

UNIVERSITY OF WYOMING

Department of Criminal Justice

Dept. 3197, 1000 E. University Ave. • Room 223, Arts & Sciences Building • Laramie, WY 82071-3197
(307) 766-2988 • fax (307) 766-3913 • e-mail: crmj@uwyo.edu • www.uwyo.edu/cj/

Dear Criminal Justice Student,

There are many exciting and rewarding career choices in the criminal justice system in Wyoming and throughout the country. One of the best ways of determining which career opportunity is best suited for you is to enroll in a University of Wyoming Criminal Justice Internship (CRMJ 4750). An internship consists of supervised work in a criminal justice agency or related organization. During your internship you will have the opportunity to experience the job first-hand by observing and participating in the work of the agency under the close supervision of criminal justice professionals.

There are numerous internship opportunities available to you locally, nationally, and even internationally. Below is a partial list of the agencies criminal justice students at the University of Wyoming have participated in over the years.

- UW Police Department
- Casper Police Department
- Wyoming Department of Corrections
- The Wyoming Public Defender's Office
- The U.S. Attorney's Office
- The Federal Bureau of Investigations (FBI)
- The United States Marshalls
- INTERPOL

If you are serious about enrolling in an internship, we encourage you to stop by our office, give us a call, or send us an email so we can discuss the possibilities available to you. Also, please take the time to look over the information contained in this booklet. It will answer a lot of the questions you may have.

We look forward to talking with you, and with your involvement and sincere commitment; we can help you arrange an educational experience that will be well worth your time and efforts.

Sincerely,

Adrienne Freng
Internship Coordinator
Laramie Campus Students

University of Wyoming
Criminal Justice Internship Program
CRMJ 4750 Syllabus, Spring 2021
Max of 12 credit hours

CONTACT INFORMATION

Coordinator: Adrienne Freng
Telephone: 766-2307
Email: afreng@uwyo.edu
Office: 309 Arts & Sciences
Office Hours: By Appointment

COURSE DESCRIPTION

The Criminal Justice Internship Program is designed for students who are nearing completion of their degree and want to obtain practical experience in a criminal justice work environment. The internship consists of *supervised work* in a criminal justice agency or related organization.

STUDENT LEARNING OUTCOMES:

The purpose of the internship is to allow students the opportunity to apply academic knowledge from the classroom in an applied setting, while also obtaining valuable experience in preparation for their professional careers.

PREREQUISITES

To enroll in an internship, the student must meet the following prerequisites:

- Criminal Justice Major
- Junior Standing
- 2.5 Cumulative GPA
- Completion of at least 6 hours of upper division courses in Criminal Justice
- Consent of the Instructor

CREDIT HOURS AND COURSE PARTICIPATION REQUIREMENTS

Students may enroll for one to twelve hours of University credit upon approval from the Internship Coordinator. The Department requires 40 agency contact hours per 1 hour of university credit. For example, if you wish to earn 3 credit hours, you must complete 120 agency contact hours. The host agency may require additional hours beyond the minimum requirements of the University of Wyoming.

Students are strongly discouraged from pursuing internships for agencies at which they are currently employed; however, should a student wish to apply for an internship with his/her current employer, the student must show that the internship hours are comprised of activities that are *above* and *beyond* his/her normal scope of duty. In these instances, it is the sole discretion of the internship coordinator in deciding whether the proposed internship activities meet this criteria.

Enrollment in the internship course requires the permission of the Internship Coordinator. To receive permission to enroll in the internship course, students must complete the following tasks in the order listed below.

1. Schedule an interview with the Internship Coordinator either in-person or through another medium (telephone, email, Skype) to discuss the internship program requirements and the possible agencies available to complete the internship.
2. Make contact with the desired agency and schedule an interview with the appropriate personnel to discuss the possibility of completing an internship with the organization.
 - a. Note: At this interview, you need to bring a copy of the ***Internship Agency Contact Letter & Agreement Form***, which explains their roles and responsibilities in the internship process.
3. After receiving approval from the host agency, turn in a completed internship application and a signed ***Internship Agency Contact Letter & Agreement Form***.

