Course Code: CJ-205  
Course Title: Criminal Justice Internship I  
Department/Program: Humanities Department/  
Criminal Justice Concentration  
Semester Offered: Fall; Spring  

Catalog Description/Course: This course allows students to gain actual job experience in criminal justice organizations in which they will have the opportunity to test their own attitudes and abilities to work with people, put classroom learning into practice, grow in self-awareness, and learn and develop helping skills.

Prerequisites: None  
Credits: 4  
Lecture Hours: 1  
Lab/Studio Hours: 0  
Clinical/Fieldwork Hours: 135  

REQUIRED TEXTBOOK/MATERIALS:
None.

ADDITIONAL TIME REQUIREMENTS:

The student is required to participate in at least nine (9) hours of work at the agency to which they are assigned for the fifteen week duration of the course. While at the agency the student is required to maintain a log of their activities and submit a research paper at the end of the semester. Additionally, the student will be given a schedule detailing the dates and times during the semester when they will be required to meet with their academic advisor.

COURSE LEARNING OUTCOMES:

Upon successful completion of this course, students will be able to:
- Gain a greater understanding of the purpose and function of the criminal justice system in today’s society.
- Synthesize academic learning and practical experience.
- Enhance understanding of the role of criminal justice professionals.
- Identify and develop skills necessary for employment in the field of criminal justice.
GENERAL EDUCATION OUTCOMES (IF APPLICABLE)
None.

GRADING STANDARD:
Student’s grades will be based on the following:

1. Attendance record and evaluation by agency 50%
2. Activity Log and Research Paper 50%
TOTAL 100%

COURSE CONTENT:
To be determined in consultation with Faculty Advisor.

DEPARTMENT/PROGRAM POLICIES:

• Make-up Examinations — I fully anticipate that students will make every possible effort to take an examination on the date scheduled, however I am aware that exigencies occur which preclude their doing so. If an exam is missed a make-up must be scheduled but it will not be given any later than the next class meeting. All make-up examinations, whether necessitated by an unexcused or an excused absence, will be reduced in grade by ten (10) points to compensate for the additional study time gained by not taking the test on its scheduled date. A make-up for the final examination must be taken within twenty four hours of its scheduled date/time.
• Extra Credit — I am available to discuss this option should it be needed by a student.
• Grading on a Curve — I do not use this system of grading.
• Late Submission of Assignments — I reserve the right to reduce a student’s grade one level on an assignment not submitted on time.
• Class Attendance — You are expected to attend every lecture and to participate in class discussions.
• Cheating — Cheating or other violations of the Honor Code of the Passaic County Community College will not be tolerated.

COLLEGE POLICIES:
For Information regarding:

• PCCC’s Academic Integrity Code
• Student Conduct Code
• Student Grade Appeal Process
• Intensive Writing Requirements
• Panther Alert: The College will announce delayed openings, closings, and other emergency situations through the Panther Alert System. Students are encouraged to sign up for the Panther Alert Notification. Students can sign up once they log into their Campus Cruiser Portal account through the PCCC website at www.pccc.edu.
• Cell Phone Policy: Use of cellular telephones, audible pagers, or other forms of audible electronic devices in all academic learning environments (including but not limited to, laboratories, testing centers, classroom, library, learning centers, theater, and so forth) is prohibited unless previously approved by the instructor or other authorized administrator.

Please refer to the PCCC Student Handbook and PCCC Catalog
NOTIFICATION FOR STUDENTS WITH DISABILITIES:

If you have a disability, and believe you need accommodations in this class, please contact Disability Services staff at 973-684-6395, or email ods@pccc.edu, to make an appointment. You should do so as soon as possible at the start of each semester. If you require testing accommodations, you must remind me (the instructor) one week in advance of each test. More information @ pccc.edu/ods.

Contact Information

Instructor’s Name:

Office Location:

Address:

Email Address:

Office Hours:

About the Instructor:  (A brief biography of the instructor’s career and education)

Date Last Modified:  June 26, 2013