STANDARD SYLLABUS

DEPARTMENT OF CRIMINOLOGY

INDIANA UNIVERSITY OF PENNSYLVANIA

COURSE: CR 493 INTERNSHIP (12 semester hours)

DESCRIPTION: Internship is an academic course offered to qualified students who wish an experiential learning opportunity. Internship allows selected students to engage, full-time (480 HOURS), in an approved work environment where they can apply their knowledge of criminology/criminal justice in the actual daily activities of a professional criminal justice agency.

INTRODUCTION: Congratulations on securing an internship. The internship experience can be one of the most rewarding educational aspects of your undergraduate experience. Internships typically present students with a wide variety of opportunities. Make use of them. At the same time, keep in mind that you represent IUP and the Department of Criminology. You are responsible for following instructions’ Dr. Rosemary Gido, your Internship Coordinator, and the Chair of the Department of Criminology, forwards to you. This syllabus states the expectations and requirements of the faculty. Please keep this syllabus and refer to it over the course of the internship. It includes important information and a schedule of DUE DATES, for which you are responsible. Failure to meet the requirements and due dates outlined here will lower your grade. It may result in failure.

STUDENT REQUIREMENTS: Students must send the professor the following, in writing, by the end of the first week:

1. Name, title, address, and telephone number of agency/site supervisor.
2. Student's work and residence addresses and telephone numbers during the internship.
3. One page job/position description, describing what it is that you will be doing during the internship.
4. Detail directions (map, if possible) so the professor can easily find you when the site visit is made.

WRITTEN ASSIGNMENTS: Students are required to maintain a journal and prepare an academic research OR professional term paper.
Journal:
The journal may be handwritten, but legible, or typed. It is recommended that the journal
be maintained as a "daily diary" where you record the events of the day and your
observations. Weekly Summaries (2-3 pages) should examine the essence of those events
and offer your insights concerning these events. Your journal should be more than simply
a list of things you did that day. Your thoughts and reactions, even recommendations, will
give the events meaning and should be recorded. The focus is on what you are
experiencing and learning.

Academic term paper: Students will prepare an academic term paper, either a research paper OR a
professional paper, with the approval of your faculty supervisor. Papers will be between 15-20
pages in length. The basic requirements for both papers are essentially the same.

The research paper topic will reflect some specific (not every) aspect of your internship
experience. You will describe the issue/problem, address the underlying theory(ies),
conduct a literature review, gather and analyze data, as appropriate, and draw conclusions
and offer recommendations, based on your findings.

The paper is to focus on some aspect of your internship experience. Your experience
should be analyzed with regard to appropriate research and theory. For example, assume
you find the placement of a certain juvenile client in the facility in which you are an intern,
to be questionable, even wrong, by your standards. Describe the situation/problem but
your paper will be evaluated not on how well you describe the problem but rather on how
well you demonstrate an understanding of the relevant theory and research, which gave rise
to the placement and to your objections and alternatives.

The professional paper, when approved by the faculty supervisor, provides the intern an
opportunity to develop an academic paper based on a professional/technical work product
or project of the agency. For example, if an intern was involved in the writing of a grant or
the formulation of an agency policy, that grant or policy may be used as a foundation issue
and working document for the professional paper. However, the student will still have to
describe the issue/problem, address the underlying theory(ies), conduct a literature review,
gather and analyze data, as appropriate, and draw conclusions and offer recommendations,
based on your findings and observations.

The research and professional papers must include a title page, table of contents, body,
and bibliography. Your paper must have a minimum of ten (10) citations to separate
references, of which at least three (3) must be references to articles from refereed academic
journals. Journals like, The Police Chief, the Law Enforcement Bulletin, Corrections
Today, and Federal Probation are not acceptable references. (As a rule of thumb, if a
journal has pictures in it, it is not acceptable.) If you have questions about a reference, call
me. Works cited that are in addition to the three (3) core citations can be from any
source. Citations and references must be done using APA or ASA style. The APA
Manual of Style is available at the bookstore and at the reference desk of all research
libraries. In addition, I have included a style sheet that illustrates an acceptable reference
style.

All research material must be submitted with your paper. That is, you must submit Xerox
copies of all articles cited in the paper (with identifying bibliographic information), Xerox
copies of relevant portions of all books cited in the paper (with identifying bibliographic information) and Xerox copies of all other material cited in the paper (with identifying bibliographic information). Alternatively, you can submit your notes taken from articles,
books, and other material, including with each source identifying bibliographic information.

