



**CRJU 2100 CRIMINAL JUSTICE INTERNSHIP/EXTERNSHIP
COURSE SYLLABUS
Spring Semester 2018**

COURSE INFORMATION

Credit Hours/Minutes: 3/6750
Class Location: Externship site
Class Meets: Go to externship site
Course Reference Number (CRN): 40048

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karann Raines
Office Location: Room #828, Gillis Medical Building
Office Hours: 2:00-4:00 p.m. Monday-Thursday
Email Address: [Karann Raines \(kraines@southeasterntech.edu\)](mailto:kraines@southeasterntech.edu)
Phone: 912-538-3219
Fax Number: 912-538-3106
Tutoring Hours (if applicable): N/A

SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

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

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. 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" (Failing 0-59) 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 class, 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

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" (Withdrawn) 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 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 (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

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 Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

PROCEDURE FOR ACADEMIC MISCONDUCT

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

1. 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.

2. Second Offense

Student is given a grade of "WF" (Withdrawn Failing) 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.

3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 Email: Blythe Wilcox

American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer	Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer
hthomas@southeasterntech.edu	bwilcox@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

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.

GRADING POLICY

Assessment/Assignment	Percentage
Supervisor's Evaluation	40%
Timesheets & Journals	20%
Exit Exam	40%

GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

CRJU 2100 Criminal Justice Internship/Externship Spring Semester 2018 Lesson Plan

Date	Week	Content/Assignments/Tests/Due Dates	Competency Area
January 8-14	Week 1	<ul style="list-style-type: none"> - Initial contact w/ Instructor (review syllabus/lesson plan, rules, regulations, and completion of forms) - Begin working required 112.5 hours - Instructor will make contact w/ employer - Turn in signed Externship Agreement Forms - Log onto Blackboard to see CRJU 2100 course 	1, 2 a, b, c
January 15-21	Week 2	<p>School Closed Monday January 15 for Holiday</p> <ul style="list-style-type: none"> - Email instructor to inform how externship is going - Continue working required hours 	1, 2 a, b, c
January 22-28	Week 3	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 1 & 2 - Continue working required hours 	1, 2 a, b, c
January 29-February 4	Week 4	<ul style="list-style-type: none"> - Email instructor to inform how externship is going - Continue working required hours 	1, 2 a, b, c
February 5-11	Week 5	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 3 & 4 - Continue working required hours 	1, 2 a, b, c
February 12-18	Week 6	<ul style="list-style-type: none"> - Email instructor to inform how externship is going - Instructor to visit student at worksite (will arrange a time) - Continue working required hours 	1, 2 a, b, c
February 19-25	Week 7	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 5 & 6 - Continue working required hours 	1, 2 a, b, c
February 26-March 4	Week 8	<p>Mid-Point of the Semester</p> <ul style="list-style-type: none"> - Turn in Mid-term Employer Evaluation - Email instructor to inform how externship is going - Continue working required hours 	1, 2 a, b, c
March 5-11	Week 9	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 7 & 8 - Continue working required hours 	1, 2 a, b, c
March 12-18	Week 10	<ul style="list-style-type: none"> - Email instructor to inform how externship is going - Continue working required hours 	1, 2 a, b, c
March 19-25	Week 11	<ul style="list-style-type: none"> - Turn in Timesheet & Journal Report for the Weeks 9 & 10 - Continue working required hours 	1, 2 a, b, c
March 26 – April 1	Week 12	<ul style="list-style-type: none"> - Email instructor to inform how externship is going - Continue working required hours 	1, 2 a, b, c
April 2-8	Week 13	<p>SPRING BREAK WEEK <i>(Students do not have to put in hours at externship site this week, but may if choose to.)</i></p>	

Date	Week	Content/Assignments/Tests/Due Dates	Competency Area
April 9-15	Week 14	<ul style="list-style-type: none"> - Schedule day/time to take EXIT EXAM - Turn in Timesheet & Journal Report for the Weeks 11 & 12 - Email instructor to inform how externship is going - Continue working required hours 	1, 2 a, b, c
April 16-22	Week 15	<ul style="list-style-type: none"> - Continue working required hours - Turn in Timesheet & Journal Report for Weeks 13 & 14 - Turn in employer Final Evaluation - Take EXIT EXAM 	1, 2 a, b, c
April 23-30	Week 16	<ul style="list-style-type: none"> - Completion of required 112.5 hours - Turn in Timesheet & Journal Report for Weeks 15 & 16 - Turn in Employer Final Evaluation (if you haven't already) - Take EXIT EXAM (if you haven't already) 	1, 2 a, b, c

COMPETENCY AREAS:

1. Criminal Justice Theory Application

GENERAL CORE EDUCATIONAL 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.

NEED ASSISTANCE IN PREPARING A RESUME OR INFORMATION ON CURRENT JOB OPENINGS? PLEASE CONTACT:

[Lance Helms \(lhelms@southeasterntech.edu\)](mailto:lhelms@southeasterntech.edu)

Director of Career Services

Office 105, Main Building, Vidalia campus

912-538-3207