

# CJC 479: Unpaid Professional Internship in Criminal Justice & Criminology

Section 1

Spring 2026

12 semester credit hours

## Instructor Information

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### **Ashley Aiken, MPA-CJC (she/her)**

Assistant Lecturer & Internship Coordinator

Department of Criminal Justice & Criminology

Ball State University, Muncie, IN

**Instructor contact information is available on Canvas.**

**Email communication with your instructor:** Your instructor will reply within 24 hours when the email is sent during the school week (8am on Monday and 3:59pm on Friday). Emails sent during the weekend (between 4pm on Friday and 7:59am on Monday) will be answered within 72 hours. Please include your course and section in the subject line.

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## Course Information

### Course Description

CJC479 is an unpaid, full (12.0) or half-time (6.0) internship experience. This course provides students with an individual assignment under field supervision in one of a variety of criminal justice settings.

### Prerequisites

Student must have senior standing, be a CJC major, have 2.5 grade-point average or higher, have submitted an application and have been approval by the Internship Coordinator or Department Chairperson. Students may take 6 or 12 hours per one internship per semester with a maximum of 12 hours. This course is not open to students who have more than six credits in CJC 369.

### Course Objectives

You will be able to accomplish the following course objectives by the end of the semester:

1. Articulate the operations and practices of the assigned criminal justice agency
2. Explain the role of criminal justice professionals in rendering services
3. Develop attitudes toward the supervisory relationships which will facilitate professional growth
4. Demonstrate effective communication skills through speech and writing in a workplace

- setting
5. Apply knowledge of agencies and services to a particular situation in the internship environment
  6. Recognize the responsibilities of an educated person to their community

### Course Modality/Structure

This is a mixed modality course. Students will be present on-site and in-person at their internship placement agency. Coursework for the internship is online on Canvas. There is a mandatory, in-person midterm meeting that occurs on campus.

### Course Time Commitment

According to the Indiana Commission for Higher Education (ICHE), it is expected that students will spend approximately 2 hours of study time outside of class for every one hour “in” class (per credit hour). For more specific course workload calculation, you can use [this resource from Rice University](#). Since this is a 3 credit hour class, you should expect to study an average of 6 hours outside of class each week

## Course Materials

For this course we will reference the internship manual of the Department of Criminal Justice and Criminology. It is available on the course’s Canvas page.

## Course Requirements and Assessments

See the Internship Manual in Canvas for a full list of intern responsibilities that fall outside of the requirements/assessments below.

- a. Onsite participation at agency: Full-time (12-credit hour) students must work no less than 480 hours at their internship agency to receive a passing grade. Part-time (6- credit hour) students must work no less than 240 hours at their internship agency. Hours must be verified by the site coordinator.
- b. Time verification (0 points): You are required to turn in signed time certification reports four times this semester. All time verifications must be completely in a timely manner in order to receive a passing grade. The form must list the week, days, and hours, worked and be signed by both you and site supervisor. Due dates and the time certification form are available on Canvas.
- c. Intermittent Reports (250 points): You must complete 6 brief reports on Canvas throughout the semester. Instructions and rubrics for each are available on the course page within each assignment.
- d. Cooperation Score Justification Statement/Cooperation Score (250 points): You are to submit a 3-5 paragraph typed justification of how you would score your performance during the internship. You are to describe and reflect upon your participation in the On-

Campus Mid-Term Meeting, Site Visit, timely and attentive communication with the Internship Coordinator, your instructor, your cooperation with your internship agency and site supervisor. Your instructor will consider your justification statement in the assessment of these 250 points. The rubric for this assignment is available in Canvas.

- e. Final Report (250 points): You are required to complete a final report for your internship experience. An outline of necessary topics and page requirements, as well as the rubric for this assignment, is posted in Canvas.

## Internship Termination

If the intern fails to meet the requirements and the responsibilities of the internship program, the intern will be terminated from the program immediately and can receive an “F” for the course.

