



<b>Course Title:</b>	<b>Internship in Criminal Justice/Policing</b>
<b>Course Number:</b>	<b>CJLE 2186</b>
<b>Course Section:</b>	<b>001</b>
<b>Course Meetings:</b>	<b>Online Meetings as Scheduled</b>
<b>Department:</b>	<b>Criminal Justice &amp; Law Enforcement Technology</b>
<b>Campus:</b>	<b>Levelland</b>
<b>Instructor</b>	<b>Ray Scifres</b>
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*SOUTH PLAINS COLLEGE IMPROVES EACH STUDENT'S LIFE*

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**I. GENERAL COURSE INFORMATION:**

**A. Course Description:** This class is a hands-on study of the criminal justice system by serving in an observational and student role at a local justice agency. Such internships have become an important part of the learning process as students look into the field for future career options. Through interaction with criminal justice professionals in varying levels, the student observer will identify the needed skills and establish partnerships that are important in the field. Additionally, the student will bridge the gap between theory and practical application in real world situations.

**B. Course Learning Outcomes:** The student will develop an understanding of the function of different aspects that make of the criminal justice system. The student will observe daily functions within law enforcement, detention, prosecution, and/or community corrections divisions of a local system.

The student will further develop an understanding of a number of theories related to crime and punishment, and evaluate strengths and weaknesses of those theories as they apply to actual situations in the field of criminal justice.

**C. Course Competencies:** Upon successful completion of this course, each student will have demonstrated through comprehensive examinations, with a score of 70% or better, a competent understanding of:

- the role of the different aspects of the criminal justice system and how they operate together including police, detention, prosecution, defense, court, and probation departments;
- how criminal investigations are conducted from the beginning of a complaint through the final prosecution of an offender;
- how prosecutors make charging decisions in order to “seek justice first” as opposed to convictions; and,
- the role of correctional and detention centers in policing and how it is interdependent on other parts of the criminal justice system as a whole.

**D. Academic Integrity:** It is the aim of the Law Enforcement faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. *The attempt of any student to present as his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.* Students should refer to the SPC General Catalog policy regarding consequences for cheating and plagiarism (see "Academic Integrity" as well as "Student Conduct" sections in college catalog). At times, working with other students is encouraged for some assignments and meets SCANS competencies C-9 through C-14. If you have a question as to whether you may work with other students on any assignment, ASK YOUR INSTRUCTOR.

**E. SCANS and Foundation Skills.** This course covers SCANS Occupational Competencies C-6,7,15,19 and Foundation Skills F-1,5,7,8, & 11. F.

**F. Verification of Workplace Competencies.** This course will transfer to a senior level institution that offers a Criminal Justice or related degree.

**G. Blackboard:** Students will utilize the South Plains College’s Blackboard system for some of the assigned coursework. All students enrolled in the course have access to the system.

**H. Instructor Availability / Office Hours:** As an adjunct instructor, I do not keep regular office hours at the SPC Campus. However, I am able to meet with students at an arranged time on the campus at the Law Enforcement Technology Building.

## **II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS:**

**A. Background:** Students will be required to complete a background investigation packet and a background check prior to having access to sensitive law enforcement-related information. This is mandatory in order to have complete access in the Law Enforcement Center and Detention Center, as well as to have access to certain related information. **THIS MUST BE COMPLETED BY THE END OF WEEK 1 IN ORDER TO CONTINUE.**

**B. Class Attendance.** Student interns are expected to a minimum of 50 contact hours with the assigned agency or organization spread over 15 weeks during semester.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. Students must attend and/or participate in all classes for which financial aid is awarded. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the Student will owe any balance resulting from the adjustment.

**C. Assignment Policy.** All required work must be turned in on time in order that the student may benefit from the corrections and study for future examinations. Assigned outside work is **DUE ON THE CLASS PERIOD ASSIGNED**. Late work generally is not acceptable; however, special consideration is subject to instructor discretion for exceptional circumstances. The instructor has sole discretion whether the exception is cleared and whether or not the work is acceptable.

