

**SEWARD COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS**

**I. TITLE OF COURSE:** CJ1262- Criminal Justice Internship I

**II. COURSE DESCRIPTION:** Two credit hours

Zero credit hours of lecture and 90 clock hours of occupational work credit hours of lab per week.

A minimum of 90 clock hours of occupational work experience is required for two hours credit. This course is designed to increase the student's understanding of criminal justice administration and operation. The internship is initiated by the school in any cooperative agency.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: Instructor permission

**III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:**

Division Statement: The mission of the Humanities and Social Sciences is to foster an appreciation of the role that the humanities and social sciences has played in the evolution of civilized society and to explore the ways that an understanding of theory and practice in philosophy, the social and behavioral sciences, the fine arts, and written and oral expression will enable students to participate thoughtfully in a global society.

The Criminal Justice program at Seward County Community College provides students with the opportunity to develop and enhance their skills in the criminal justice field through educational and technical instruction.

**IV. TEXTBOOK AND MATERIALS:**

None

**V. SCCC OUTCOMES**

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

5: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information

6: Exhibit skills in information and technological literacy

8: Show the ability to contribute to political, civic, and community responsibilities as an informed member of society

9: Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility

**VI. COURSE OUTCOMES:**

At the completion of this course students should be better equipped to determine their area of interests within the Criminal Justice field and to clarify their career goals by observing how an agency operates. The student will demonstrate at least 70% competency in the following:

1. Identify day to day operating procedures of the department.
2. Apply theories learned in the classroom to actual practice.
3. To write reports containing the proper amount of detail needed.
4. To correctly fill out the various forms used by the department.
5. Identify acceptable interaction between officers, the public, and department.

## **VII. COURSE OUTLINE:**

Two hours credit is obtained by the student working with a criminal justice agency for a minimum of 90 clock hours. This will be an average of 6 hours per week for 15 weeks for fall or spring interns or 9 hours per week for 10 weeks for summer interns. Students completing internships at the Liberal Police Department or Seward County Sheriff's Department will be required to complete the following schedule:

Sign a liability release form at each department.  
Records Department at P.D. - 8 hours

Interview ranking supervisors from the Police Department Records, Sheriff's Office Records, Police Department Investigation Division, Police Department Training section and Sheriff Office Investigation Division concerning the daily operational assignments and goals.

Evidence Collection at P.D. Interview Evidence Technician - 2 hours

Animal Control at P.D. - 8 hours  
Communications Area (dispatch) - 12 hours

Jail Service at Sheriff's Dept. - 12 hours

Attend City and County Court hearings - 12 hours

Ride with both P.D. and S.O. officers - 36 hours

The length of time a student spends in each specific training area may vary from the above-suggested schedule. Students completing internships at other departments will be required to fulfill the requirement set forth by the Chief of Police, Sheriff, or administrator of the hosting department.

## **VIII. INSTRUCTIONAL METHODS:**

1. On-the-job experience
2. Instructor visitation
3. Meetings with instructor
4. Project assignments

## **IX. INSTRUCTIONAL AND RESOURCE MATERIALS:**

Seeking Employment in Law Enforcement, Private Security, and Related Fields by Harr/Hess.  
Criminal Justice Internship I-IV.

## **X. METHODS OF ASSESSMENT:**

Methods of assessing the SCCC and course outcomes will be measured by the following:

1. The supervisor is provided with forms that are used to evaluate the student. These forms are also used to keep track of the hours worked by the student to obtain the necessary 90 clock hours.

2. The Criminal Justice Coordinator will meet with the student as well as with the supervisor in charge.

3. Each week the student is required to turn in their internship hours and a short written description of the duties and work performed during the week. The only exception is for students who are on an internship program in another town.

4. The final grade will be determined by: The student's paper work, evaluation, and recommendation of the supervisor in charge, and the Criminal Justice Coordinator.

**Outcome 5**

1. Will be assessed by reviewing daily log and journal information.

**Outcome 6**

1. Will be assessed by communication with intern's site supervisor.

**Outcome 8**

1. Will be assessed by verbal and written communication about the student's internship experience.

**Outcome 9**

1. Will be assessed by student's assessment of observations and duties as an intern in their particular field of criminal justice

**XI. ADA STATEMENT:**

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobbie Academic building, room 149 A.

Syllabus Reviewed: 12/14/2018 20:38:02