

**NORTHERN KENTUCKY UNIVERSITY**  
**Department of Political Science, Criminal Justice and**  
**Organizational Leadership**  
**PSC496, JUS 496, PAD 496**  
**Internship Syllabus (3-6 credit hours)**

Intern Coordinators:

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Internship Objectives: The political science and criminal justice internships are a cooperative effort between the Department of Political Science and Criminal Justice at Northern Kentucky University and public, private, and non-profit agencies. The purpose of the internship is to give students the opportunity to apply their education to actual work situations. The student works under the supervision of the political science or criminal justice professional. Specifically, the student has the opportunity to:

- a. Describe, analyze, and evaluate the organizational structure of the cooperating agency or organization.
- b. Identify the roles and responsibilities of individuals within the agency.
- c. Clarify career goals and assess readiness to enter a chosen profession.
- d. Develop a mature approach to establishing an effective rapport with individuals within the agency, including administration, support staff, and the public.
- f. Integrate the theoretical concepts and knowledge learned in the classroom with real-world employment situations.
- g. Gain confidence in ability as a public, non-profit, or corporate professional through satisfactory performance of tasks assigned by the placement site supervisor.
- h. Identify, develop, and create solutions to work-related problems.
- i. Gain practical on-the-job experience in a professional setting.
- j. Gain work-related references and networking opportunities which will enhance marketability as a criminal justice, political, or legal professional.

There are limited existing placement sites; however, the faculty will be glad to investigate other placement possibilities with you based on your career goals.

Student Requirements: The student must have the permission and support of the Intern Coordinator or his/her academic advisor to enroll. The student is reminded that the internship placement is in a professional environment in which appropriate attire and a professional attitude are required. Further, the student is reminded about the Specific requirements are outlined below.

Qualifications: Students must have 1) a faculty member listed who will attest to his/her character and ability to successfully complete the internship; 2) a minimum grade point average of 3.0 in the Criminal Justice or Political Science major and a minimum cumulative grade point average of 2.5 as calculated by NKU; and, 3) successfully completed at least 12 hours in criminal justice or political science courses (9 hours from core). Other factors considered include, but are not limited to: 1) the number and type criminal justice/political science-related courses completed before the semester the internship is scheduled; 2) the nature of the internship; and 3) perceived ability of student to successfully complete the internship.

### Academic

Credits: The students must intern a minimum of 200 hours during the semester for three credit hours, 134 hours for two credit hours, or 67 hours for one credit hour. The participating office and intern agree on a work schedule that maximizes the opportunity to benefit the office and the intern. A student may earn up to, but no more than, six semester hours in internships toward a bachelor's degree. (For certain majors, internship credit is elective credit, not applied toward their major).

Process: During the semester *prior to* the internship, students should contact the Internship Coordinator to obtain application and placement information. No intern may serve in an internship placement prior to receiving approval of the Internship Coordinator and completion of course registration.

Interview: The student will immediately contact the internship site supervisor to arrange for an initial "interview." At the beginning of this meeting, the student should provide the internship site supervisor with 1) a copy of this syllabus; 2) résumé; 3) a proposed work schedule which ensures that the minimum number of hours can easily be completed within the semester; and 4) the internship placement and evaluation forms. During this meeting, the student should set up a definite work schedule, discuss the agency's goals, and develop an understanding of the agency's expectations and how the agency views the student's role as an intern.

The student must prepare a résumé for the participating agency or organization and the Intern Coordinator prior to the first meeting with the agency. The NKU Career Center staff can provide guidance, models and assistance with your résumé. The student intern is reminded that the internship agency is a professional environment in which appropriate attire is required. Please dress in accordance with the professional expectations of the organization.

