment Policy: Students who do not complete these course requirements on time will only be given the opportunity to submit late by providing **documentation of an emergency or unavoidable conflict** (i.e., illness, personal or family emergency, etc.). Proper documentation for the circumstance **MUST** be provided prior to the submission of a late assignment. Late assignments are reduced by a grade for every 24 hours the assignment is late (e.g., from B+ to B for up to 24 hours late).

Extra Credit: There is no option for extra credit assignments in this course.

Expectations for Students

I expect that you will:

1. Follow the guidelines and policies set forth in this syllabus and on all assignments.
2. Participate in the virtual meetings. Given the nature of the class, people should be able to and comfortable with having their camera on during the times we meet. Please contact me if this is an issue.
3. Attend office hours if you need to discuss the course and assignments.

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. Plagiarism, academic dishonesty, and cheating are serious violations. Ensure that you cite references appropriately in your written work. Violations of the university's policy will result in appropriate action.

Accommodation and Support Statement

Rutgers University Newark (RU-N) is committed to the creation of an inclusive and safe learning environment for all students and the University as a whole. RU-N has identified the following resources to further the mission of access and support:

For Individuals Experiencing Disability: The Office of Disability Services (ODS) works with students with medical, physical, and/or mental conditions who encounter disabling barriers to determine reasonable and appropriate accommodations for access. Students who have completed the process with ODS and have approved accommodations are provided a Letter of Accommodation (LOA) specific to each course. To initiate accommodations for their course students must both provide the LOA to and have a conversation with the course instructor about the accommodations. This should occur as early in the semester as possible. More information can be found at the [RU-N ODS website \(ods.newark.rutgers.edu\)](https://ods.newark.rutgers.edu). Contact ODS at (973) 353-5375 or via email at ods@newark.rutgers.edu.

For Individuals who are Pregnant: The Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy. Students may contact the Office of Title IX and ADA Compliance at (973) 353-5063 or via email at TitleIX@newark.rutgers.edu.

For Short-term Absence Verification: The Office of the Dean of Students can provide assistance for absences related to religious observance, emergency or unavoidable conflict (illness, personal or family emergency, etc.). Students should refer to [University Policy 10.2.7](#) Students requesting a letter of verification should submit information using the following link: <https://go.rutgers.edu/Verification>.

For Individuals with temporary conditions/injuries: The Office of the Dean of Students can assist students who are experiencing a temporary condition or injury (broken or sprained limbs, concussions, or recovery from surgery). Students experiencing a temporary condition or injury should submit a request using the following link: <https://temporaryconditions.rutgers.edu>.

For Gender or Sex-Based Discrimination or Harassment: The Office of Title IX and ADA Compliance can assist students who are experiencing any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking. Students can report an incident to the Office of Title IX and ADA Compliance by calling (973) 353-1906 or emailing TitleIX@newark.rutgers.edu. Incidents may also be reported by using the following link: <https://go.rutgers.edu/RUNReportingForm>.

For support related to Interpersonal Violence: The Office for Violence Prevention and Victim Assistance (VPVA) can provide any student with confidential support. The office does **not** have a reporting obligation to Title IX. Students can contact the office by calling (973) 353-1918 or emailing run.vpva@rutgers.edu. There is also a confidential text-based helpline available to students; students can text (973) 339-0734 for support. Students do not need to be a victim/survivor of violence; any student can receive services, information and support.

For Crisis and Concerns: The Campus Awareness Response and Education (CARE) Team works with students in crisis to develop a plan of support plan and address personal situations that might impact their academic performance. Connect with the CARE Team by using the following link: <https://go.rutgers.edu/RUNReportingForm> or emailing careteam@newark.rutgers.edu.

For Psychological Support (Stress, Mood, Family Issues, Substance Use concerns and other personal challenges): The Rutgers University-Newark Counseling Center provides individual therapy and support groups for students dealing with psychological issues. To schedule an appointment, email counseling@newark.rutgers.edu or call (973) 353-5805. Additional support is available through Uwill services:

- Uhelp: Crisis support at 833-646-1526 (available 24/7/365).
- Urise: Wellness-based video collection with a free account.

- Umatch: Teletherapy with flexible scheduling, starting with a free account.

Access Uwill@RUN at <https://my.rutgers.edu> using your netid. Services are confidential and free.

For emergencies, call 911 or Rutgers University Police Department at (973) 353-5111.