COURSE REQUIREMENTS:

Your grade for this course will be based on the following course requirements:

1. **Completion of Agency Contact Hours & Agency Evaluation** – 60% of your grade (60 points) will be based on your completion of the required agency contact hours and the internship coordinator's analysis of the feedback received from the agency in regard to your performance as an intern. The internship coordinator will solicit feedback from the agency throughout the course of the semester regarding the student's performance to include a formal written evaluation at the conclusion of the student's internship. This feedback will be factored into the student's grade. **All contact hours must be completed by the end of the semester unless prior arrangements have been made with the internship coordinator.** Students who fail to complete their required internship hours before the end of the semester will receive a reduction in their overall grade based on the criteria listed below (exceptions may be made in situations where the student's contact hour shortage occurs due to factors outside the student's immediate control):
 - a. Students who only complete between 95 to 99% of their internship hour requirements will receive a 1 letter deduction in their final grade.
 - b. Students who only complete between 90 and 94% of their internship hour requirements will receive a 2 letter deduction in their final grade.
 - c. Students who complete less than 90% of their internship hour requirements will automatically receive a failing grade in the course.
2. **Weekly Progress Reports** – Each week you will be required to complete and submit a weekly progress report which provides a report of the hours completed and a summary of your experiences for that week. Progress reports must be electronically submitted each Monday by 5:00 pm. Fifteen percent (15 points) of your grade will be based on your timely completion of these weekly progress reports.
3. **Writing Assignments** – 25% (25 points) of your grade will be based on your completion of a series of papers completed throughout the course of your internship. All papers must be typed, double-spaced, and must utilize APA citation style when appropriate. Papers should be between 3 and 5 pages in length and will be graded on both content and the quality of writing. The number of required papers is based on the number of internship hours you are completing. Students completing three hours of internship or less must complete Papers 1 & 2. Students completing 4 to 6 hours of internship must complete Papers 1, 2 & 3. Students completing more than 6 hours of internship must complete Papers 1, 2, & two Paper #3s (Topic Papers). A summary of the required writing assignments and their tentative due dates is provided at the end of the syllabus.

GRADING SCALE:

Contact Hours & Agency Evaluation	60 points
Weekly Progress Reports	15 points
Papers	25 points
Total	100 points

Grade	Points
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

MAKE-UP WORK AND EXCUSED ABSENCE POLICY:

Make-up work opportunities will only be granted for excused absences. Excused absences include:

1. Situations that qualify for an authorized absence from the Dean of Students Office. Students must provide the instructor or GA with official documentation for the authorized absence from the Dean of Student's Office. For more information concerning authorized absences and how to obtain them please consult the following resources:
 - a. <http://www.uwyo.edu/dos/studentassistance/authorized-absence.html>
 - b. [UW Regulation 2-108 \(Student Attendance Policy\)](#)
2. Illness (documentation may be required by the instructor)
3. Special circumstances that have been approved **in advance** by the instructor

All make-up work must be completed during office hours within **ONE WEEK** of the original due date, unless other arrangement have been approved by the instructor. It is the student's responsibility to schedule and complete the make-up work. The instructor reserves the right to change the format of all make-up exams, quizzes, and other assignments.

INTERNSHIP BEHAVIOR POLICY:

Please remember that you are representing the University of Wyoming as well as the Criminal Justice Program. It is important that you conduct yourself with professionalism and integrity throughout the course of the internship. Students who fail to conduct themselves in a professional manner can and likely will be dismissed from the class. Examples of behaviors that can result in a student being dismissed from his/her internship include, but are not limited to the following:

- Failure to uphold confidentiality requirements of the host agency.
- Acting outside the authority of the assigned internship duties.
- Failing to abide by the internship schedule arranged with the host agency (for example: not showing up when scheduled to work without properly communicating with the host agency).
- Showing up to the internship while under the influence of alcohol or other non-prescribed drugs.
- Placing yourself in undue harm or risk by failing to adhere to the directives of your internship supervisor.
- Acting in a disrespectful manner toward employees or clients of the host agency.

Additionally, please be aware that should you encounter any behavior or circumstances during your internship in which you feel threatened, unsafe, or otherwise put into an uncomfortable situation to contact the internship coordinator immediately. We want you to have a good learning experience!

