

**THE UNIVERSITY OF SOUTH CAROLINA LANCASTER  
DEPARTMENT OF CRIMINAL JUSTICE  
LANCASTER, SOUTH CAROLINA 29721**

*Course Syllabus  
LCRJ 282  
Internship in Criminal Justice*

*Internship Supervisor:  
W. Ralph Garris  
(803) 313-7026 (work)  
E-mail: wrgarris  
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**Purpose of the Course:**

*The Department of Criminal Justice Internship is designed to provide students with a comprehensive overview and systematic background in criminal justice so that they will possess a common language, a fundamental knowledge base, and a mutual understanding of criminal justice problems.*

*The internship takes place in the final stage of the student's program. The purpose of the internship program is to permit the student to increase his/her knowledge and personal growth through research and work experience.*

**Objectives of the Course:**

*The objectives of the internship program are to provide students with:*

- 1. Techniques and skills in research;*
- 2. An opportunity to acquire skills in dealing effectively with the agency's personnel programs;*
- 3. An opportunity to apply academic knowledge and theory to practical problems;*
- 4. The opportunity to gain a greater understanding of the network of services, interest groups, and source of power in decision-making which affect the delivery of criminal justice services'*
- 5. A foundation, which prepares the student for employment and/or further study.*

**Course Texts:**

*There are NO required texts for this course. It is expected that all students who are working in agency settings will be interested enough in their work to investigate and read materials to add to their learning experience.*

**Requirements:**

*All students are required to work in the agency for a minimum of 9-12 hours a week for a semester. Time sheets will be provided by the internship supervisor and must be signed by the agency supervisor and submitted on the appropriate dates.*

*Students are required to submit the following:*

- 1. Resume*
- 2. Time sheets signed by their agency supervisor*
- 3. Completed internship research paper, including outline*
- 4. Student Journal of Experiences*
- 5. Student Evaluation of the Internship of Criminal Justice experience*

*The final grade will be assigned by the internship supervisor and consideration will be given to the following:*

- 1. Final internship research paper*
- 2. Agency mid-term and final evaluation of intern's work*
- 3. Completion of required number of hours*
- 4. Attendance at required meetings, attitude and spirit of cooperation on the part of the intern, and adherence to time schedule in submitting assignments*
- 5. Quality of resume submitted*
- 6. Student Journal of Experiences*

*The final student evaluation report on the internship experience will not be graded, but its submission is required as part of the overall grade.*

**Paper Requirements:**

*All interns are required to submit a scholarly, well-written research paper. The research paper should be related to the work experience of the intern. A simple "history" of the agency will not be accepted. An original paper topic may be selected by the intern or it may be research conducted on behalf of the agency. Talk to your supervisor. He/she may have some suggestions for topics, which could be mutually beneficial to you, as an intern, and the agency.*

*Paper for undergraduates should be 8-10 pages in length with 8-10 references. Personal interviews and agency documents may constitute a portion of your paper. All papers are to be typed or computer generated and double-spaced. Use **APA Guidelines**.*

*Please note the following in writing your papers:*

*Plagiarism means representing work as one's own, when, in reality, it is the work someone else. If a student quotes directly from another source, it must be identified by quotation marks and properly referenced. Direct quotations over four lines should be sparingly and must be indented, single-spaced, and properly referenced. A more common form of plagiarism involves the use of an idea or ideas over even a pattern of thought without giving credit to the original source. In such cases, the paraphrasing of the other person's ideas or patterns of thought must be referenced in order that the true source(s) be known. In short, plagiarism is cheating, a sort of academic theft, whether done purposefully or inadvertently. Careful and thoughtful proofing of a paper should eliminate any inadvertent failure to properly cite the true source of information.*

*Personal pronouns or opinions should not be included in the paper. This type of information may be written in your journal.*

**Journal Requirements:**

*Throughout your internship, you will be required to document your experience. As an intern, you are the enviable position of seeing first hand how an agency operates and how individuals in the agency interact with each other and the people they serve. Your field notes (i.e. record of your work and observations) should be as complete as possible. The accuracy of the notes will be greatly affected by even a few days delay in recording them. Therefore, the notes should be written each day after work. Field notes will be useful to me in determining the amount of contribution you have made to the agency and in describing the work you have done during the course of the internship.*

*Please record your field notes on loose-leaf notebook paper. Notes may be placed in a three-ring binder or folder. This will allow you to add paper and other items of interest where they are needed. Do not use a spiral notebook.*

**Basis for Student Evaluation:**

*The requirements for the course are assigned varying weights, which are indicative of the importance of the difficulty of each. Using 100% as the total effort for perfect work, the following percentages are assigned to the course requirements:*

- |  |     |
|--|-----|
| 1. Research paper  | 35% |
| 2. Agency Evaluation<br>(2 at 20% each)                        | 40% |
| 3. Journal of Work Experience                                  | 10% |
| 4. Resume  | 5%  |
| 5. Attendance/Participation, and<br>Punctuality of Assignments | 10% |

**Grade Scale:**

*The following scale will be used to determine the student's final grade:*

A	90 to 100	C+	76 to 79
B+	86 to 89	C	70 to 75
B	80 to 85	<C	Let's not discuss

**Additional Comments:**

*As an intern in an agency setting, it is imperative that you realize that you are not only an example to other students at this university, but you are equally an example of the criminal justice practitioners and clientele the agency serves. Therefore, you are expected to act and look like a professional at all times. Work submitted to the agency by you as an intern is expected to be of professional caliber.*

