



**CRJU 2100 – Criminal Justice Externship**  
**COURSE SYLLABUS**  
**Externship**  
**Fall Semester 2016**

**Semester:** 201712 Fall 2016  
**Course Title:** Criminal Justice Externship  
**Course Number:** CRJU 2100  
**Credit Hours/ Minutes:** 3 / 6750  
**Class Location:** Externship site  
**Class Meets:** Go to externship site  
**CRN:** 20125

**Instructor:** Karann Raines  
**Office Hours:** 2:00-4:30 Monday – Thursday  
**Office Location:** Room 828, Gillis Medical Bldg.  
**Email Address:** [kraines@southeasterntech.edu](mailto:kraines@southeasterntech.edu)  
**Phone:** 912-538-3219  
**Fax Number:** 912-538-3106

**REQUIRED TEXT:** None

**REQUIRED SUPPLIES & SOFTWARE:** None

**COURSE DESCRIPTION:** Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue an externship in a related agency supervised by the instructor.

**MAJOR COURSE COMPETENCIES:** Criminal Justice Theory Application

**PREREQUISITE(S):** Program Admission

**COURSE OUTLINE:**

(1) Criminal Justice Theory Application

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.

**STUDENT REQUIREMENTS:**

- Perform the required minimum of 112.5** hours of work at the externship site. These hours may be accrued in a manner that is agreed upon by the externship worksite and student.
- Complete all work assignments** that include:
  - Timesheets:** Must be turned in biweekly and signed by supervisor at the externship site.
  - Journal:** Students are required to keep a journal detailing what was done on the days worked at the externship site. *The journal must be typed* and turned in biweekly along with the corresponding timesheet. The journal will begin with the initial contact with your externship supervisor.
    - The journal should include:
      - job duties, assignments, and any other tasks that were completed or observed
      - detail how the job duties/assignments/tasks are necessary for the daily operation of the agency
      - detail daily interaction with supervisor and other members of the agency
      - include the likes and dislikes of the externship
  - Midterm and Final Evaluations:** Evaluations must be completed and signed by the supervisor at the externship site. These are to be turned in by the specified due date located in the course lesson plan.
- EXIT EXAM:** All Criminal Justice diploma and Criminal Justice degree students are required to take the

Criminal Justice Exit Exam toward the end of the semester the student is enrolled in CRJU 2100. The exam will be administered by the Criminal Justice Instructor and taken as a traditional timed exam. The exam will assess knowledge and skills in all major course requirement areas such as: law enforcement, corrections, criminal procedure, constitutional law, juvenile justice, ethics, and criminal law. **Students are required to score a minimum of 70% on the exam to pass the CRJU 2100 course. The exam can only be taken one time. If a student does not pass the exam with a minimum of 70%, the student will receive a D in the course and will be required to retake CRJU 2100.**

- **Communicate with instructor** once per week via email through the student's school email account. *(Students will advise instructor of what they are doing at the externship site and how things are going. Students may also communicate any questions, concerns, etc. to the instructor via email. Students are advised to check their email account at least twice weekly.)*
- **Abide by all rules, regulations, and policies of the externship worksite.** This information will be provided to the student by the worksite. Violation of the rules, regulations, or policies of the worksite may result in termination of the externship. **If a student is terminated for any reason by the externship worksite, a grade of "F" will be given.**

**ATTENDANCE GUIDELINES:** Externship attendance is a very important aspect of a student's success. Being absent from the externship worksite prevents students from receiving the full benefit of a course and also interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for externship attendance rests with the student. Regular and punctual attendance at the externship site is required for student success. Students will be expected to complete all hours required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending the externship site, but do not formally withdraw, may receive a grade of F and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course.

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), to coordinate reasonable accommodations.

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with Helen Thomas, (912) 538-3126, [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu).

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**MAKEUP GUIDELINES:** Timesheets and journals can be made up if turned in within a week of the original due date. The exit exam must be taken at the time scheduled between the student and instructor. No makeups are allowed for the exit exam.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

#### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

#### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

#### **--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**Need assistance in preparing a resume or information on current job openings? Please contact:**

Lance Helms, Director of Career Services  
Office 105, Main Building, Vidalia campus  
912-538-3207  
[lhems@southeasterntech.edu](mailto:lhems@southeasterntech.edu)

GRADING POLICY	GRADING SCALE	TCSG GUARANTEE/WARRANTY STATEMENT:
Supervisor's Evaluation 40% Timesheets & Journals 20% Exit Exam 40% 100%	A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59  *Grade of D or below results in student repeating the class.	<i>The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.</i>