### **Credit Hour Policy Statement**

In accordance with federal policy, NKU defines a credit hour as the amount of work represented in the achievement of student learning outcomes (verified by evidence of

student achievement) that reasonably approximates one hour (50 minutes) of classroom instruction and a minimum of two hours of out-of-class student work. For every course credit hour, a typical student should expect to spend at least three hours per week of concentrated attention on course-related work including, but not limited to, class meeting time, reading, reviewing, organizing notes, studying and completing assignments. At least an equivalent amount of time is expected for other academic activities such as online courses, laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

Onsite internship hours	200 hours (for 3 credit hours, 67 hours per credit hour)
Portfolio	2 hours
Paper	6 hours
Weekly Journal	2 hours
Communications/with advisor	2 hours
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Total	212 hours

**Portfolio:** The portfolio completed at the end of the internship is to contain the following:

- A cover page with your name, agency name, and term of internship (e.g., Fall 2007)
- A table of contents identifying the documents included
- Résumé
- Your evaluation of the agency
- The agency's evaluation of you
- Completed daily log sheets
- Completed daily journal entries
- Paper
- Any additional information, forms, projects, etc., that you want to include or that you believe are relevant to your internship experiences (e.g., the results of a project you worked on or a copy of a new brochure you completed).

It is expected that you will prepare a professional portfolio and will take pride in presenting documentation of your internship experiences.

**Daily Log:** The student intern is required to keep a daily log similar to standard time sheets so that there is a basis for the paper that is required for the course. The daily log should be written neatly in ink or prepared on a word processor. The daily log must be signed by the agency supervisor weekly. One copy of the daily log is included in the internship packet. Make photocopies of the form as needed. Final copies of the daily log should be included in the portfolio to be turned in at the end of the internship (at least prior to the last day of classes or the week before finals week).

**Journal:** Daily journal entries detailing the assignments, projects, and goals/objectives for the day are required. The journal entries should be written daily immediately following the daily placement.

**Paper:** The paper that is required at the end of the course is a discussion of the tasks performed during

the internship. The purpose of the paper is to increase your awareness and command of material presented during your courses in the NKU Political Science or Criminal Justice programs, its relevant application in actual criminal justice/political science situations and the benefits gained from the internship experience. This might include the types of research tools utilized, the type of computer software used, and what was learned from related activities. The paper is to be typed, double spaced and of a length commensurate with a full discussion of the student intern's experience in the participating office (a minimum of 6 pages). The paper should also include:

- a. Describe skills used and acquired.
- b. Evaluate the benefit derived from the assignments in terms of the intern's personal goals. Compare the knowledge and skills actually gained with the knowledge and skills that had been expected. Describe personal performance on different tasks, referencing specific work produced and forms used. Describe any problems that arose while performing assigned tasks.
- c. Discuss the benefits provided to the placement site as a result of the internship program and how these benefits might relate to future employment opportunities.
- d. Evaluate and summarize the internship experience including general opinions and observations. Discuss impact of the internship on career orientation, skills acquisition, human relations, and job improvement.
- e. Assess how the NKU Political Science or Criminal Justice Programs prepared the student for the experience and how it might offer better preparation.
- f. Advice that you would give future interns about the internship experience Include any insights, comments, and/or recommendations.

**During the Semester:** The student is required to contact the Internship Director regularly for conferences (at least once every two weeks or as needed) so that progress and/or difficulties may be confronted in a professional and timely manner. This can be done in person or by e-mail. The coordinator is always available to the student and to the participating agency to discuss problems or other matters, as the purpose of the internship is to benefit both the student intern and the participating agency. The intern must notify the Intern Coordinator immediately in the event of termination of the internship or of any significant changes in major responsibilities or learning objectives.

**Concluding the Internship: The internship portfolio is due to the Internship Coordinator no later than 4:30 p.m. on the Friday before Final Exam Week begins.**

**Grading:** The final grade for the internship is based on the presentation and contents of the portfolio. Grade is either a "P" (pass or satisfactory) or an "F" (fail or unsatisfactory).

Additional Arrangements: Individuals who have any disability, either permanent or temporary, which might affect their ability to perform in an internship placement, are encouraged to inform the faculty internship advisor at the start of the semester. Adaptations of methods, materials, or placement may be made as required to provide for equitable participation.

Additional Comments: Please see the attached “Internship Safety Guidelines” for safety measures as you travel to and from your internship placement site.

Please refer to Northern Kentucky University Student Handbook for information regarding expectations for academic conduct, behavior, and the NKU student conduct system.

Please complete the criminal justice/political science internship placement form and contract information prior to your first day at the placement office.