**D. Grading Policy/Procedure.** In order to successfully complete the internship, the student intern will:

- Complete reports to be submitted weekly that are complete, accurate, and have correct grammar. Log the number of hours completed weekly, including date, start time, end time, and location.
- Complete a research paper as outlined in the syllabus prior to the due date.
- Receive a satisfactory review from the agency the student is assigned to during the semester.

Failing to complete any of these requirements will result in lower grades, and possibly failure.

## **TOTAL**

Weekly Reports (15)	150 points
Research Paper	200 points

<u>Agency Evaluation</u>	<u>150 points</u>
Total Points Possible	500 points

### **GRADING GUIDELINE:**

Total Points Accumulated = Grade Earned

450 to 500 points = A

400 to 449 points = B

350 to 399 points = C

300 to 349 points = D

299 or fewer = F

**WEEKLY REPORTS:** A summary of the experiences, in narrative form, of the student for each week completed. The report will be submitted via Blackboard in the appropriate tab, and the review should outline the following:

- Student observations
- Any relevant case, interview, arrest, transfer, court proceeding, or meeting the student was involved with during the week. This could include interviews with law enforcement personnel, prosecutors, court personnel, other employee, or victim/citizen/complainant. Specific information identifying victims, complainants, or non-public information should not be disclosed.

**RESEARCH PAPER:** Each student will complete a research paper that will include the following elements: History of the agency, overview of current agency that includes mission statement, organizational chart, and jurisdiction, and an analysis that includes recommendations or suggestions for improvement. The student will incorporate observations, as well as relevant course concepts from previous courses including, but not limited to, Introduction to Policing, Policing and Systems, Correctional Systems and Practices, Court Systems, and Legal Aspects of Law Enforcement, as a part of the scholarly review.

The format for the paper will be properly styled in APA format (7<sup>th</sup> Edition), be typed in Times New Roman, 12-point font, with one inch margins, and double spaced. A sample paper and grading rubric may be viewed on the Blackboard system for the course. The length will be between 1250-1750 words, and the student must use a minimum of five (5) scholarly references. References should be from academic, peer-reviewed sources. Sources such as Wikipedia will not be used and will result in an automatic “0” for the assignment.

All papers will be uploaded via the Blackboard course. Each paper will be uploaded into SafeAssign to verify originality and to ensure there is no intentional plagiarism. **If there is evidence of plagiarism, the instructor will discuss the issues with the student and a zero may be assigned for the paper.** *Students are strongly encouraged to speak with the instructor should they have any questions regarding the assignment.*

***Research Paper will be due no later than 12/2/2022 at 11:59 PM, and submitted via Blackboard.***

**AGENCY EVALUATION:** Each student will be evaluated by an agency representative in a form provided by the instructor.

**CODE OF CONDUCT:** The following rules will apply to each student intern.

1. Be punctual and arrive on time dressed in an appropriate manner. If there is any emergency or illness, the student will communicate with the instructor as soon as possible.

2. Only perform functions you are qualified to complete. The student may be asked to perform administrative duties, file review, and assist with ongoing cases and criminal justice/civil matters. The student will not engage in physical altercations with individuals on scene, or in the detention center, but may observe when safe to do so.

3. Abide by agency rules and best practices at all times. This is important particular to the information the student will be privy to that is confidential in nature. No names or identifying information about a specific victim, offender, or case may be shared with others outside of the agency. General elements that are considered public information may be discussed. When in doubt, ask the agency representative or instructor.

4. If the student is removed from the agency for violations of rules and/or laws, the student will fail the course. If there are problems with the agency, communicate with the instructor immediately.

**E. Special Requirements--Safety Policy.** Students should adhere to safety standards established in the SPC Student Handbook. Students in law enforcement/criminal justice must follow all safe practices in the Firing Range and other laboratory work areas. Further, chemical hazards and appropriate MSDS safety practices will be covered by the instructor during the first class session if potential for exposure exists.

### **III. STATEMENTS:**

#### **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

#### **Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call

or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1

## **IV. COVID-19**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test

must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.