

Bossier Parish Community College  
Master Syllabus

**Course Prefix:** CJUS 298

**Credit Hours:** 3

**Course Title:** Criminal Justice Internship

**Course Prerequisites:** Approval by the Criminal Justice Program Coordinator

**Textbook:** None

**Course Description:** This course is designed as a criminal justice elective internship opportunity. Through working with an agency, students will become familiar with the daily aspects and duties of various criminal justice agencies. They will be introduced to areas of criminal justice as typically found in their respective cooperative agency. These agencies can include, but are not limited to: law enforcement, corrections, parole, probation, juvenile facilities, marshal office, border patrol or any similar local, state, or federal agency. (The agency must be approved by the Criminal Justice Program Coordinator). They will have the opportunity to apply theories and concepts introduced in the classroom to the realities of life that criminal justice agent's face on a daily basis. This experience will add to the students' classroom knowledge.

**Learning Outcomes:**

At the end of this course, the student will:

- A. demonstrate knowledge of the purpose and function of the criminal justice system in today's society as it relates to their internship agency;
- B. compare classroom theory to the daily operation of the internship agency;
- C. understand the roles of the criminal justice professional as they relate to the administration of justice within their internship agency;
- D. identify and demonstrate the skills necessary to become a professional in criminal justice as it relates to their internship agency;
- E. demonstrate ability to assist and perform various duties within their criminal justice internship agency.

To achieve the learning outcomes, the student will:

- 1. compare the student's classroom knowledge with what they observed in their respective agency during the internship; (A)
- 2. review classroom theory to the operations observed with their agency; (B)
- 3. compare the roles of operation and application within their agency as to the student's understanding and expectations; (C)
- 4. examine the skills necessary to functionally operate professionally as it relates to the student's internship agency; (D)
- 5. review their agencies operations on a day-to-day basis; (E)

**Assessment Measures:** Assessment of all learning outcomes will be measured using the required weekly reviews and incorporated weekly trainers provided by the instructor and the weekly reviews submitted by the students. Writing rubrics will be provided as the assessment criteria for each weekly writing review and required final essay summary review of what occurred during their semester.

**Attendance Policy:** Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. In this internship class, it will be the responsibility of the student to be at their designated agency internship on time and dressed appropriately for the job activities. Students are to be on best behavior and must keep in mind that they are representing themselves and Bossier Parish Community college.

**Academic Integrity and Conduct:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Plagiarism, cheating, and other forms of academic dishonesty are prohibited and are subject to disciplinary actions established in the Student Code of Conduct. The instructor reserves the right to assign a grade of “F” on any type of assignment or examination based on evidence that the student has violated the Student Code of Conduct. Misleading or misrepresentation of any internship activity could lead to a removal from the course and program.

**Student Behavior/ Classroom Decorum:** Students are encouraged to discuss, inquire, and express their thoughts and views. Internship or classroom behavior that interferes with either their agency or an instructor’s ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before going into their internship agency. Students are not allowed to text or talk on their cell phones (or use other similar devices) while working with an agency. The classroom or ones internship agency is not a place for children, and students are not to bring their family members into their agency internship environment.

**Copyright Policy:** Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or photocopy chapters from a textbook that the student did not purchase. If the internship or agency requires the use of an electronic textbook, a student must look for a statement that allows for photocopying and/or printing of the electronic textbook, before such activity occurs.

**Course Grading Scale:**

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 59% or below

**Attendance Policy:** The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

**Course Fees:** None

**Nondiscrimination Statement:** Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

Section 504 and ADA Coordinator

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: [acao@bpcc.edu](mailto:acao@bpcc.edu)

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Title IX and Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

*Revised July 2018*