## **Department of Political Science, Criminal Justice and Organizational Leadership Common Course Policies**

### **A. Classroom and Electronic Participation**

Classroom participation is essential to the educational process. It is vital to your understanding of the course material, and to your overall performance. It is also a student responsibility. Class participation is generally defined as regular class attendance, proper class preparation, completing assignments and activities in a timely manner, completing assignments in the format requested, and participating in discussions both during and outside of class (e.g. Black Board discussions). Participation also refers to regular monitoring of and responding to electronic contact by professors via email, Black Board or other means. Participation may have a specific grade percentage in your class; see your course syllabi for specifics. In this instance, it would be internship participation.

### **B. Class Professionalism**

1. Out of respect to your fellow learners, electronic devices should be turned off during class time unless you are required to be on-call by your employer. In that case, please set your beeper / phone to a non-audible signal. If you are required to leave a beeper or cell phone on during class, inform the professor of this prior to class.
2. Disruptive behavior or conduct (whether in-class or electronic) that demeans fellow class members or the instructor will not be tolerated. Please see the Code of Student Rights and Responsibilities Section V: Academic Policies & Processes <http://deanofstudents.nku.edu/policies/student-rights.html#policies>
3. It is important that work with your name attached is, in fact, solely your work unless properly referenced or cited. In these days of increased access to information, it is critical that you understand the meaning, seriousness and consequences of plagiarism. If you ever have a question about giving proper credit for academic work, please consult your instructor well in advance of an assignment due date. "It is expected that students will write their research papers to meet the learning objectives and educational requirements specific to this class. While a general topic area may be suitable for research that may potentially be utilized in more than one paper, submission of the same paper in two or more courses is not acceptable and will result in a failing grade. Students must notify the professor if their paper on this topic had been

- previously submitted in another course or will be submitted in another course."
4. The work you will do in this course and your behavior in this course are subject to the Student Honor Code. The Honor Code is a commitment to the highest degree of ethical integrity in academic conduct. By being a student at NKU you make a commitment that individually and collectively, you will not lie, cheat, or plagiarize to gain an academic advantage over fellow students or avoid academic requirements. You also make a commitment to behavior in a professional manner, especially when involved in academic activities off campus such as travel courses or CCSA Study Abroad. For specifics concerning the honor code, see the Code of Student Rights & Responsibilities Section V, subsection G: Student Honor Code: Cheating & Plagiarism. <http://deanofstudents.nku.edu/policies/student-rights.html#policies>

### **C. Right to Revise a Syllabus**

A syllabus is required for every class and will be distributed at the beginning of each semester. Faculty reserve the right to revise the course syllabus as needed. Changes in the specific course schedule may happen frequently, so you need to keep abreast of these changes regularly. Should a major change or update occur in the syllabus (e.g. moving a specified test date, specifying the requirements of an assignment, etc.) the specific change will be announced at least a week in advance of any activity due date (e.g. assignment, paper, test). These changes should be communicated in the manner other course updates are (paper distribution, email, or posting to Blackboard).

### **D. Need for Assistance:**

Students with disabilities who require accommodations (academic adjustments, auxiliary aids or services) for this course must register with the Office of Disability Services. Please contact the disability service office in University Center Suite 320 or by calling (859) 572-6373 for more information. Verification of your disability is required in the disability services office for you to receive reasonable academic accommodations. Visit the disability services website at <http://disability.nku.edu>

### **E. Student Responsibilities to Meet Course Obligations**

You are responsible for all course assignments including class preparation, class attendance, class activities, tests, papers, labs, projects, group work or other course assignments. By reviewing the syllabus at the beginning of a course, you are responsible for meeting all specific course obligations. Additionally, some faculty may even require that each student initial a document to recognize their course obligations. Failure to attend classes, or meet course obligations is a serious matter and it is your responsibility to communicate with the instructor should you have difficulty with meeting any course obligation. Faculty may, at their discretion, reduce grades or even fail you for not meeting specified course obligations, including but not limited to, class attendance, (in this case internship attendance), taking tests at a specified time, turning in papers on time and in the

format required and other assignments. It is the faculty's discretion to determine the consequences of not meeting a course obligation, and many times the specific provisions and penalties are specified in the syllabus. Faculty may also require written documentation verifying your inability to meet a course obligation.