*You will have access to information, documents, and conversations, which are privileged and must be held in confidence. Your integrity must be beyond reproach. Any actions that represent less than absolute discretion in these matters or unethical conduct on your behalf may result in your being dropped from the internship program, upon the discretion of the internship supervisor.*

*If you need any assistance, please contact me at (803) 313-7026 (work). My office is located in Starr Hall. All materials should be addressed to me as follows:*

*W. Ralph Garris  
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**ACADEMIC CALENDAR  
SPRING 2012**

	<b>SPRING</b>	<b>SPRING I</b>	<b>SPRING II</b>
Registration	January 4 & 5	January 4 & 5	February 29 & March 1
Classes Begin	January 9	January 9	March 12
Last day to register, change schedule or drop a class without a grade of "W"	January 13	January 12	March 14
Last day to apply for degree (BLS, BOL, and BAIS)	January 13	NA	NA
Dr. Martin Luther King. Jr. Service Day (No Classes)	January 16	January 16	NA
Last day to order Diploma	January 30	January 30	NA
Last day to drop a course or withdraw without a grade of "WF"	February 27	February 2	April 4
Spring Break	March 4-11	NA	NA
Last day of class	April 23	February 27	April 26
Reading Day	April 24	NA	NA
Final Exams	April 25-May 2	February 28 & 29	May 1 & 2
Grades Due	May 7	March 5	May 7
Commencement	April 28	April 28	April 28

This calendar is correct as of the time of publication. However, the [Master Schedule of Classes](#) publishes the most recent calendar each semester.

# University of South Carolina Lancaster

## General Education Goals

General education is the set of fundamental skills (reading, writing, reasoning, and oral communication), the knowledge, and the capacity for thought needed to pursue further learning, to succeed in chosen fields, and to assume the responsibilities of informed and enlightened citizenship.

From a broad commitment to equity, USC Lancaster

- Seeks to make education accessible, affordable, and convenient
- encourages teaching innovation and adaptation
- encourages participatory student learning
- provides a supportive educational climate that actively and positively
- addresses intellectual and cultural diversity, and
- responds affirmatively to the needs of its students

USC Lancaster works to help its pre-baccalaureate students attain skills and attributes in the areas of communication, critical thinking, cultural literacy, and personal development. Students in the two-year occupational programs focus on those areas most appropriate to their professional education program.

### **Communication Skills**

USC Lancaster helps its students read effectively and attain a basic familiarity with the basic texts of Western and other cultures. In the area of writing skills, USC Lancaster students work to develop the ability to write effectively for both academic and professional audiences. In addition, USC Lancaster helps its students learn to listen critically and speak effectively before a group.

### **Critical Thinking**

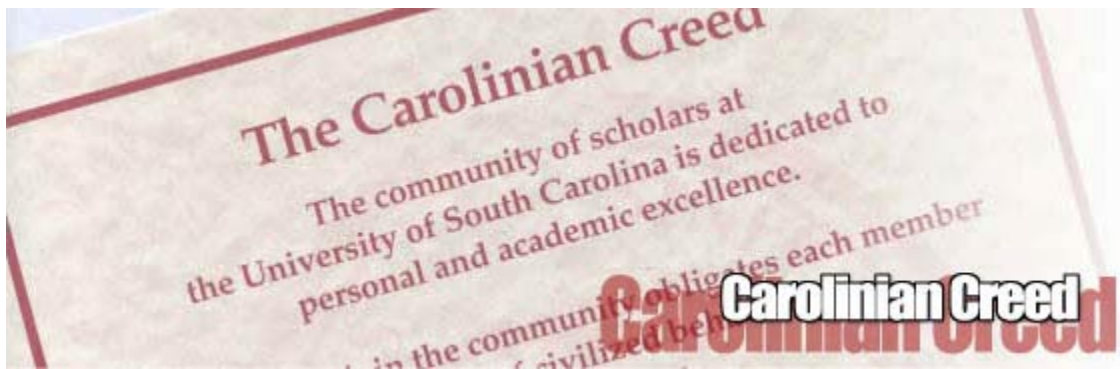
USC Lancaster helps its students acquire analytical reasoning abilities and exercise informed value judgments. USC Lancaster students also work to develop mathematical and/ or computational skills.

### **Cultural Literacy**

USC Lancaster strives to give its students an understanding of the history and culture of Western civilization as well as provide some exposure to other cultures. USC Lancaster also recognizes the centrality of science and technology to modern culture; therefore, USC Lancaster students also are offered opportunities to increase their understanding and familiarity in these crucial subject areas.

### **Student Development**

USC Lancaster supports the intellectual, personal, physical, and social development of students, in recognition of the critical interdependency of all these areas. By providing opportunities for productive interaction with students, faculty, and staff, USC Lancaster helps students develop a spirit of curiosity, integrity, and confidence in planning and pursuing academic, career, and personal goals.



The community of scholars at the University of South Carolina is dedicated to personal and academic excellence.

Choosing to join the community obligates each member to a code of civilized behavior.

As a Carolinian...

◆  
I will practice  
personal and academic integrity;

◆  
I will respect  
the dignity of all persons;

◆  
I will respect  
the rights and property of others;

◆  
I will discourage  
bigotry, while striving to learn from  
differences in people, ideas and opinions;

◆  
I will demonstrate  
concern for others, their feelings, and their need for  
conditions which support their work and development.

Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

# Campus Layout