## CRJU 2100 – Criminal Justice Externship Fall Semester 2016 Lesson Plan

Date	Chapter/ Lesson	Content / Assignments	√	*Competency Area **General Education Competency
<u>Aug. 15-21</u>	Week 1	- Initial contact w/ Instructor (review syllabus, outline, rules, regulations, completion of forms) - Begin working required 112.5 hours - Instructor will make contact w/ employer - <b>Turn in signed Externship Agreement Forms</b> - Log onto Blackboard to see CRJU 2100 course		*1,2 **a,b,c
<u>Aug. 22 – Aug. 28</u>	Week 2	- Contact instructor by e-mail to inform how externship is going - Continue working required hours		*1,2 **a,b,c
<u>Aug 29- Sept. 4</u>	Week 3	- Contact instructor by e-mail to inform how externship is going - <b>Turn in timesheet &amp; journal Report for the Weeks 1 &amp; 2</b> - Continue working required hours		*1,2 **a,b,c
<u>Sept. 5-11</u>	Week 4	- <b>School Closed Sept. 5 for Labor Day Holiday</b> - Contact instructor by e-mail to inform how externship is going - Continue working required hours		*1,2 **a,b,c
<u>Sept. 12-18</u>	Week 5	- Contact instructor by e-mail to inform how externship is going - <b>Turn in timesheet &amp; journal Report for the Weeks 3 &amp; 4</b> - Continue working required hours		*1,2 **a,b,c
<u>Sept. 19-25</u>	Week 6	- Instructor to visit student at worksite (will arrange a time) - Continue working required hours		*1,2 **a,b,c
<u>Sept. 26- Oct. 2</u>	Week 7	- Contact instructor by e-mail to inform how externship is going - <b>Turn in timesheet &amp; Journal Report for the Weeks 5 &amp; 6</b> - Continue working required hours		*1,2 **a,b,c
<u>Oct. 3-9</u>	Week 8	- <b>Turn in Mid-term Employer Evaluations</b> - Contact instructor by e-mail to inform how externship is going		*1,2 **a,b,c

## CRJU 2100 – Criminal Justice Externship Fall Semester 2016 Lesson Plan

Date	Chapter/ Lesson	Content / Assignments	√	*Competency Area **General Education Competency
		- Continue working required hours		
<u>Oct. 10-16</u>	Week 9	- <b>Mid-point of the semester (Oct. 13)</b> - Contact instructor by e-mail to inform how externship is going - <b>Turn in timesheet &amp; Journal Report for the Weeks 7 &amp; 8</b> - Continue working required hours		*1,2 **a,b,c
<u>Oct. 17-23</u>	Week 10	- Contact instructor by e-mail to inform how externship is going - Continue working required hours		*1,2 **a,b,c
<u>Oct. 24-30</u>	Week 11	- Contact instructor by e-mail to inform how externship is going - <b>Turn in timesheet &amp; Journal Report for the Weeks 9 &amp; 10</b> - Continue working required hours		*1,2 **a,b,c
<u>Oct. 31- Nov. 6</u>	Week 12	- Contact instructor by e-mail to inform how externship is going - Continue working required hours		*1,2 **a,b,c
<u>Nov. 7-13</u>	Week 13	- <b>Schedule day/time to take EXIT EXAM</b> - <b>Turn in timesheet &amp; Journal Report for the Weeks 11 &amp; 12</b> - Contact instructor by e-mail to inform how externship is going - Continue working required hours		*1,2 **a,b,c
<u>Nov. 14-20</u>	Week 14	- Contact instructor by e-mail to inform how externship is going - Continue working required hours		*1,2 **a,b,c
<u>Nov. 21-27</u>	Week 15	- Continue working required hours - <b>Turn in timesheet &amp; Journal Report for Weeks 13 &amp; 14</b> - <b>Turn in employer final evaluations</b> - <b>School Closed Nov. 23 &amp; 24 for Thanksgiving Holiday</b>		*1,2 **a,b,c
<u>Nov. 28 - Dec. 1</u>	Week 16	- Completion of required 112.5 hours - <b>Turn in timesheet &amp; Journal Report for Weeks 15 &amp; 16</b> - <b>Turn in Employer Final Evaluations</b>		*1,2 **a,b,c

**\* COURSE COMPETENCIES:**

1. Criminal Justice Theory Application

**\*\* GENERAL EDUCATION CORE COMPETENCIES:**

- a. The ability to utilize standard written English.
- b. The ability to solve practical mathematical problems.
- c. The ability to read, analyze, and interpret information.