



TEXAS A&M UNIVERSITY
SAN ANTONIO

**SYLLABUS
CRIM 4360
INTERNSHIP PROGRAM
Fall 2024**

Instructor: Durant Frantzen, Ph.D.
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Class Days/Hours: None
Classroom: None
Office Hours: By appointment only
Office: 348-A CAB

Course Description

This course is a practicum course. The purpose of the course is to provide you with an opportunity to gain practical experience working in the criminal justice system prior to graduation. You are required to complete 100 site hours at an approved criminal justice agency in addition to other written work as specified. You will be given a packet of forms to sign and have signed by the supervisor at your agency. These forms must be returned during the first week of the semester and prior to starting your internship work.

Student Learning Outcomes

1. To develop professional writing in the field of criminology.
2. To learn how to think critically and analytically about the professional materials you read.
3. To gain practical experience in the criminal justice field prior to graduation.

Assessment of Learning Outcomes

Student learning outcomes will be assessed through students' performance on writing assignments and interaction with the Professor.

Course Requirements and Expectations

The satisfactory completion of this course entails that you manage your time wisely over the course of the semester. You must complete 100 site hours by the end of the semester to earn credit for this course. If the agency requires that you perform more than 100 hours, then you are required to complete the higher number of hours. There are no "incompletes" awarded for students who do not complete all of the assigned work including site hours. **If you do not complete all of the required hours for this course, you will receive an 'F'.** Only in rare circumstances such as medical emergencies will an "incomplete" be awarded to a student. That is, satisfactory completion of all discussion assignments and the research paper is not enough to earn a passing grade in this course. Additionally, if your agency supervisor determines that you are no longer fit or capable of completing the internship satisfactorily, it is your responsibility to find another agency and complete the remaining site hours prior to the end of the semester. Failure to do so will result in you either having to drop the course or receiving a grade of "F." You must complete and turn in all of the proper approval forms prior to beginning your work at the internship agency. The forms to be submitted include the a) internship checklist, b) cooperative education contract, c) waiver of liability.

Periodic Field Visits or Status Calls with Your Supervisor

To ensure satisfactory progress in performing your site work, I reserve the right to visit you and/or your supervisor while you are performing your internship duties. This may entail periodic phone calls to your supervisor in lieu of an in-person visit.

Selecting Your Agency

You must perform your internship at an approved agency. Approved agencies are listed in the internship packet. Other agencies may be eligible, however, you must get the instructor's approval to perform an internship at an agency that is not on the approved list. In addition, you may not perform your internship with your current employer, even if it entails a different role or set of responsibilities. Likewise, you may not perform an internship in a role at a different agency that is similar to your current type of employment. For example, if you are a police officer for Boerne police department, you would not be eligible to perform your internship at SAPD. The idea of the internship is to give you exposure to a new role or experience.

Research Paper/Poster Presentation

You have 2 options for this component to the course:

1. You are required to write a research paper on a topic germane to your internship experience. For example, if you are doing your internship for a police agency, you may choose to do your paper on community policing. Selecting a topic is your choice, but the best topics are those that present some type of controversy or significant organizational issue for your agency. Next, you need to locate and retrieve 3 **peer-reviewed journal articles** dealing with that topic through one of our library search databases. The best one is **Criminal Justice Abstracts with Full Text**. The quality of your assignment is highly contingent upon the quality of the sources you select. In at least 6 double-spaced pages, please address the following issues (title and reference page not included):
 - Describe what you learned about the issue through your experiences at the agency.(10 pts)
 - What are the key findings of the articles you selected? (15 pts)
 - Compare/contrast the information in your sources to your experiences at the agency. Is your experience at the agency consistent with the information in your sources? With regard to the articles, focus more on the findings from the study and how they relate to your internship experiences. (15 pts)
 - What could be done different at the agency to improve the situation or solve the problem? Be as specific as possible. (10 pts)
 - Subhead these sections as follows: 1) experiences learned at (title of your agency), 2) A comparison of my articles and internship experiences, and 3) how current practices may be improved.
 - Provide a reference page for your sources at the end of your paper.Submit your paper in the assignment drop box located in Blackboard by **December 1, 2024**.
2. On a date near the end of the semester (TBA), the Mays Center organizes a poster presentation event where students can present information about the internship they completed. A template is provided by the university as well as the actual poster. Students must assemble the poster with content in the following sections:

- Pictures of you at your agency performing some task (20 points)
- Information about various activities you did at your agency (40 points)
- Information about the most important things you learned at your agency (40 points)
- You must be present for the entire event to earn credit for this option

Online Component

You will have 5 discussion assignments throughout the semester (see due dates marked in Blackboard). This is an opportunity for me to interact with you on a more frequent basis and for you to describe your internship experiences. I will post a topic in the discussion forum and you will need to post your response as well as a reply post to either myself or another student’s post. Both components (the reply and the main post are part of your discussion grade). In your reply post you may ask questions or offer insight about any aspect of the student’s post. A good source for your posts is information you have learned in your prior courses in this program or in your professional career. The purpose of the online discussion assignment is to provide you with some perspective of the experiences of other student interns and learn from these experiences.

Evaluation of Student Performance

Research Paper/Poster Presentation	50 pts	<u>Grade Scale</u>
Discussion Assignments (5 x 10pts)	50 pts	90-100=A
Satisfactory Completion of Site	(Pass/Fail)	80-89=B
<u>Hours (minimum 100)</u>		70-79=C
	100 pts	60-69=D
		59 and below=F

IMPORTANT POLICIES AND RESOURCES

Academic Accommodations for Persons with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Support Services in the Central Academic Building, Suite 210, or at (210) 784-1335 or visit <https://www.tamusa.edu/index.html> or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is

available to you through the Student Counseling Center (SCC). To schedule an appointment call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services.

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2'). For more information and self-help resources, please visit www.tamusa.edu/studentcounseling

Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-operations-plan.pdf> and <https://www.tamusa.edu/about-us/campus-information/safety/university-police-department/documents/emergency-action-plan.pdf>

Download the SafeZone App for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital

appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://bit.ly/WLDCCenter>.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (DOS@tamusa.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units. Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained

victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide reasonable accommodations to pregnant students that would be provided to a student with a temporary medical condition and that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color,

national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.

3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, University Catalog and to comply with them, as well as federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide an environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notification.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated. Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#).

No Use of Generative AI Permitted

The instructor (me) assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Important Dates

August 26	First day of class
November 11	Last day to drop with an automatic “W”
November 19	Last day to drop a course or withdraw from the University
November 28-30	Thanksgiving Holiday-no classes
December 5	Last day of classes
December 7-13	Final Exam period
December 16	All grades must be submitted by noon
December 24-Jan 1	Winter Break

The complete academic calendar is available online:

<https://www.tamusa.edu/academics/academic-calendar/index.html>