



**Course Syllabus  
CJS 795: Internship  
Winter 2025**

**Instructor:** Kelly Treece, Ph.D.  
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**Office Hours:** By appointment  
**Class Times:** Asynchronous  
**Class Location:** Virtual

**Catalog/Course Description:**

This course provides students with the opportunity to observe and participate in criminal justice system operations by providing a structured internship experience within a criminal justice or related setting. Student internship placements may include, but are not limited to, law enforcement agencies, courts, correctional facilities, probation and parole offices, private law firms, private investigative firms, private and corporate security companies, juvenile justice agencies, social service agencies, and non-profit agencies. Students will enhance future opportunities or advancement in the field of criminal justice by integrating classroom knowledge with practical experience in the field and expanding professional skills, experience, and professional contacts. Students will complete 120 hours for this three-credit course with a criminal justice or related agency. The work should enable the student to experience new or advanced tasks and responsibilities in the assigned agency. The student reports to both the site coordinator and the faculty internship coordinator. Elective course. Prerequisites: completion of 9 credit hours and instructor approval.

**Student Learning Outcomes:**

Upon successful completion of this course, students will:

1. Articulate the skills, strengths, knowledge, and experiences relevant to personal career aspirations and specific areas needed for professional growth in the respective field.
2. Assess organizational behavior and interpersonal communications within the specific aspect of the field.
3. Assess how specific college courses and learned concepts relate to the internship experience.
4. Critique the most significant policy implications facing the agency in the next five to ten years.

**Master of Science in Criminal Justice Studies Program Learning Outcomes:**

Upon completion of the M.S. in Criminal Justice Studies, students will:

1. Apply the primary concepts and assumptions of the traditional and contemporary theories of addressing crime.
2. Identify and critique efficient criminal justice standards while recognizing basic rights guaranteed to each individual both by state and federal constitutions and laws.
3. Examine the problems associated with ethical administrative decision-making.
4. Integrate issues of race, ethnicity, gender, age, and social class and identify how they affect the criminal justice system in terms of understanding social causes of crime.
5. Develop and apply research methods as used in the social or natural sciences, with a particular emphasis on the basic skills necessary to conduct (and direct) research in criminal justice agencies and related institutions.
6. Engage the Marianist tradition of education for service, peace, and justice as it pertains to local and national social justice, injustices, and inequities in the criminal justice field.

### **Required Digital Tools**

This course uses the following digital tools, each of which will be essential for completing course activities:

- [Zoom \(Zoom Privacy Statement\)](#) will be used for virtual meetings, live lectures, and office hours.
- Canvas LMS ([Canvas Privacy Policy](#))

### **Course Requirements:**

The following student activities are required:

- Time log. Student will keep a log of dates and hours worked, including activities performed on those dates. Per credit hour, the student must perform 40 hours of internship activities.
- Activity Log. Student will keep a log of activities performed, concepts learned, and experiences.
- Experiential & Assessment Paper. The student will prepare a final paper on their internship experience with the agency, including referral, obtaining and processing into the internship, history of the agency, activities/duties/responsibilities, reflection on professional growth from the internship, and assessment of the agency's strengths and weaknesses (in a general sense).
- Zoom or in person meetings with instructor.
- External evaluation: Student will provide the organization with the evaluation form to be completed and returned to the instructor.

### **Grading System:**

<b>Activity / Assignment</b>	<b>% of Final Grade</b>
Activities log	<b>30%</b>
Time log	<b>30%</b>
Final paper	<b>35%</b>
Evaluation	<b>5%</b>
<b>Total</b>	<b>100%</b>

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% and below

### **Regular and Substantive Interaction**

Grading and providing content-specific feedback will be provided within one week of submission. Content-specific feedback will include one or more of the following: audio feedback, rubric feedback, individualized communication in the comment section, or comments within the document submission.

Additionally, due to the online nature of this course, open office hours are not feasible. Therefore, I have created a booking link that allows you to book an open time with me at your convenience. This ensures that the time is set aside specifically for you and you will not have to wait on other students during my available time. Further, all of my available time slots are shown to you two weeks in advance so that you can best fit your schedule. Use this link (<https://drtreece.youcanbook.me/>) to make an appointment. This link is also provided to you in the announcement section of the course.

### **Student Expectations Disability Access**

Chaminade University of Honolulu is committed to providing reasonable accommodations for persons with documented disabilities. Any student who believes that they may need accommodations must first register with the Counseling Center. Registration with the Counseling Center begins the process of determining whether the student meets the requirements for a documented disability in accordance with the Americans with Disabilities Act (ADA), even if accommodations may not be needed for this particular class. The contact information for the

Counseling Center is (808) 735-4845, 739-4603, or by email at [counselingcenter@chaminade.edu](mailto:counselingcenter@chaminade.edu). It is important for students to contact the Counseling Center as soon as possible so that accommodations are implemented in a timely fashion and to allow your instructor(s) to plan accordingly. Students will be required to provide written documentation to the Counseling Center in order for a determination to be made as to whether the requirements for a documented disability under the ADA are met.

Failure to provide written documentation through the Counseling Center will prevent your instructor from making the necessary accommodations. Instructors cannot provide accommodations unless they have been prescribed by the Counseling Center. Once you have received an official notice of accommodations from the Counseling Center, it is also very important to discuss these accommodations directly with your instructor so that they can better support your needs. If you have specific questions regarding your individualized accommodations you may speak directly with your instructor and/or you may contact the Counseling Center.

### **Academic Conduct Policy**

*From the 2018-2019 Undergraduate Academic Catalog (p. 42):*

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook.

### **Incomplete Grades:**

The current university policy concerning incomplete grades will be followed in this course. Incomplete grades are given only in situations where unexpected emergencies prevent a student from completing the course and the remaining work can be completed the next semester. Your instructor is the final authority on whether you qualify for an incomplete. Incomplete work must be finished by the end of the subsequent semester or the "I" will automatically be recorded as an "F" on your transcript.

## **Credit Hour Policy**

This is a three-credit hour course requiring 135 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend an estimated 135 hours engaging in internship duties and assignments. Internship duties will consist of 120 clock hours. Assignments will consist of the following: time card: 2 hours, weekly notes: 3 hours, final paper: 10 hours.

## **Title IX Statement:**

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

**Religious Observances:** Students are expected to notify their instructor one week in advance if they intend to miss class to observe a holy day of their religious faith.

## **Marianist Educational Values**

1. Educate for Formation in Faith
2. Provide an Excellent Education
3. Educate in Family Spirit
4. Educate for Service, Justice, and Peace
5. Educate for Adaptation to Change