ACADEMIC DISHONESTY:

Academic dishonesty in all its forms will not be tolerated in this class. Cases of academic dishonesty will be treated in accordance with UW Regulation 2-114. The penalties for academic dishonesty can include, at my discretion, an “F” on an exam, an “F” on the class component exercise, and/or an “F” in the entire course. Academic dishonesty means anything that represents someone else’s ideas as your own without attribution. It is intellectual theft – stealing - and includes (but is not limited to) unapproved assistance on examinations, plagiarism (use of any amount of another person’s writings, blog posts, publications, and other materials without attributing that material to that person with citations), or fabrication of referenced information. Facilitation of another person’s academic dishonesty is also considered academic dishonesty and will be treated identically.

STATEMENT ON DIVERSITY:

The University of Wyoming values an educational environment that is diverse, equitable, and inclusive. The diversity that students and faculty bring to class, including age, country of origin, culture, disability, economic class, ethnicity, gender identity, immigration status, linguistic, political affiliation, race, religion, sexual orientation, veteran status, worldview, and other social and cultural diversity is valued, respected, and considered a resource for learning.

DUTY TO REPORT:

UW faculty are committed to supporting students and upholding the University’s non-discrimination policy. Under Title IX, discrimination based upon sex and gender is prohibited. If you experience an incident of sex- or gender-based discrimination, we encourage you to report it. While you may talk to a faculty member, understand that as a "Responsible Employee" of the University, the faculty member **MUST** report information you share about the incident to the university’s Title IX Coordinator (you may choose whether you or anyone involved is identified by name). If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are people who can meet with you. Faculty can help direct you or you may find info about UW policy and resources at <http://www.uwyo.edu/reportit>. You do not have to go through the experience alone. Assistance and resources are available, and you are not required to make a formal complaint or participate in an investigation to access them.

DISABILITY SUPPORT:

The University of Wyoming is committed to providing equitable access to learning opportunities for all students. If you have a disability, including but not limited to physical, learning, sensory or psychological disabilities, and would like to request accommodations in this course due to your disability, please register with and provide documentation of your disability as soon as possible to Disability Support Services (DSS), Room 128 Knight Hall. You may also contact DSS at (307) 766-3073 or udss@uwyo.edu. It is in the student’s best interest to request accommodations within the first week of classes, understanding that accommodations are not retroactive. Visit the DSS website for more information at: www.uwyo.edu/udss

IMPORTANT STUDENT RESOURCES:

- **DISABILITY SUPPORT SERVICES:** udss@uwyo.edu, 766-3073, 128 Knight Hall, www.uwyo.edu/udss
- **COUNSELING CENTER:** uccstaff@uwyo.edu, 766-2187, 766-8989 (After hours), 341 Knight Hall, www.uwyo.edu/ucc
- **ACADEMIC AFFAIRS:** 766-4286, 312 Old Main, www.uwyo.edu/acadaffairs
- **DEAN OF STUDENTS OFFICE:** dos@uwyo.edu, 766-3296, 128 Knight Hall, www.uwyo.edu/dos
- **UW POLICE DEPARTMENT:** uwpd@uwyo.edu, 766-5179, 1426 E Flint St, www.uwyo.edu/uwpd
- **STUDENT CODE OF CONDUCT WEBSITE:** www.uwyo.edu/dos/conduct

