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UWUCC: App-4/15/14
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REVISION APPROVAL COVER SHEET FOR CONTINUATION OF W-DESIGNATION

TYPE II DEPARTMENT COMMITMENT

Professor John Lewis

Department Criminology

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Course CRIM 493 WI Internship

Please provide answers to these questions on the next page:

Received

APR 4 2014

Liberal Studies

- 1. Include the most recent syllabus for the Type II course.

Addendum: This does not have to be the syllabus of record, since the syllabus of record could potentially be rather dated. These syllabi are not meant to replace the syllabus of record; rather they represent how the department is currently teaching a particular Type II W course. These syllabi **do not** have to be revised using the Liberal Studies objective format.

- 2. Include a new "Statement Concerning Departmental Responsibility". The statement of departmental responsibility" explains how the department will ensure that the writing component is present regardless of who is teaching the course. It needs to identify the specific department group or individual who is responsible for ensuring this.

Addendum: This section should show how the department is going to support the W nature of a Type II course, not repeat what is being taught in the course. For example, there is no need to repeat the writing criteria (5000 words, essays exams, research papers etc.) in this section as the type of writing and/or assignments might change over the years. The responsibility relies on the department and they should explain how it will be supporting the W course to ensure that it is being taught in the proposed manner. That may be creating a community of writers within the department or a yearly meeting(s) to discuss Type II offerings. It might also be associated with particular outcomes from the course (often in accredited programs).

Approvals:	Signature	Date
Professor (s)	<i>[Signature]</i>	3 Apr 14
Department Chair	<i>[Signature]</i>	4/3/14
College Dean	<i>[Signature]</i>	4. 4. 14
Director of Liberal Studies	<i>[Signature]</i>	4/10/14
UWUCC Co-chair(s)	<i>[Signature]</i>	4/15/14

TYPE II DEPARTMENT COMMITMENT

Professor John A. Lewis _____ Department Criminology _____

Course CRIM 493 WI Internship _____

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2. Include a new "Statement Concerning Departmental Responsibility". The statement of departmental responsibility" explains how the department will ensure that the writing component is present regardless of who is teaching the course. It needs to identify the specific department group or individual who is responsible for ensuring this.

Criminology department's Statement of Responsibility for all writing intensive courses.

CRIM 493 (Internship) is designated as a Type II Writing Intensive course. The course can be completed for 6 or 12 credits and is offered only during the summer, involving a minimum of three full-time tenure track faculty. To ensure the spirit of the writing intensive component is captured, as outlined in the requirements set forth by the Liberal Studies Committee, the Department's Curriculum Committee, chaired by the Department's Assistant Chair and comprised of current and past College and University undergraduate curriculum committee members, conduct an annual assessment of all Type II WI courses. The assessment is designed to ensure:

All instructors prior to being assigned a WI Type II course have completed the writing workshop.

Ensure equivalency in writing assignments between the syllabi.

Writing activities are defined clearly in the syllabus, to include assessment and revision policies.

The intent of the writing assignment (not an "exercise in writing for the sake of writing").

Number of writing activities are identified, along with the percentage of the overall course grade (minimum 50%) comprised from writing assignment.

Revision policy and/or draft policy is present for at least one major writing assignment.

As writing assignments do vary between assigned instructors, ensuring equivalency is subjective. The Department UG Curriculum Committee will make the equivalency determination. The Department Chair is notified when an equivalency issue cannot be resolved between the faculty and the committee, as the Department Chair has the overall responsibility for ensuring the quality of Type II WI courses as well as the assignment of faculty to courses.

At the last faculty meeting of the semester, WI courses will be an agenda item as all full-time tenure track faculty can be assigned to teach undergraduate core courses. The discussion includes: 1) Updating the current WI professor list: Type I, Type II – completed workshop only, and Type III to assist the Chair with future scheduling and class assignments, 2) Issues involving the delivery or assignments for CRIM 400WI and CRIM 493WI, 3) other WI related issues.

**CRIM 493: INTERNSHIP (6 OR 12 CREDITS)
DEPARTMENT OF CRIMINOLOGY
INDIANA UNIVERSITY OF PENNSYLVANIA**

DESCRIPTION: The criminology internship is an academic course offered to qualified students who want an experiential learning opportunity. An internship allows selected students to engage in either part-time or full-time experience (240 hours for 6 credit hours; 480 hours for 12 credit hours) in an approved work environment, where they can apply their knowledge of criminology and criminal justice to the actual daily activities of a professional agency.

