SYLLABUS
CJS 460 – Internship in Criminal Justice
Spring 2018

Instructor: Dr. Milton C. Hill
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Class: CJS 460: CJ Internship
Section 01
Time: Varies
Location: Approved Worksite

Office Hours:
Tuesday / Thursday
08:00 a.m. – 09:00 a.m.
2:00 p.m. – 3:30 p.m.
and by appointment

Course Description

Supervised work experience with an approved justice agency.

Textbook
No textbook is required.

Course Objectives

Program Learning Objectives
This course meets the following CJS Program objectives:
1. The student will demonstrate critical reasoning, problem solving abilities, communications skills, and technology skills.
2. The student will demonstrate an awareness of ethical issues in criminal justice, and how to use ethical reasoning to formulate decisions and promote positive organizational and professional trust.

Course-Specific Student Learning Outcomes
This course meets the following CJS Course objectives:
• Supervised work experience in an approved agency environment

Attendance, Preparation, Participation, Etc.

Since you will be working for an actual criminal justice agency, you will be expected to be on-time to your “job,” prepared to work each day. In addition to exposing you to the workings of a CJ agency, this internship is also designed to help you get ready for working in the “real” world. Your employer’s expectations during this internship will be the same as those that you will face upon employment after graduation.
You should intend on being present every day as required by your employer. Absences will count against you, and excessive absence will be grounds for failure of the course (and possible termination by your employer). Please remember that termination by your employer for any reason will result in failure of this course.

**Examinations**

There are no examinations in this course. You will be expected to comply with program requirements and to report/check-in via D2L as instructed.

**Grading**

This is a pass/fail course.

**Make-Up Grades and Extra Credit**

Not offered and not available.

**Student Responsibility**

You retain the responsibility to follow the guidelines of the course syllabus, to comply with university regulations, to read all assigned material and postings specific to this course, and to comply with due dates, submission guidelines, and my instructions.

You are an adult, and you retain the responsibility of regulating your behavior in a manner that will be conducive to learning and for attaining a passing grade in the course. You are expected to comply with the general rules of civility.

You are to participate in class discussions, and, though you are free to express your personal views, you must also respect the views of others. I maintain the right to censor any discussion that is becoming disruptive to the learning process.

The course syllabus is not a menu and you do not have the option of choosing which items to complete and/or which tasks to perform. Failure to submit required material or failure to participate in required discussions will result in a failing grade for those assignments. Note: Failure to comply with ALL requirements for written assignments will result in a grade of zero. Make sure that you read and understand all instructions and expectations!

You are participating in a course designed to prepare you for a career as a public servant. The U.S. Supreme Court has repeatedly upheld higher standards for those involved in public service— particularly in those professions related to criminal justice. You are expected to read carefully, and to fully comply with, the course requirements, the courseroom rules, and the academic honesty policy as explained in this syllabus.
Note Regarding Grading

I realize that you are likely in your final semester and that you are intending to graduate upon successful completion of this and other courses this semester. Please understand that this course is a very important component of your criminal justice course curriculum, and understand that I take this course very seriously. If you do not pass this course, you will not graduate.

I encourage you to continually communicate with me regarding your grades received and your ongoing progress so that you are not caught by surprise at the end of the semester. I do not wish to see you fail this course and miss graduation, and I ask that you do not put me in a position to report a failing grade. I do not “give” grades, nor do I provide opportunities for extra credit. Keep up with your work and stay in touch with me!

Acceptable Student Behavior

Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/ inappropiate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Courseroom Rules

1. I do not “give” grades, I merely report them. You are in complete control of your final grade. Everyone starts with an A; where you go from there depends entirely upon you. Do NOT come to me at the end of the semester asking me to “give” you anything—and that includes make-up work and extra credit work; it will not happen.

2. This syllabus will act as the final word in the event of a discrepancy, error, or misunderstanding. Make sure you read and understand it completely—and make sure you keep a copy for reference during the semester.

3. Cheating, plagiarism, or any other violation of the University’s Statement on Academic Integrity, will result in IMMEDIATE and irreconcilable removal from the class.
   1. If you quote it, cite it;
   2. If you paraphrase it, reference it;
   3. If you don’t know, contact me.
SFASU Policy Statements

Academic Integrity
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/student_academic_dishonesty.pdf

Any occurrences of cheating or plagiarism will be dealt with according to University policy, provided to you in your student handbook. Specifically, we will first meet together to discuss same in my office where you will be given the opportunity to explain your position. If it is determined that academic dishonesty has occurred, I will then make a decision as to the penalty therefore. Penalties may include reprimand or no credit for the assignment or exam, or re-submission of the paper, or make-up exam, or failure of the course. I will then refer the incident to the Chair of the Department and the Dean of the College. This Report of Academic Dishonesty form, along with supporting documentation shall be made a part of the student’s record and remains on file with the Dean’s office for at least four (4) years. A second or subsequent offense shall be referred to the Committee on Academic Integrity pursuant to policy.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations.

Policy: http://www.sfasu.edu/policies/academic-accomodation-for-students-with-disabilities.pdf
For additional information: http://www.sfasu.edu/disabilityservices/

Withheld grades Semester Grades Policy (A---54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.