



**CRJU 2100 Criminal Justice Internship
COURSE SYLLABUS
Summer Semester 2019**

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Swainsboro Campus/Class Location: Building 2, Room 2159

Class Meets: Internship Site

Course Reference Number (CRN): 60111

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Nolan Martin

Office Location: Swainsboro Campus, Building 2, 2159

Office Hours: Monday through Thursday, 7 – 8 a.m. and 2 – 3:30 p.m.

Email Address: [Nolan Martin \(nmartin@southeasterntech.edu\)](mailto:nmartin@southeasterntech.edu)

Phone: 478-289-2285

Fax Number: 478-248-6649

Tutoring Hours: By Appointment Only

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

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

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

MAJOR COURSE COMPETENCIES

Provides criminal justice theory application.

PREREQUISITE(S)

Program Admission

COURSE OUTLINE

1. Criminal Justice Theory Applications

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 6750 minutes (112.5 hours) of work at the internship 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 O365 - 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, a grade of "F" will result.

ATTENDANCE GUIDELINES

Attendance is a very important aspect of a student's success. Being absent 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 attendance rests with the student. Regular and punctual attendance is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students enrolled in this course must meet the attendance requirements set by the internship 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 internship site supervisor will establish a schedule in order to meet the minimum required minutes for successful completion.

Students will not be withdrawn by an instructor for attendance. 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.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:Helen.Thomas@southeasterntech.edu) 912-538-3126, Building A, Room 108

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 make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:Macy.Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:Helen.Thomas@southeasterntech.edu) , 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

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.

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. The exit exam is 175 questions. **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.**

MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)

Make-up assignments/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 may 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 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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 hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@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%
Time Sheets	20%
Exit Exam	40%

GRADING SCALE

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

Course Number and Name

Summer Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of May 14 -17			First Day of Summer Semester • May 14	
	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 **A,B,C
May 20-23	Week 2	- Contact instructor by e-mail to inform progress of internship - Continue working required hours		*1 **A,B,C
May 27 Memorial Day		Memorial Day Holiday		
May 28-31	Week 3	- Contact instructor by e-mail to inform how internship is proceeding - Turn in timesheet & journal Report for the Weeks 1 & 2 - Continue working required hours		*1 **A,B,C
Week of June 3- 7	Week 4	- Contact instructor by e-mail to inform how internship is proceeding - Continue working required hours		*1 **A,B,C
Week of June 10-14	Week 5	- Contact instructor by e-mail to inform how internship is proceeding - Turn in timesheet & journal Report for the Weeks 3 & 4 - Continue working required hours		*1 **A,B,C
Week of June 17 -20	Week 6	- Student/Advisor Conference and Turn in Midterm Evaluation - Instructor to visit student at worksite (will arrange a time) - Continue working required hours		*1 **A,B,C

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week of Jun 24-28		- Contact instructor by e-mail to inform how internship is proceeding - Continue working required hours		*1 **A,B,C
Week of July 1-5		Summer Break July 1-5	Summer Break	
Week of July 8 - July 11	Week 7	- SUMMER BREAK – Site Supervisor may require work hours - Continue working required hours		*1 **A,B,C
Week of July 15-18	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 **A,B,C
July 23	Week 9	- Contact instructor by e-mail to inform how internship is proceeding - Turn in timesheet & Journal Report for the Weeks 7 & 8 - Continue working required hours		*1 **A,B,C
July 24-25		- Contact instructor by e-mail to inform how internship is going - Continue working required hours TAKE SCHEDULED EXIT EXAM		*1 **A,B,C
		Turn in timesheet & Journal Report for the Weeks 9 & 10 - Completion of 112.5 hours TURN IN FINAL EMPLOYER EVALUATION	Last Day of Summer Semester • July 25	*1 **A,B,C

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

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.