#### **F. Final Examination:**

With rare exception, all classes will meet at the time prescribed, will meet until the last scheduled day of classes, and will **meet during the final exam period** printed in the *Schedule of Classes*. This is an Arts and Science College policy. Your syllabus should include the date and time of the final exam period scheduled for the course. There is also a final exam schedule posted on the NKU website. Faculty will provide an indication of the final exam's nature in advance of the final exam.

This course has no final exam (**See Portfolio for requirements**).

#### **G. Syllabus Statement on Online Evaluation**

Northern Kentucky University takes Instructor and Course Evaluations very seriously as an important means of gathering information for the enhancement of learning opportunities for its students. It is an important responsibility of NKU students as citizens of the University to participate in the instructor and course evaluation process. During the two weeks\* prior to the end of each semester classes, you will be asked to reflect upon what you have learned in this course, the extent to which you have invested the necessary effort to maximize your learning, and the role your instructor has played in the learning process. It is very important that you complete the online evaluations with thoughtfully written comments.

Students who complete an evaluation for a particular course (or opt out of doing so in the evaluation) will be rewarded for their participation by having access to their course grade as soon as that grade is submitted by the instructor. On the other hand, any student who does not complete the course evaluation (or opt out of doing so in the evaluation) should expect to incur a two week delay in access to his or her course grade beyond the university's official date for grade availability.

To complete online evaluations go to <http://eval.nku.edu>. Click on "student login" and use the same USERNAME and PASSWORD as used on campus.

Student evaluations of courses and instructors are regarded as strictly confidential. They are not available to the instructor until after final grades are submitted, and extensive precautions are taken to prevent your comments from being identified as coming from you.

\*Eight-week classes will be given one week before classes end to complete evaluations.

In addition, you should be aware of:

- Evaluations can affect changes in courses. Evaluations without comments are less valuable and less credible than those filled out thoughtfully. Comments that are expressed well are more effective than those that are not.
- Positive feedback is just as important as criticism. Moreover, negative evaluations without any explanation and specifics are not especially useful.
- Once grades are submitted, all evaluations are read not only by the instructor, but also by the instructor's department chairperson.
- Evaluations not only provide feedback to your instructor, but also provide information to the department chair for use in performance evaluations. This information affects reappointments, promotions, salaries, and teaching assignments.

## **G. Diversity Statement**

Diversity describes an inclusive community of people with varied human characteristics, ideas, and world views related, but not limited, to race, ethnicity, sexual orientation, gender, religion, color, creed, national origin, age, disability, socio-economic status, geographical region, or ancestry. Institutions that value diversity provide a supportive and safe environment that respects those human differences.

## **H. Grade Appeal**

Please see the Code of Student Rights and Responsibilities Section V: Academic Policies & Processes for any final grade appeal. The specifics of the process are detailed in subsection G: Student Academic Grade Appeal.

<http://deanofstudents.nku.edu/policies/student-rights.html#policies>

## **I. Midterm Grades**

Midterm grades will be provided to all students in 100 - 400 level courses, except in cases where the Department Chair and Dean of Arts & Sciences have waived midterm grade reporting for pedagogical reasons. Midterm grades are only an estimate of performance as of the middle of the semester, and are not an absolute predictor of final performance.

Internships do not receive midterm grades as this is a pass/fail course.

## **J. Non-Attendance Policy**

NKU students are expected to attend the first day of each course for which they are enrolled.

For classes meeting more than once per week: If a student does not attend the first class meeting and has not contacted the instructor in advance to declare this absence, the instructor may drop the student for non-attendance. If the student also misses the second class meeting and still has not contacted the instructor



about the absences beforehand, the instructor is compelled to drop this student for non-attendance.

For classes meeting only once per week: If the student misses the first class meeting and has not contacted the instructor about this absence beforehand, the instructor is compelled to drop this student for non-attendance.

For online classes: If the student does not log onto Blackboard and access course materials or contact the instructor during the first week of classes, the instructor is compelled to drop this student for non-participation (i.e., non-attendance).

**(For this internship- Please verify by email during the 1<sup>st</sup> week of the semester that you have begun your internship).**

Per NKU Policy:

“Non-attendance does not release students from the responsibility to officially drop any course for which they have enrolled and choose not to complete. A student may also be dropped from a course as a result of his or her disruptive classroom behavior. See the Code of Student Rights and Responsibilities: “  
<http://deanofstudents.nku.edu/policies/student-rights.html>”