SCHOOL OF CRIMINAL JUSTICE
MASTER SYLLABUS – CRIM 391
SUMMER 2013

The Ferris State University Criminal Justice Internship, CRIM 391 (four credits), consists of a mandatory minimum of 216 clock hours, with no deviation allowed, of observation and training with municipal, county, state and federal criminal justice agencies within Michigan and other states for all students. Corrections and Generalist track students will complete 216 clock hours at an agency and Law Enforcement track students will complete 176 field training hours within an agency and 40 hours of Academy Orientation for a combined total of 216 hours. The internship experience shall be taken during the Summer semester between the junior and senior years of the academic program.

COURSE REQUIREMENTS

1. The following internship paperwork must be turned in, fully completed, to the Criminal Justice office by April 5, 2013. (Some documents require earlier submission – see list below for specifics.) Failure to do submit all documents as required below may result in the delay of your internship until Summer 2014.

   a. Student Information Sheet (yellow, due November 21, 2012)
   b. Student Internship Program Agreement form (purple, due November 21, 2012)
   c. Health Insurance Information (policy information must be provided prior to internship start date)
   d. A picture of yourself*, NOT a copy of a driver’s license or student ID photo.
   e. Criminal History Form (blue, due November 21, 2012)
   f. Agency Agreement Form (pink, signed by your internship agency and due on or before April 5, 2013)

   * Picture is for file only – contact your FSU Internship Advisor if you have questions.

2. Daily Report Logs of internship activities, reviewed and signed in the appropriate place by an agency representative, will be submitted on a weekly basis to your faculty internship advisor. Reports will be due on the due dates listed on the CJ Internship Calendar. If mailed, the reports MUST be postmarked one day prior to the due date. Late reports will not be accepted without prior approval of your internship advisor and will result in a point reduction that WILL affect your grade. Any deviation from the Due Dates Calendar MUST be approved by your faculty internship advisor.

3. Interns are required to turn in five (5) incident/administrative reports (2-3 pages typewritten). The reports will be due on the dates listed on the CJ Internship Calendar. If mailed the reports must be postmarked one day prior to the due date. All reports are to be typed. Late reports will not be accepted without prior approval of your internship advisor and will result in a point reduction that WILL affect your grade. Any deviation from the Due Dates Calendar MUST be approved by your faculty internship advisor.
4. Interns will be required to write a Final Internship Report (6-8 typewritten pages, double spaced, Times New Roman, 12 Font, with 1” borders.) This report is due to your Internship Faculty Advisor by the date listed on the CJ Internship Calendar. Any deviation from the Due Dates Calendar MUST be approved by your faculty internship advisor. Final Reports that are late WILL result in a grade reduction. The Final Report must contain the following information; your faculty internship advisor may also have additional requirements:

   a. The student's overall impression of the internship experience. The student will explain what he/she learned on the job, both in observation and participation. Students should comment on the reality of the internship in relation to their expectations.
   b. Three good points and three bad points of the assignments.
   c. Discussion of ethical dilemmas within the internship.
   d. The student's interest in pursuing a career in their internship job area.
   e. Suggestions for improvement for the following year's programs.
   f. Discuss what you, the student, need to improve to be successful in your chosen field.

5. Interns will be required to submit a work schedule to their Internship Faculty Advisor. A map with directions to the agency and a telephone contact number should also be included. During the period of the internship, students shall be visited by their Internship Faculty Advisor. A mandatory minimum of two visits and two phone calls should be provided where the internship experience is a curriculum requirement and is on a full time basis. For the first visit, advisors are to meet with the intern in the field at the agency, except in unusual circumstances, which will require prior approval of the Internship Program Coordinator. This visit should take place approximately two to three weeks into the internship. It will be the student’s responsibility to inform the agency representative of the meeting with the internship faculty advisor. The second visit will be left to the discretion of the faculty advisor (re: meet at Ferris during driving program). These two meetings are mandatory, thus, interns will receive a grade reduction for missed appointments, if they are at fault.

6. An evaluation form filled out by the internship agency is requested for each intern. The agency may choose to mail this form to the Criminal Justice office, or it can be hand delivered by the intern. The evaluation is used as a learning tool and is often viewed by interviewing agencies when conducting a background check. Therefore, it is important that the evaluation is returned.

REPORTING AND CONDUCT

1. Once the student has obtained a formalized internship assignment and the Agency Agreement Form is properly completed and returned to 505 Bishop Hall, he/she will make initial contact, (at least by telephone), with each agency one week prior to the commencement of his/her internship experience with that agency. This initial contact will serve to confirm the student's arrival at the agency and at the same time, personally identify the agency contact person with whom the student will deal.
2. Criminal Justice students will report promptly to their assigned agency on the first day of their assignment. There they will meet with the agency head or contact person assigned and develop their internship schedules (unless already established).