CONGRATULATIONS on securing an internship. The internship experience can be one of the most rewarding educational aspects of your undergraduate degree. Internships typically present students with a wide variety of opportunities and experiences; be sure to make the most of them. At the same time, keep in mind that you represent IUP and the Department of Criminology, and you are beginning to establish a work history and professional reputation.

Dr. David Myers (the internship coordinator) and your assigned faculty supervisor will be your mentors in this experience. Please keep this syllabus and refer to it during the course of the summer internship. It includes important information and a schedule of assignments and due dates for which you are responsible. Failure to meet the requirements and due dates outlined in this syllabus will lower your course grade.

STUDENT REQUIREMENTS:

Students must send the following information in writing by the beginning of the internship:

1. Name, title, address, telephone number, and email address of the agency/site supervisor.
2. Student's work & residence addresses and telephone numbers during the internship. ***IUP email addresses for students will be used for correspondence from your faculty supervisor.***

WRITTEN ASSIGNMENTS: All interns are **REQUIRED** to maintain daily journal entries and weekly summary journal entries, and complete the other written assignments discussed below. These assignments will be submitted electronically (via email attachments) to your faculty supervisor.

JOURNALS:

All interns (those earning either 6 credits or 12 credits) are required to maintain a **typed** set of journal entries. **Daily journal entries (approximately 1-page, double-spaced)** must be written to record the events, observations, and experiences of each day. In addition, **weekly summaries (approximately 2-pages, double-spaced)** must be written that allow students to reflect on the previous week, discuss what they learned, and make comparisons between what they are learning through their internship and what they have learned through their previous IUP coursework. ***Daily and weekly journal entries should be maintained in one continuous electronic (Word) file to be submitted as scheduled to the faculty supervisor.***

Journals should be more than a simple list of things students did that day or week; critical thoughts, reactions, and even recommendations should be provided. The focus should be on what students are learning and the meaning of their experiences; some things to think about include:

- Specific duties and responsibilities at the internship site.
- Opportunities and challenges that have been presented.
- Relationships that have been established.
- Similarities and differences between coursework learning and experiential learning.
- New skills and abilities that have been developed.

ADDITIONAL WRITTEN ASSIGNMENTS:

**1. All students (completing either a 6 credit or 12 credit internship):
Complete and submit an updated résumé and sample cover letter**

Toward the end of the internship, all students must submit a current professional résumé and sample cover letter. The purpose of this assignment is to help you incorporate newly acquired professional and academic experiences into your résumé; assist you with better communicating your unique strengths, skills, and abilities as they relate to the field of criminal justice and a particular job you might be interested in; and to enhance your future chances of employment, as a résumé and cover letter are important elements to gaining successful employment.

For assistance with developing your résumé and sample cover letter, you can visit the IUP Career Development Center's web site at the following link: <http://www.iup.edu/career>. Once you are on this web site, click on the "finding employment" link, and then there is another link for "resume and cover letter writing." You also can visit the Career Development Center in Pratt Hall to obtain available hard copies of résumé and cover letter literature. Further information on résumés and cover letters also is readily available on the Internet. *For this assignment, your résumé and sample cover letter each should be one typed page in length, single-spaced and professional in appearance. You should direct the sample cover letter to an agency and job that you would like to pursue (which could be, but does not have to be, a job at the agency where you are completing your internship).*

**2. Additional assignments for students completing a 12 credit internship:
Read *The 7 Habits of Highly Effective People*; write an Individual Development Plan**

Students completing a 12-credit internship must also obtain and read *The 7 Habits of Highly Effective People*, by Stephen R. Covey. This book is available in paperback for less than \$10 at Amazon.com and also is available at many other bookstores and web sites. The book should be read prior to writing the Individual Development Plan discussed below.

