



**CRJU 2100 CRJU Externship
COURSE SYLLABUS
Web Enhanced
Summer Semester 201716**

Semester: 201716 Summer 2017
Course Title: Criminal Justice Externship
Course Number: CRJU 2100 – CRJU Externship
Credit Hours/ Minutes: 3 / 6750
Class Location: Externship Site
Class Meets: Externship Schedule
CRN: 60138

Instructor: Nolan Martin
Office Hours: Mon/Thursday; 7am-8am & 2pm-3:30pm
Office Location: Building #2 Room 2159
Email Address: nmartin@southeasterntech.edu
Phone: 478-289-2285
Fax Number: 478-289-2214
Tutoring Hours: By Appointment

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.

PREREQUISITE(S): Program Admission

MAJOR COURSE COMPETENCIES/COURSE OUTLINE:

1. Criminal Justice Theory Applications

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

- 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.
- d. The ability to utilize basic computer skills.

STUDENT REQUIREMENTS:

- Perform the required minimum of 6750 minutes (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: time sheets, daily journal entries, midterm and final evaluations. These are to be turned in by the specified due date located in the course outline.
- Students are required to keep a journal detailing the days that they work at the externship site. The journal should begin with your initial contact with your externship supervisor. The journal should include your job duties, assignments, and any other tasks that you complete or observe during the externship. The student should detail how the job duties and assignments are necessary for the daily operation of the agency. The student should also detail their daily interaction with their supervisor and other members of the agency. The journal should include the likes and dislikes of the externship. The journal must be turned in biweekly along with the corresponding timesheet.
- **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. 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 Owl Mail 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, a grade of "F" will result.

ATTENDANCE : Students enrolled in this course must meet the attendance requirements set by the externship site supervisor in order to obtain the required minutes for successful completion of this course. **There are no specific number of days that shall preclude a student from failing the course. The externship site supervisor will establish a schedule in order to meet the minimum required minutes for successful completion.**

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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 the Special Needs Office - Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

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 the Special Needs Office - Vidalia Campus: Helen Thomas, Room 108, (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" 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 (Tests, quizzes, homework, projects, etc...): Make-up exams will only be given when the student provides a legitimate excuse for missing the exam on the scheduled date. If the student does not make contact by email or phone with the instructor within 2 days of the scheduled exam date, then a grade of 0 will be given for the exam. Also, students who do not take the exam on the scheduled date will not be awarded any bonus or extra credit points that may be given by the instructor on the 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).

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

| | |
|---|--|
| ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer | Title VI - Title IX (Employees) - EEOC Officer |
| Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu | Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu |

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

ACCESS TO TECHNOLOGY: Students can now access Angel, 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.

GRADING POLICY

Supervisor's Evaluation – 40%
Timesheet/Journal – 20%
Exit Exam – 40%

GRADING SCALE

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

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.*

| CRJU 2100 – Criminal Justice Externship Summer Semester 201516 Lesson Plan (Course Outline) | | | | |
|--|----------------------------|---|---|--|
| Date | Chapter/ Lesson | Content / Assignments | √ | *Competency Area **General Education Competency |
| May 17 thru May 23 | 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 - Turn in signed Internship Agreement Forms | | *1,2 **A,B,C |
| May 29 Memorial Day Holiday | | | | |
| May 30 thru Jun | Week 2 | - Contact instructor by e-mail to inform progress of internship | | *1,2 |

**CRJU 2100 – Criminal Justice Externship
Summer Semester 201516 Lesson Plan (Course Outline)**

| Date | Chapter/ Lesson | Content / Assignments | √ | *Competency Area **General Education Competency |
|----------------|--------------------|--|---|--|
| 3 | | - Continue working required hours | | **A,B,C |
| | | | | |
| Jun 5 thru 10 | Week 3 | - Contact instructor by e-mail to inform how internship is going - Turn in timesheet & journal Report for the Weeks 1 & 2 - Continue working required hours | | *1,2 **A,B,C |
| | | | | |
| Jun 12-17 | Week 4 | - Contact instructor by e-mail to inform how internship is going - Continue working required hours | | *1,2 **A,B,C |
| | | | | |
| Jun 19-24 | Week 5 | - Contact instructor by e-mail to inform how internship is going - Turn in timesheet & journal Report for the Weeks 3 & 4 AND TURN IN MID_TERM EMPLOYER EVALUATION - Continue working required hours | | *1,2 **A,B,C |
| | | | | |
| Jun 26-Jul 1 | Week 6 | - Student/Advisor Conference - Instructor to visit student at worksite (will arrange a time) - Continue working required hours | | *1,2 **A,B,C |
| | | | | |
| July 3- July 8 | Week 7 | - SUMMER BREAK – Site Supervisor may require work hours - Continue working required hours | | *1,2 **A,B,C |
| | | | | |
| Jul 10-15 | Week 8 | Turn in week 6&7 timesheet and journal - Contact instructor by e-mail to inform progress of internship - Continue working required hours | | *1,2 **A,B,C |
| | | | | |
| Jul 17-22 | Week 9 | - Contact instructor by e-mail to inform how internship is going - Turn in timesheet & Journal Report for the Weeks 7 & 8 - Continue working required hours | | *1,2 **A,B,C |
| | | | | |
| Jul 24 | Week 10 | - Contact instructor by e-mail to inform how internship is going - Continue working required hours SCHEDULE EXIT EXAM | | *1,2 **A,B,C |

**CRJU 2100 – Criminal Justice Externship
Summer Semester 201516 Lesson Plan (Course Outline)**

| Date | Chapter/ Lesson | Content / Assignments | √ | *Competency Area **General Education Competency |
|------------------------|--------------------|--|---|---|
| | | | | |
| July 25- 26 | Week 10 | - Contact instructor by e-mail to inform how internship is going - Turn in timesheet & Journal Report for the Weeks 9 & 10 - Completion of 112.5 hours TURN IN FINAL EMPLOYER EVALUATION TAKE EXIT EXAM BY AUGUST 1 | | *1,2 **A,B,C |

*** CRJU 2100 Competency Areas:**

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.
- (D) The ability to utilize basic computer skills.

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