3. The requested assignment within each agency with regard to hours and activity level, (i.e. patrol, investigation, etc.) must be worked out to the mutual satisfaction of the student and the agency head. The student should make requests for a special assignment within the agency (i.e., Juvenile Division, Homicide, etc.) at this time. Each student should bear in mind that the ongoing operations of the agency must be of primary importance to the agency head, and may conflict with the requested assignment.

4. When the scheduling has been completed, the student will forward a copy of the schedule to their Internship Faculty Advisor that same day. Included with this should be any updates as to the student’s summer address and contact phone number. These schedules will be retained for official records at Ferris. They will also be utilized for the scheduling of on-site visits by the Internship Faculty Advisor.

5. Once assignment scheduling has been accomplished, the student will complete each tour of duty as assigned. Reporting for duty, completion of all assignments and maintenance of strict confidence shall be as if you were an employee of the agency. There will be no exceptions to this policy. Violations of this policy will be reported immediately by the agency and could result in termination of the internship assignment for the student.

6. Personal appearance with regard to haircuts, mustaches, beards, cleanliness, etc., shall conform to that of the agency assigned. The only exception to this policy will be when a student has, by pre-arrangement, been assigned to an undercover position with approval by their Internship Faculty Advisor.

   In addition to the above, all intern students shall wear acceptable business attire, such as dress/skirt, dress suit, dress slacks, shirt and tie, for normal duty assignments; (i.e., patrol, traffic, dispatch, records, planning and research, court, and other criminal justice duties). Students assigned to a federal agency or criminal investigation section of a police agency, in which the uniform of the day is professional business attire, shall wear either a suit/tie or professional business attire. Again, the only exception to the dress regulation is that of special assignment (undercover, shooting range, marine patrol etc.) which is cleared with the Internship Faculty Advisor.

7. Remember that you are in pursuit of a professional degree for entrance into what is a new profession; you MUST look and act the part.

**ROLE OF THE INTERNSHIP FACULTY ADVISOR**

The assigned Internship Faculty Advisors are responsible for all phases of the internship program. Among his/her responsibilities are the assisting of scheduling of students to
appropriate agencies whenever possible, liaison with these agencies, evaluation of student performance, and student counseling. Students are urged to seek the counsel of their faculty advisor whenever necessary. This can be done during the scheduled on-site visit or by appointment at other times.

**ROLE OF THE INTERNSHIP COORDINATOR**

The role of the Internship Coordinator is the total administration of the internship program, which includes:

a. Responsibilities of an Internship Faculty Advisor as stated in the Master Syllabus.
b. Facilitator of Mandatory Internship meetings to disseminate information to interns.
c. Liaison between Internship Faculty Advisors, students, and agencies, to include conflict resolution, if needed.
d. Responsible for giving prior approval to Internship Faculty Advisors for any deviations from the requirements stated within the Master Syllabus.
e. Administration of all FSU student and agency paperwork, including applications and correspondence with agencies.

**GRADING**

Faculty Internship Advisors, if using a grading scale, other than the Official Addendum to the CRIM 391 syllabus, will have a copy of their grading scale on file in the Criminal Justice office before the beginning of the Summer semester. Faculty advisors will also furnish information on their grading scale to their interns.

The factors utilized in determining the final grade for the internship will be:

1. Timely submission of all required internship paperwork.
2. Grades received on incident and administrative reports.
3. Completion of weekly activity reports.
5. The conduct, demeanor and acceptance of responsibility demonstrated by each intern while on assignment.
6. Attendance at all required internship on-site meetings and completion of all miscellaneous internship requirements.

**SYLLABUS ADDITIONS**

If your assigned Internship Faculty Advisor is using a syllabus other than, or in addition to the Master CRIM 391 Syllabus, a copy will be on file in the Criminal Justice office, and will be furnished to the students, by the advisor at the beginning of the Summer semester.

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OFFICIAL GRADING SCALE

The following grading scale will be used for all interns, unless the assigned Internship Faculty Advisor has provided an alternate grading scale to both the students/interns and the Criminal Justice office before the beginning of the Summer semester.

10% Of the grade will be based on having fully completed all internship paperwork and having a photo on file.

10% Will be based on the Coordinator Visits, one visit at the agency with the student and an agency representative, and the other visit scheduled at the coordinator’s discretion. (5% each)

10% Will be based on the Daily logs, including grammatical content, correctly filled out, and delivered on time.

50% Will be based on the Incident Reports/Administrative Reports (five total @ 10% each), including grammatical content, delivered on time.

20% Will be based on the Final Report, guidelines followed, grammatical content and delivered on time.

100%

The following point value grading scale will be used:

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