The purpose of an Individual Development Plan (IDP) is to help you develop and improve your goal-setting skills, which are important in many facets of one's personal and professional lives. Writing an IDP provides you with the opportunity to take personal

responsibility for your development, by allowing you to reflect on where you are and where you want to go, both in the short term and long term. In completing your IDP, you should consider what you learned through your internship, your coursework, and through reading the book by Stephen Covey. You should organize your IDP as follows:

Part 1: Self-analysis and assessment of your strengths and areas for improvement. In writing this section, consider the following:

- How do you view yourself now, and what do you see yourself doing during the next 5 years?
- What are your academic and professional strengths, skills, abilities, and areas of expertise?
- What would you like to improve upon academically and professionally?
- What additional training or education do you need for the future?
- What professional relationships do you need to cultivate in order to advance in your field of interest?
- What is your most preferred work environment?
- Who has motivated and inspired you in the past?
- What type of leadership qualities do you believe to be most important for career development, and do you possess them? If not, how can you develop these qualities?
- What behaviors, attitudes, or opinions do you hold that will either enhance or impede your chances of personal and professional success?

Part 2: Goals and Action Steps. After completing Part 1, you will create a set of goals and action steps for what you want to achieve during the next 5 years. Goals are general statements about what you want to achieve (e.g., attain a graduate degree; get hired in a certain position); action steps are the specific things you plan to do in order to accomplish your goals (e.g., apply to a particular university and program; contact specific agencies about employment opportunities).

There are five areas listed below that you are to consider in developing your goals and action steps. You must identify and write ***at least one goal statement and at least two action steps in each area***, but you can develop more than one goal and two action steps for each area. ***Overall, you must have at least 5 total goals and 10 total action steps covering the following five areas:***

- **Academic development:** Prior to writing your goals and action steps, consider your academic strengths; what you would like to improve upon academically; and what additional education and training you will need in the future. More specific things to consider: writing skills, analytical skills, critical thinking, math and logic skills, language skills, study habits, intellectual curiosity, and creativity.
- **Professional development:** Prior to writing your goals and action steps, consider your professional skills, abilities, and areas of expertise; what professional areas you need to work on; what professional relationships you need to cultivate; and your preferred work environment. More specific things to consider: communication skills, time management skills, interpersonal skills, technical skills, ability to work with a team,

ability to work independently, ability to adapt as needed, and ability to take direction and feedback.

- Civic engagement: Prior to writing your goals and action steps, consider what civic engagement means to you; what social or community issues you are passionate about; social problems you would like to help solve; how you have made a difference in someone's life; and who has made a difference in your life.
- Leadership: Prior to writing your goals and action steps, consider who has motivated and inspired you in the past; what traits are exhibited by individuals who are effective in leadership positions; what traits are exhibited by individuals who are ineffective in leadership positions; traits for effective leadership that you both possess and do not possess; what you need to work on in this area.
- Personal growth: Prior to writing your goals and action steps, consider how you measure success in life; what behaviors or characteristics contribute to success; what behaviors or characteristics impede success; what behaviors and characteristics you possess and those you need to work on in order to be successful in life.

Below is an example of the expected format for goals and action steps in Part 2:

Academic Goal: Attain a master's degree in criminology or criminal justice within the next 3 years.

Action step: Research graduate degree programs in criminology and criminal justice during the next 4 months.

Action step: Apply to at least 3 master's degree programs within the next 6 months.

Action step: Gain acceptance and enroll in a master's degree program within the next year.

Part 3: Putting it all Together. After you have completed Parts 1 and 2, you will write a 1-page summary of what you plan to accomplish during the next 5 years. Also, consider and include a discussion of what resources you will need to reach your goals and complete your action steps, and what you plan to do in the near future to get started.

Your entire Individual Development Plan (IDP) should be at least 5-8 pages in length, typed and double-spaced.

SITE SUPERVISOR: The site/agency supervisor will be your day-to-day supervisor and agency representative. The site supervisor also will be the agency contact person for your IUP faculty supervisor. The site supervisor will be asked to prepare an evaluation of your performance at the end of the internship.

FACULTY SUPERVISOR: The faculty supervisor is your IUP contact. The faculty supervisor will:

1. Be in contact with you and/or your site supervisor by telephone and email, as needed.
2. Be available to you via email and telephone.
3. Evaluate your academic work and submit a course grade.

