

PARK UNIVERSITY

Department of Criminal Justice Administration

CJ440 Internship in Criminal Justice / CJ441 Senior Writing Project

Explanation of the Alternative Requirements

Based on the Criminal Justice Department's assessment plan, and the requirements of the Higher Learning Commission of the North Central Association (the University's regional accrediting organization), part of the capstone experience requires some outside professional evaluation of our graduating students. The Criminal Justice Department established **CJ440, Internship in Criminal Justice**, and **CJ441, Senior Writing Project**, as alternatives to meet this requirement. As capstone courses, they may not be waived nor may credit be granted through Validated Learning Equivalencies (VLE).

CJ440, Internship in Criminal Justice

CJ440, Internship in Criminal Justice, is designed for current students to intern with an organization in a criminal justice-related field, such that each student may experience a work-style environment, and may be evaluated by an outside professional. Students must complete 135 clock hours for a 3-credit internship (or 270 hours for 6 credits).

Step 1 - Download the following course documents from this website:

- Course Syllabus Template
- Attachment A.

Step 2 – Contact an organization in a criminal justice-related field. You can work in any of a wide variety of organizations, including, but not limited to:

- Police department
- Sheriff's department
- Federal law enforcement agency
- Federal, state, or local government probation office
- Criminal courts, prosecuting attorneys, public defenders, or other lawyer or court organizations dealing primarily with criminal cases
- Non-profit probation, such as supervising community service
- Youth offender agencies, including drug abuse, and victims of abuse
- Adult abuse services agencies
- Federal, state, or local corrections facilities, such as city or county jails, state prisons, federal prisons
- Private security companies and private jails and prisons
- Airport security agencies and companies
- Some church and other community groups that work with victims of abuse, (such as Synergy Services in Parkville, Missouri)

Step 3 – Discuss the internship requirements with the organization using the course documents downloaded in Step 1, and have the proposed internship supervisor review and sign. Be sure to provide all requested information, including a description of the internship. The form may be submitted electronically as a saved Word document or mailed/delivered as a "hard copy" document.

Step 4 – Submit the completed form to your Park University academic advisor. If you do not know who your advisor is, or if you do not have one, submit the completed

documents for review and approval of the internship to: Dr. Kenneth Christopher, Chair of Criminal Justice, at kenneth.christopher@park.edu.

Step 5 – The Criminal Justice Department will review the materials, and, if all information is provided and requirements met, will approve the internship. If any information is missing or requirements not met, the student or the student’s advisor will be contacted for the needed information.

Step 6 – Once your internship is approved, your academic advisor may arrange for an instructor and the term in which you will enroll. If your advisor needs assistance in completing this task, the advisor may enroll you in one of the “J” sections (F1J11 for example) with Professor Greg Plumb (greg.plumb@park.edu) as the instructor. All communications may be completed via e-mail.

Step 7 – Before beginning work on your internship, make sure the instructor assigned for the course has received the necessary information (on the downloaded forms from Step 1) from your internship supervisor.

Step 8 – Ensure you and your instructor agree on a start date for your internship. Submit weekly journal entries to your instructor and complete the course requirements as detailed in the CJ440 Syllabus.

Step 9 – When you have completed the necessary work hours, you will submit a final paper to your instructor, and your supervisor will submit a final report to your instructor (as outlined in the downloaded forms from Step 1).

Step 10 – When your instructor has received all materials, your instructor will submit a final grade for you for this course.

CJ441, Senior Writing Project

CJ441, Senior Writing Project, was designed for students **currently employed in a criminal justice field**, who do not need to find and complete an internship with another agency or organization. Typically, the employment for students taking this course consists of activities comprising the student’s current, full-time, paid service to a public or private sector organization engaged in criminal justice activities (e.g. policing, courts, corrections and rehabilitation, security, etc.). In this course, which is offered regularly online, students will use an existing project from their work environment, or create a project as part of their work, with some evaluation by a supervisor. The student’s academic advisor, or the Criminal Justice Department Chair or designee, must approve a student’s request to substitute this course for the internship.

Step 1 - Submit a written request to enroll in CJ441, Senior Writing Project, in lieu of CJ440, Internship in Criminal Justice, to Dr. Kenneth Christopher, Chair of Criminal Justice, at kenneth.christopher@park.edu. Include the following information in your request:

- Name, address, and telephone number of the organization with which you are employed
- Number of hours each week assigned to your position
- A brief job description and explanation of how your job is considered current employment in a criminal justice field

- Name, position, telephone number, and email address of a supervisor who can be contacted to verify employment information provided

Step 2 – The Criminal Justice Department will review the materials, and, if all information is provided and requirements met, will approve you to enroll in CJ441, Senior Writing Project. If any information is missing or requirements not met, the student or the student's advisor will be contacted for the needed information.

Step 3 – For assistance with enrolling in CJ441, Senior Writing Project, contact your academic advisor and provide them with the Criminal Justice Department's approval documentation.

If you have any questions after reading this information, please contact:

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