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## CCJ 4940-INTERNSHIP IN CRIMINAL JUSTICE (U01)

Department of Criminal Justice  
Florida International University

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**Internship Director:** Dr. Lisa Stolzenberg

**Office Hours:** PCA-253A, Tuesday / Thursday (10-12pm)

**E-mail:** [stolzenb@fiu.edu](mailto:stolzenb@fiu.edu)

**Internship Website:** <http://cj.fiu.edu/BSCJinternship.htm>

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### Course Description

This course will provide an opportunity for the student to observe the criminal justice system in operation (pass/fail grading).

**Co-requisites:** Student must be a criminal justice major, with an overall minimum GPA of 2.0, and senior standing or completion of all core classes.

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### Learning Outcomes

- Provides criminal justice work experience.
- Integrates classroom knowledge and theories with outside work experience.
- Aids students in clarifying career goals.
- Develops practical work related skills.
- Develops contacts and networks for future employment and references.
- Increases student marketability for post graduation job opportunities.

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### Recommended Readings

- Careers in Criminal Justice and Related Fields: From Internship to Promotion, by J. Scott Harr and Karen M. Hess, Wadsworth Publishing.
- Great Jobs for Criminal Justice Majors, by Stephen Lambert and Debra Regan, McGraw-Hill.
- Work in Criminal Justice: An A-Z Guide to Careers in Criminal Justice, by Debbie J. Goodman and Ron Grimming, Prentice Hall.

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### Internship Application Process

1. Students are responsible for arranging their own internships. Students interested in an internship should first choose an agency in the criminal justice system (see [Internship Sponsor Agencies](#) or find a relevant one on your own). Discussing the various options with the internship coordinator can facilitate this process.
2. After selecting an agency, you should contact the agency directly to make sure that they are willing and interested in having you as an intern. Once you gain agency approval, complete the online [Internship Application Form](#). The department staff will email you once your application is approved.
3. Please note that students cannot receive academic credit for serving as an intern with the agency where they are currently employed.

## Internship Requirements

**Internship hours.** Students are expected to work a specific number of hours per week at the agency: 3 credits = 10 hours per week, 6 credits = 20 hours per week, 9 credits = 30 hours per week, or 12 credits = 40 hours per week.

**Term paper.** Students must submit a paper that includes an overview of your experience, a comparison of classroom knowledge with your internship experience, and an explanation of how this experience has helped you clarify your career goals. This paper must be typed, 8-10 pages in length, double-spaced, with 1.25 inch margins, using Times New Roman 12 point type. It should include a title page, introduction, body of paragraphs with subheadings, conclusion, and a reference page with 5-10 cited works. Works cited and the references should be in APA format (details of the APA format can be found at <http://www.docstyles.com>). Email your paper as an attachment to [stolzenb@fiu.edu](mailto:stolzenb@fiu.edu).

**Supervisor evaluation.** Students are responsible to make sure that your internship supervisor completes and submits the online [Supervisor Evaluation of Intern Form](#).

**Deadline and grading.** The final grade (pass or fail) will be based on the quality of the term paper (50%) and supervisor evaluation (50%). The term paper and supervisor evaluation are both due on **November 30 (fall semester), March 31 (spring semester), and July 31 (summer semester)**.

**Incomplete grade.** An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed because of serious interruption not caused by the student's own negligence. To be eligible, written documentation must be provided. The student also must have successfully completed half of the coursework with a passing grade. An incomplete must be made up as quickly as possible but no later than two consecutive semesters after the initial taking of the course or it will automatically default to an "F" or the grade that the student earned in the course. There is no extension of the two semester deadline. The student must not register again for the course to make up the incomplete. Students who have incomplete grades on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

**Student misconduct.** FIU is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.