GRADING: Your grade will be based on: (1) your site supervisor’s assessment of your performance, as reported to your faculty supervisor; (2) the quality of your journal entries, as they relate to your learning experience; (3) the quality of your résumé and sample cover letter; (4) for 12 credit interns, the quality of your Individual Development Plan (IDP); and (5) the timely (on-time) submission of your work products. More specifically, your grade will be calculated as follows:

6 Credit Internship:

Supervisor’s assessment: 100 points
 Daily/weekly journal entries: 100 points
 Résumé/sample cover letter: 100 points
 Timeliness of work products: 50 points
 Total 350 points

12 Credit Internship:

Supervisor’s assessment: 100 points
 Daily/weekly journal entries: 100 points
 Résumé/sample cover letter: 100 points
 IDP: 100 points
 Timeliness of work products: 50 points
 Total 450 points

6 Credit Internship Grade:

315-350 points (90-100%): A
 280-314 points (80-89%): B
 245-279 points (70-79%): C
 210-244 points (60-69%): D
 Below 210 points (< 60%): F

12 Credit Internship Grade:

405-450 points (90-100%): A
 360-404 points (80-89%): B
 315-359 points (70-79%): C
 270-314 points (60-69%): D
 Below 270 points (< 60%): F

EMAIL CONTACTS: Most of your contact with IUP and your faculty supervisor will be by email (unless otherwise stipulated by your faculty supervisor). Some emails will be on an “as needed” basis. Feel free to contact your supervisor at any time. You MUST contact your faculty supervisor if you are having difficulty or if your site supervisor is not satisfied with your performance. **If you have any problem, CALL, do not wait.**

MANDATORY GENERAL INTERN AND FACULTY MEETING: At the mandatory general meeting held in April, the internship requirements will be reviewed. In addition, interns will be given a copy of this syllabus and will meet with their faculty supervisor to review the internship requirements and due dates.

IMPORTANT/CAUTION: The dates in the tables below are due dates – the date products must be RECEIVED. Keep in mind that part of your grade depends on you demonstrating that you have the motivation and personal organization required to comply with the schedule. Also, keep in mind that you are earning 6 or 12 academic credits toward your college degree; your work products are expected to reflect strong academic work.

Your failure to meet due dates will affect your grade.

**REFER TO YOUR SCHEDULE OFTEN TO MEET YOUR DUE DATES ON TIME
 Work hard and have fun with your internship. Good luck!**

TENTATIVE INTERNSHIP SCHEDULE

12 Credit Internship or 6 Credit Internship spread over 12 weeks

DATE TO BE RECEIVED	WHAT TO DO or TO SUBMIT
First Day of Your Internship MAY 12, 2014 or as stipulated	Required – Contact (email or phone) your faculty supervisor and let him/her know you are in place. Make sure to provide the name, title, address, and telephone number of agency/site supervisor. Also, provide your own work and residence addresses and telephone numbers during the internship.
May 18, 2014; end of first week	Email (required) – First week’s daily journal entries and weekly summary to faculty supervisor.
June 22, 2014; end of sixth week	Email (required) – Weeks 2-6 daily journal entries and weekly summaries to faculty supervisor.
July 6, 2014; end of eighth week	Email (required) – Résumé and sample cover letter to faculty supervisor.
July 13, 2014; end of ninth week	Email (required for 12 credit interns) – First draft of Individual Development Plan to faculty supervisor.
END OF YOUR INTERNSHIP August 3, 2014 (For May 12 starters, or as stipulated)	Email (required) – <ul style="list-style-type: none"> • Weeks 7-12 daily journal entries and weekly summaries to faculty supervisor • For 12 credit interns: Final Draft of Individual Development Plan to faculty supervisor. • Site supervisor’s performance evaluation of internship (typically emailed or mailed by site supervisor to your faculty supervisor).

TENTATIVE INTERNSHIP SCHEDULE

6 Credit Internship during first 6 weeks

DATE TO BE RECEIVED	WHAT TO DO or TO SUBMIT
First Day of Your Internship MAY 12, 2014 or as stipulated	Required – Contact (email or phone) your faculty supervisor and let him/her know you are in place. Make sure to provide the name, title, address, and telephone number of agency/site supervisor. Also, provide your own work and residence addresses and telephone numbers during the internship.
May 18, 2014; end of first week	Email (required) – First week’s daily journal entries and weekly summary to faculty supervisor.
June 8, 2014; end of fourth week	Email (required) – Weeks 2-4 daily journal entries and weekly summaries to faculty supervisor.
June 15, 2014; end of fifth week	Email (required) – Résumé and sample cover letter to faculty supervisor
END OF YOUR INTERNSHIP June 22, 2014 (For May 12 starters, or as stipulated)	Email (required) – <ul style="list-style-type: none"> • Weeks 5-6 daily journal entries and weekly summaries to faculty supervisor • Site supervisor’s performance evaluation of internship (typically emailed or mailed by site supervisor to your faculty supervisor).