There are a number of reasons why a student intern can be terminated from an internship or the internship program, even during the internship term. Some of the reasons for termination can include: arrest, criminal charge, criminal conviction, violation of university rules and regulations (given interns are still students), violation of the internship ethical agreement, inappropriate relationships with fellow individuals at the agency placement or with clients, excessive absenteeism, failure to recognize and appreciate the supervisor-supervisee relationship, insubordination, dishonesty (academic or otherwise), any violation of hosting agency policies and procedures, lack of full disclosure in the application process, and moral turpitude. This is not necessarily a comprehensive list.

Decisions to terminate an internship are normally made in collaboration between the Internship Program Coordinator and the hosting internship agency. However, the Internship Program Coordinator can terminate an internship with just cause.

## Point Distribution and Grading Scale

Assignment/Exam	Points/Percent
Time Verification	0 points
Intermittent Reports	250 points
Cooperation Score Justification Statement/ Cooperation Score	250 points
Final Report	250 points
<b>TOTAL</b>	<b>750 points</b>

Letter Grade	Percentage Lower Bound
A	94%
A-	90%
B+	87%
B	84%
B-	80%
C+	77%
C	74%
C-	70%
D+	67%
D	64%
D-	60%
F	< 60%

## Important Dates

Exam	Due Date
January 5	Report to internship agency at agency's direction
February 27	On-campus mandatory mid-term
April 28	Agency evaluations due by 11:59 pm
April 30	Cooperation justification due by 11:59 pm
April 30	Final Report due by 11:59 pm

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## Course Statements and Policies

### Attendance Policy

- You are expected to participate in class every week by checking into the Canvas page, engaging with course material, and completing assignments. If you are unable to engage in our online class in this manner for reasons specified in the [University's course attendance policies](#), you may be excused for your absence and are eligible to make up work missed. Due to time constraints, there are no make-ups for the final exam.
- Your on-site schedule is to be arranged with your agency supervision. Prompt each shift and abide by the hours and regulations governing the professional staff of the agency.

- Notify the agency if you are unable to report the internship. Plan for making up that absence with the agency supervisor.
- If holidays do not coincide with university holidays, agency holidays will be observed.
- At Ball State, course attendance policies are up to the individual faculty but must be consistent with [University policies regarding student absences](#), including for funeral and bereavement leave, jury duty, late course addition, military absences, observance of religious holidays, pregnancy leave, and university advisories.

### Late Assignment Policy

- No late assignments will be accepted for credit.
- Internet connectivity and technical issues may occur and impede you from turning in work on time. Turn in work early and often, and set up a back-up plan, such as visiting a local library or borrowing a peer's computer.

### Assignment Submission Policy

- All assignments should be submitted as Word documents with extensions of .doc or .docx unless otherwise indicated in the assignment description.
- Assignments, unless otherwise indicated, should be submitted using the assignment link in the module.

### Grading Policy

It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience. In the absence of mistake, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades. For information concerning grade appeals, [consult the Ball State website](#).

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## Student Support Services

Students can benefit from free tutoring and coaching at the [Learning Center](#), writing practice and feedback at the [Writing Center](#), mental health assistance at the [Counseling Center](#), assistance with basic needs at the [Basic Needs Hub](#), and public speaking assistance at the [Speaking Center](#).

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## University Policies and Statements

### University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as

possible. Ball State's Disability Services Office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or [dsd@bsu.edu](mailto:dsd@bsu.edu). You are responsible for all material.

## Freedom of Expression

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

## Title IX

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit [bsu.edu/titleix](https://bsu.edu/titleix) or contact the Title IX Coordinator at 765-285-1545 or at [titleix@bsu.edu](mailto:titleix@bsu.edu).

As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant chooses to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.
- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

## Student Academic Ethics Policy

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's academic integrity website (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read

the University Student Academic Ethics Policy.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
  - Soliciting others to complete work for you

***Please be advised that the course syllabus is a guideline. Your instructor reserves the right to revoke, alter, or amend any portion of the syllabus in order to maintain flexibility and to present relevant instruction.***