

Skyline College

Administration of Justice Internship

(Enroll as Cooperative Education Program - Coop Ed 670)

ADMJ 670 Course Syllabus



The information in this syllabus outlines the policies, procedures, and practices that every student must know and comply with while enrolled in this course. Students should print a paper copy of this syllabus and have it available for reference. Detailed information about Skyline College Policies & Procedures is available in the *Student Handbook*, the *Course Catalog*, the *Class Schedule*, and the college web site. Please visit the professor's web page for important information about this course.

Instructor/Coordinator Information

Professor: Steven Aurilio

Email: aurilios@smccd.edu

Web: www.smccd.edu/accounts/aurilios/index.html

Building 1, 3rd Floor

Office: 1-1309

(650) 738-4134/Voicemail

Availability: Daily 7:15 a.m. before first class; between classes; and by appointment. Check faculty Door Card on office door or Skyline web page for hours of availability.

Course Information

Administration of Justice Internship
(Cooperative Education: Coop-Ed 670)

ADMJ - 670

Section AA CRN 92634

Classroom: Bldg. 1-1304

This course is offered year-round: ~

(Enroll as Coop-Ed 670)

Summer and Fall semesters (17 wks) ~

Summer (First 5 weeks)

CATALOG DESCRIPTION:

This course is designed as an on-site experiential learning opportunity for advanced and qualifying *Administration of Justice Program* students who wish to apply their program skills and knowledge through a supervised volunteer work experience internship at a selected criminal justice agency.

This course is for advanced and qualifying ADMJ students only. Enrollment and participation in this course is with the approval of the ADMJ Program Coordinator. Must be at least 18 years old, a U.S. citizen, and have no felony convictions.

Student must have completed ADMJ 100 *and* six units of any of these core ADMJ courses: ADMJ 102, ADMJ 104, ADMJ 106, ADMJ 108 or ADMJ 110. (Three of the six units may be met by concurrent enrollment.) Must have minimum of a 2.0 GPA.

Student must possess background history consistent with work in criminal justice, must meet the qualifications of the criminal justice agency, and must be able to pass a background investigation to be able to participate in the ADMJ internship program.

Students must work 60 hours per term for each unit at site during the semester, maintain a journal of assignments and activities, develop three learning objectives, attend three class meetings during the semester, and upon completion of term submit a written self-evaluation on their experience.

Hours: 60 hours of site work, plus three conference meetings per term.

Grading Method: Pass/No Pass. (1-4 Units).

Prerequisites: As noted above.

Transfer: Non-transferable.

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:

1. *Demonstrate* their knowledge of the fundamental aspects of justice administration, including familiarity with the history, development, structure, functions, and processes of criminal justice as they specifically relate to the type of criminal justice agency at which the student has conducted internship.

2. *Integrate and apply* knowledge gained prior to and during the internship experience to develop, with the help of the site supervisor, three job-related learning objectives within the first two weeks of the internship semester, and work diligently and effectively toward those objectives during the internship.
3. *Demonstrate* ability to analyze, organize, and assemble the various components of the internship experience and to effectively communicate the results of the internship experience in a well-written self-evaluation analysis paper that will be due within one week of the end of the internship semester.

COURSE CONTENT:

This course consists of the following essential components:

1. Student must meet the minimum pre-requisites and requirements for participation in the ADMJ internship through the Coop-Ed. Office, and must be properly enrolled in the ADMJ 670 course for the internship semester.
2. Student must be accepted for internship participation by the criminal justice agency to which the student has been referred prior to being enrolled.
3. Student agrees to all of the terms and conditions of the internship program in order to continue participation.
4. Student must commit to and work at least 60 hours at the agency site within the term for each unit of credit, as verified by time card documentation.
5. Student must develop three job-related learning objectives within the first two weeks of beginning the internship semester, and must work diligently and effectively toward those objectives during the entire internship semester.
6. Student must meet with the ADMJ Coordinator and/or the Cooperative Education Coordinator at least three points during the internship: at the semester beginning, mid-semester, and at the end of the internship semester.
7. Student will maintain a written journal of activities, assignments, and accomplishments during the internship semester.

8. Student will submit a written self-evaluation on their internship experience due within one week of the end of the internship semester.

TEXT BOOK:

Required: *Cooperative Education Student Handbook* which is available at the Skyline College Bookstore, first floor of Building 6, in the Cooperative Education section.

GRADING POLICY:

This course is a Pass/No Pass (no letter grade) course. To obtain credit for the course, the student must fulfill the required site work obligations, attend all three required conference meetings, maintain a journal, and submit final self-evaluation report. Course work will not be graded but will rather be checked as completed.