Failure to submit a paper; failure to submit copies of all research material with your paper; having citations to fewer than three acceptable core references; failure to use APA style; or submitting a paper on a topic that was not approved in advance by your internship supervisor, will result in receiving a zero for the paper.

**SOME TIPS** – Start thinking about the topic of your paper immediately. With this in mind you can begin to ask for ideas from agency personnel. Also, in order to be better prepared to write your paper, it is suggested that you take several relevant books and journal articles with you. For example, if your internship is in a police department, you may want to take several textbooks in police administration, complex organization, contemporary issues, and ethics with you as references. This is important if you will not have ready access to a relevant library collection.

To ensure an approved and consistent academic writing style you may wish to purchase an "academic writer's manual." The department of criminology recommends the style of the American Psychological Association (APA).

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

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

1. Be in contact with you and/or your site supervisor by telephone twice or more, if necessary.
2. Visit you and/or your site supervisor once during the internship. (The site visit will be made by a Criminology faculty member, but may or may not be your assigned faculty supervisor.)
3. Evaluate your academic work and submit a course grade.

**GRADING:** Your grade will be based on: (1) your faculty supervisor's assessment of your performance on site (based on your site supervisor's report and the faculty supervisor's site visit report); (2) the quality of your journal entries as they relate to your learning experience; (3) your term paper; and (4) whether your materials are submitted and phone calls are made on time.

The percentage contribution will be:

- 33% on-site performance
- 20% journal
- 33% term paper
- 14% timeliness of materials/calls

**PHONE CONTACTS:** Most of your contact with IUP and your faculty supervisor will be by telephone. Some calls will be on an *as-needed* basis. Feel free to call anytime. You **MUST** call 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.**
Other calls are scheduled. (See the tentative schedule below.)

**MANDATORY GENERAL INTERN AND FACULTY MEETING:** At the mandatory general meeting held each academic term, the internship program was presented. In addition, interns were given a copy of this syllabus, an article on Plagiarism, which interns were to read, and a Statement of Understanding, which interns are to sign and return to their faculty supervisor. Interns also met with their faculty supervisor at the general meeting.

**TENTATIVE INTERNSHIP SCHEDULE**

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<th>DATE TO BE RECEIVED</th>
<th>WHAT TO DO or TO SUBMIT</th>
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<td></td>
<td>Call – (Required) faculty supervisor and let him/her know you arrived and are okay and give:</td>
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<td>* Name, title, address, and telephone number of agency/site supervisor.</td>
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<td>* Student's work and residence addresses and telephone numbers during the internship.</td>
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<td>Mail – (Required)</td>
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<td>* Addresses, contact numbers, one page job description, map and directions to site.</td>
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<td>* Signed Statement of Understanding Plagiarism.</td>
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<td>* First week's daily journal entries and Weekly summary.</td>
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<td>Mail – (Required)</td>
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<td>* Paper topic (Research OR Professional Paper) (YOUR TOPIC MUST BE APPROVED)</td>
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<td>* Outline (topics you expect to include in your paper)</td>
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<td>* Bibliography - a minimum of 15 sources, five of which must be refereed. This is more than the number of sources required for the paper, but it gives you an advantage in the event some of the sources become inappropriate when you write your paper. This exercise is to make reasonably certain you have access to adequate resource material before you attempt to write your paper.</td>
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<td>CALL ME – (Required phone contact)</td>
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<td></td>
<td>* Mail–(Optional) Individual journal entries, to date</td>
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* Remind your site supervisor to send a letter evaluating your performance, to your faculty supervisor before the deadline listed below.

MAIL – (Required)

* Course Research or Professional Paper

* ALL Individual journal entries

* ALL Journal Summaries

* Site supervisor’s performance evaluation letter of intern.

IMPORTANT/CAUTION: The mail dates above are due dates—the date they must be RECEIVED, not mailed. This means you must mail the materials several days before the due date. 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 12 semester hours of academic credit toward your college degree. Your work products are expected to reflect that fact.

NOTE: Your failure to meet due dates will affect your grade.

Work hard and have fun doing it. Good luck!

DO NOT THROW THIS SCHEDULE AWAY

REFER TO IT OFTEN TO MEET

YOUR DUE DATES ON TIME