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**COURSE DESCRIPTION:**

The field experience class allows students to participate in the day-to-day operations of a criminal justice agency. The course is designed to provide the opportunity to translate the theoretically oriented classroom learning into practical applications in an area of particular interest to the student. 

Registration for this course is "by permission of the instructor"; as such I am the one who actually registers you for the course. On-line registration is not available for this course.

**STUDENT ELIGIBILITY:**

In order to be eligible for an internship you must:

- have completed the major course requirements;
- have senior level status at the time of the placement;
- have an overall G.P.A. of 2.5 or higher;
- pass a background check for both off-campus and on-campus criminal and or disciplinary matters.

All students **must** have attended the internship orientation meeting the semester before the student enrolls in their internship. Failure to attend the orientation meeting may disqualify a student from enrolling in an internship class for that semester.

**COURSE OBJECTIVES:**

1. The student will gain a greater understanding of the purpose and function of the criminal justice system in today’s society.
2. The student will have an opportunity to apply academic knowledge and theory to
3. The student will develop a greater understanding of the roles of the criminal justice professional as they relate to the administration of justice.
4. The student will identify and develop the skills necessary for employment and/or further study in the field of criminal justice.
5. The student will assist and perform various duties within the agency.

REQUIREMENTS:

- Placement in a criminal justice related agency for a minimum of 40 hours for each CJ elective credit. During the fall and spring semesters students choose between a three or six credit internship. Three credits would require 120 hours and six would require 240 hours. The summer semester is limited to the six credit option only and the winter is limited to the three credit option.

- While a student is allowed to participate in more than one internship experience, no more than six credits will be accepted into the major. A maximum of 15 total internship credits may be applied toward the B.S. degree.

- Attendance at mandatory internship meetings held during the term of placement.

- Participation in online discussions which will take place via the class website.

- Submission of a final internship report.

- Submission of a journal.

- The submission of an evaluation of your performance while in your placement, which is completed by your agency supervisor.

JOURNAL:

Throughout your internship, you will be required to document your experience through the use of a journal. The journal will summarize your activities and present your reactions to the work and your reflections as a student on the internship experience. Do not include confidential information (e.g., names of clients), in your journal. Never work on your journal while at the internship site or take it there. The journal provides an opportunity for candid, analytic, critical, and appreciative comments.

Your journal is to be kept as a MS Word Document. Entries should be made for each time that you are at your placement site. The journal, when done correctly, makes it easier for you to evaluate your internship experience.
Your journal entries should include at a minimum, the following:

1) The date(s) worked and hours worked with a running tally of hours completed.
2) A discussion of the nature of work done.
3) Your personal reactions to your experiences.
4) Something you learned from those experiences.
5) Any problems, concerns, issues, questions encountered.

**GRADING:**

A student’s grade for the semester will be determined by the following:

- 50% will be based on a performance evaluation that will be completed by your agency supervisor
- 40% will be based on your final internship report and journal
- 10% attendance and participation at intern meetings and online discussions

**MEETING DATES:**

- **September 5**  Internship Begins
- **September 19**  Meeting 6:45PM  
  Horace Mann Center 03
- **October 27**  Journals Due via email
- **December 5**  Meeting 6:00PM  
  Garden Level Conference Room HMC
- **December 9**  Paper and Journal Due  
  Submit journal only when hours are completed  
  (No meeting)
- **December 14-20**  Internship Ends
OTHER POINTS:

The College calendar identifying dates for the beginning and ending of classes will apply unless the agency requires you to start or finish on another date. College holidays, especially the semester break during the spring semester, are not automatically granted off.

You are expected to comply with all agency rules and regulations- this includes agency regulations concerning dress code. Any intentional or unintentional violation of agency rules will be handled as though you were a staff member within that agency. This includes termination of your internship if termination of a staff member’s employment would be in order. Students should be aware that if the termination is due to a serious infraction, such as falsifying records or other forms of dishonesty, theft, harassment, etc., the student will fail the internship as well and may be subject to disciplinary action by the College.

If you are having a problem with your placement agency, let me know at once. If there are any changes to your placement information (supervisor, telephone etc.) or your mailing address, e-mail address, or telephone number changes notify me immediately. If you have any questions at all, call or e-mail me.