# 8/11/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 4 September 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Criminal Justice Internship

**BRCC Course Rubric:** CJUS 2303

**Previous Course Rubric**: CJUS 230

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 0-9-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 0-135-135

**Louisiana Common Course Number:**

**CIP Code:** 43.0199

**Course Description:** The Criminal Justice internship is a cooperative effort between the Criminal Justice program at Baton Rouge Community College and criminal justice agencies in the Baton Rouge area or the Office of Career Services at the college. The students enrolled in this course may work under the supervision of a criminal justice professional for at least 135 hours to learn the structure, roles and responsibilities of individuals/agencies or an internal internship consisting of 135 hours of departmentally approved individual and team activities.

**Prerequisites:**  Permission of instructor

**Co-requisites:** None

**Suggested Enrollment Cap:** 15

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Describe, analyze and evaluate the organizational structure of the cooperating agency.

2. Identify the roles and responsibilities of individuals within the agency.

3. Clarify career goals and assess readiness to enter a chosen profession.

4. Integrate the theoretical concepts and knowledge learned in the classroom with real-world employment situations.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Class participation

2. An evaluation sheet at the completion of internship

3. Completion of an external portfolio that contains: resume, placement contract, evaluations, weekly log sheets and activity and topic reports

4. Completion of an internal portfolio that contains individual and team activities.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

Each intern will have different job tasks related to their specific internship. These will be developed with the employer or career services counselor, faculty Advisor and student and will be assessed in the measures portion of the syllabi.