Writing Assignment Guidelines

Writing Assignment	Assignment Content Requirements	Due Date
Paper #1: Agency Description	Provide a detailed description of the agency you are interning with. Your paper should address the following: <ul style="list-style-type: none"> • What is the purpose or mission of the agency? • How many and what types of employees work for the agency? • What does the organizational structure of the agency look like? • Who are the clients or recipients of the services provided by the agency? • Who makes the policy governing the agency? 	
Paper #2: Expectations versus Reality	Discuss the ways in which your internship experience has both changed and reinforced your expectations about working in the criminal justice system. More specifically, your paper should include the following: <ul style="list-style-type: none"> • Describe two expectations you held about the organization you interned with or the criminal justice system in general that changed as a result of your experience. • Describe how your views have changed regarding the criminal justice system as a result of this internship. This might include your views on crime, criminals, or criminal justice agencies. • Describe how your career goals have changed or not changed as a result of this internship. 	
Paper #3: Topic Paper	Select a topic from the choices below and write a paper in which you integrate material from your previous coursework with your internship experiences. Your paper should both adequately demonstrate your understanding of the topic as well as provide linkages to your internship experiences. A minimum of two academic resources is required for each paper. Below is a list of approved topics for this paper: <ul style="list-style-type: none"> • The role of discretion in the criminal justice system • Effective leadership • Ethics and the administration of justice • Substance abuse and crime • The relationship between race/ethnicity and crime • Social class and crime <p>Note: Students wishing to write a paper on a topic not listed above must have the topic approved in advance by the internship coordinator.</p>	
<p>*Note: Due dates for all of the papers may be adjusted by the internship coordinator as deemed appropriate based upon the type of internship being completed and the needs of the student.</p> <p>**Note: Students who are completing more than 6 hours of internship credit are required to complete two topic papers. The first topic paper is due at midterm and the second topic paper is due on the first Monday of finals week unless prior arrangements have been made with the instructor.</p>		

UNIVERSITY OF WYOMING

Department of Criminal Justice and Sociology

Dept. 3197, 1000 E. University Ave. • Room 208, Arts & Sciences Building • Laramie, WY 82071-3197 (307) 766-2988 • fax (307) 766-3913 • e-mail: crmj@uwyo.edu • www.uwyo.edu/cj/

Internship Agency Contact Letter & Agreement Form

The Criminal Justice Department at the University of Wyoming would like to thank you for your consideration in allowing a student to complete an internship with your organization. We strongly believe that internships provide a valuable educational opportunity for our students, which compliments their classroom learning and helps prepare them for their professional careers. To help in your decision, we have included a list of frequently asked questions about the internship process.

Do you screen students to determine if they are suitable to complete an internship?

No, we are not able to screen students to determine if they are a suitable fit for your organization. As such, we strongly encourage you to evaluate potential interns before agreeing to accept them into your organization. Depending on the nature of your organization, this screening process might include a personal interview with the prospective intern, a criminal background check, and reference checks to include personal, professional, and academic references.

How long will the internship last?

The length of the internship is determined by the number of credit hours the student enrolls in. The University of Wyoming requires 40 agency contact hours per 1 hour of university credit. For example, if a student wishes to earn 3 credit hours, he/she must complete 120 agency contact hours.

Do we have to pay interns?

No, most internships are not paid positions. However, if your agency has the available funds there are no restrictions on paying interns a stipend to help defray the costs associated with the internship.

If we decide to accept the student as an intern, what will be required of our agency?

The most important thing that we ask is for you to provide the student with a valuable learning experience by allowing him/her to observe and participate in a variety of activities related to the mission of your organization. We know that you are very busy, so we do our best to keep required paperwork to a minimum. The *student* is required to submit a timesheet and summary of activities form to the internship coordinator each week. If any concerns arise, you may be asked to review these documents to help us ensure their accuracy. In addition, you will be contacted periodically throughout the semester to provide your feedback on the student's performance in their internship.

What should we do if we have a problem with the intern?

In the vast majority of cases internships are very successful and found to be beneficial for both the student and agency. However, we recognize the potential for problems to arise between the agency and the intern. Most problems tend to be relatively minor and can be settled by talking with the student directly. However, if more serious concerns emerge, we would ask that you contact the internship coordinator to help resolve the issue. If the issue cannot be resolved, you can revoke the internship at any time.

Again, we want to thank you for your consideration in allowing a student to complete an internship with your organization. If you have any further questions about the internship process at the University of Wyoming, please do not hesitate to contact us.

Sincerely,

Adrienne Freng
Internship Coordinator
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(307) 766-2307
afreng@uwyo.edu

AGENCY AGREEMENT

By my signature I stipulate my agency's understanding of the Department of Criminal Justice's internship process and requirements and agree to do our best to provide the student with a productive internship opportunity.

Name of Student: _____

Name of Agency: _____

Agency Supervisor: _____
(Signature)

Agency Supervisor: _____
(Printed Name)

Date: _____