CJ 487: Internship
Course Syllabus
Spring 2027

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

Course Prerequisites: Approval by the instructor and program director

Course Description:

A minimum of 40 clock hours per credit hour of work experience related to criminal justice is required. For a three credit course, the required hours are 120. In addition to the fieldwork, the student will be required to write a paper, be evaluated by the agency, and complete an oral interview with a faculty member.

Student Learning Outcomes:

Upon successful completion of this course, the student will:

1. Apply appropriate workplace behaviors in a professional setting.
2. Demonstrate content knowledge appropriate to job assignment.
3. Describe increased content knowledge gained through practical experience.
4. Explain how the internship placement site fits into their broader career field.
5. Evaluate the internship experience in terms of their personal, educational, and career needs.

Program Learning Outcomes:

Upon completion of the B.S. undergraduate program in Criminology & Criminal Justice, students will be able to:

1. Describe the interrelated institutions and processes of the criminal justice system, including the basic rights guaranteed to each individual by both state and federal constitutions and laws.
2. Apply theories of crime and criminal justice to explain actual and hypothetical scenarios, behaviors, and trends.
3. Evaluate social, cultural, and technological change and its impact on the criminal justice system.
4. Assess social inequities in crime and criminal justice processes by race, social class, gender, region and age.
5. Articulate a working knowledge of qualitative and quantitative research methods by explaining the various social science methods of inquiry and use these to test specific criminological research questions.

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.

Reading Materials:

N/A

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.

PLEASE NOTE THAT THERE IS NO PLANNED EXTRA CREDIT FOR THIS CLASS.

Grading System:

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

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.

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 183 hours engaging in active internship participation at an approved facility and assignments. Credit hours are listed in the course outline.

Meeting Dates:

The instructor and student will meet weekly via in person/zoom/email to appraise progress on the internship and material. The time of the meetings are to coincide with student/instructor schedules. The instructor and student will meet in person roughly 5-6 hours per term.

Late Policy:

No late work will be accepted in this class without a documented emergency. Generally, a valid excuse is a personal medical emergency. If you miss class and would like to make-up material you must present a valid doctor's excuse during the next class period you attend documenting the date and time of the excused absence (regardless of the reason). Simply not feeling well is not an excused absence. Other absences may be excused with documentation on a case-by-case basis at my discretion.

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a University official. Academic dishonesty may include theft of records or examinations, alteration of grades, essay plagiarism, using unapproved notes/material during quizzes/exams, and assisting others with quizzes/exams.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of the Academic Division and may range from an "F" grade for the work in question to an "F" for the course to suspension or dismissal from the University.

The success of the Honor Code is made possible only with the acceptance and cooperation of every student. Each student is expected to maintain the principles of the Code. Examples of Honor Code violations include:

- Giving or receiving information from another student during an examination;
- Using unauthorized sources for answers during an examination;
- Illegally obtained test questions before the test;

- Any and all forms of plagiarism – submit all or part of someone else's work or ideas as your own;
- The destruction and/or confiscation of school and/or personal property.

A violation is reported either to the professor involved, who will report it to the Dean of Students, or directly to the Dean of Students.

Violations of the Honor Code are serious. They harm other students, your professor, and the integrity of the University. Alleged violations will be referred to the Office of Judicial Affairs. If found guilty of plagiarism, a student might receive a range of penalties, including failure of an assignment, failure of an assignment, and withholding of the final course grade until a paper is turned in on the topic of plagiarism, failure of the course, or suspension from the University.

Violations of Academic Integrity: Violations of the principle include, but are not limited to:

- Cheating: Intentionally using or attempting to use unauthorized materials, information, notes, study aids, or other devices in any academic exercise.
- Fabrication and Falsification: Intentional and unauthorized alteration or invention of any information or citation in an academic exercise. Falsification is a matter of inventing or counterfeiting information for use in any academic exercise.
- Multiple Submissions: The submission of substantial portions of the same academic work for credit (including oral reports) more than once without authorization.
- Plagiarism: Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source).
- Abuse of Academic Materials: Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resource materials.
- Complicity in Academic Dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
- Plagiarism includes but is not limited to

1. Copying or borrowing liberally from someone else's work without his/her knowledge or permission; or with his/her knowledge or permission and turning it in as your own work.
2. Copying of someone else's exam or paper.
3. Allowing someone to turn in your work as his or her own.
4. Not providing adequate references for cited work.
5. Copying and pasting large quotes or passages without properly citing them.

A general note on professionalism.

Students are expected to handle themselves professionally during the internship. This includes professional language, behavior, and dress code. The facility that provides the internship position may remove the student at any time for unprofessional behavior. Removal from the position will result in a meeting with the internship coordinator. The student may fail the course due to removal from the facility. This will be agreed upon between the internship coordinator and the dean.

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. 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.

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

The five characteristics of a Marianist Education are:

- **Educate for Formation in Faith**
- **Provide an Excellent Education**
- **Educate in Family Spirit**
- **Educate for Service, Justice, and Peace**
- **Educate for Adaptation to Change**

	General Topic	Credit Hour
	● On site internship	120
	● Meeting/s with instructor	6
	● Hour log	2
	● Activity log	5
	● Assessment paper	30