- One unit of credit for each 60 hours of site work completed in term.
- Attend three conference meetings: orientation, mid-semester, and final.
- Maintain journal of activities, assignments, and accomplishments.
- Submit final self-evaluation report of the internship experience.

JOURNAL; and SELF-EVALUATION FINAL PAPER:

Student must maintain an accurate, comprehensive, and complete type-written journal of all activities, assignments, and accomplishments during the internship.

Student must submit in person a type-written self-evaluation report within one week after the end of the internship semester. Papers are evaluated according to an objective 3-point analytic essay rubric, which is accessible on the professor's web page. Use this rubric as a guide for writing papers.

The purpose of the intern's evaluation of the agency, work site, and internship experience is so that we can objectively assess concerns that may need the program's attention, such as areas for improvement, necessary changes, as well as to pinpoint the strengths of the experience.

These evaluations have the sole purpose of making the ADMJ Internship Program better and to best serve the needs of the student, the agency, and the program.

Papers will be evaluated on:

1. Focus on Assignment & Topic Prompts ~ 2. Development and Support of Position
3. Organization, Coherency, and Use of Language

Format: The following format must be used for all papers, and will be graded:

Typed, black ink on white paper	~	Double-spaced, one inch margins all around
12-point New Times Roman font	~	Number all pages at bottom center of page
Staple pages upper left corner	~	Title Page (correct format) for top page
No paper clips or report covers	~	Type question in bold above each response

PLAN and ORGANIZE your thoughts *before* you begin writing your paper.

DRAFT a first copy of what you want to say. Make necessary corrections.

REVISE and EDIT your draft. Eliminate unneeded sentences or information.

PROOFREAD your paper one last time. Correct any grammar errors found.

SITE EVALUATION OF INTERN PERFORMANCE

Interns will be evaluated as to their work performance TWICE by their agency's site supervisor during the internship term. The first evaluation will become due mid-semester, and will be the basis of the mid-semester meeting between the internship coordinator and the student. The final performance evaluation will become due at the end of the semester. Meeting dates/locations will be provided.

The purpose of these performance evaluations is to pinpoint both weakness areas that need improvement as well as to reinforce strength areas of the student intern. These evaluations have the sole purpose of making the student a better, more viable candidate for employment, and are positive-based.

ATTENDANCE/TARDY POLICY:

Regular and prompt attendance at the work site and at the meetings is an obligation assumed by every student at the time of registration. To receive credit for completing this course, students must fulfill the required course hour obligations.

BEHAVIORAL STANDARDS POLICY:

Students shall at all times conduct themselves in a courteous and professional manner so as to present themselves, the college, and the internship program in the most favorable light. Students will follow the oral and written policies and instructions of the agency, their site supervisor, and of the college and the internship coordinators. Any deviation from this policy can result in the student being removed from continued participation in the internship, and loss of credit for failure to complete the course. In essence, while internship is generally unpaid work, students will perform as if they were in the capacity of regularly paid employees.

ACADEMIC INTEGRITY (Plagiarism, Cheating, and Dishonesty):

Academic dishonesty of any kind defrauds all those who depend upon the integrity of the college and its instruction. It occurs when a student attempts to show knowledge or skills which he/she does not possess, whether accomplished by intention or by carelessness. Violations will be handled according to college policies. *Refer to the Student Handbook's section on College Policies & Procedures.*

DSPS STATEMENT: (Academic Adjustments for Students with Disabilities):

Students must notify the professor at the beginning of the course of any special DSPS needs. Accommodations can only be made through the DSPS office. Contact the Disabled Student Services Program Office, Building 2; or call 650-738-4280. *Refer to the Student Handbook's section on College Policies & Procedures.*

WITHDRAWAL POLICY:

Students must be properly enrolled in the course to receive credit. Adds and withdrawals must be done according to college policies and procedures. Notify professor of any change in enrollment status. *Refer to the Student Handbook's section on College Policies & Procedures.*



STUDENT CONTACT INFORMATION:

Skyline College has partnered with *Google* to provide students with email accounts. Students are to activate their college email account so that they are reachable. Please ensure that your current email and home addresses, and telephone number, are on file. Notify me and the College of any changes to your contact information. Check your college email address daily for important information and updates. Also, it is important that internship students remain in regular and frequent contact with the internship coordinator throughout the period of their internship.

MAKING A GOOD IMPRESSION:

It always helps to make a good impression, both in school and in the work place. Putting your best foot forward and displaying your best efforts toward reaching your goals can benefit you in many ways, now and later. So, make a good impression.

Steven Aurilio
Professor, Skyline College
Administration of Justice Program

Chester Jones
Coordinator, Skyline College
Cooperative Education Program