CJ270
Externship in Criminal Justice
[Onsite]

Course Description:

This course provides students with an experiential learning event related to the field of Criminal Justice. Participating students acquire "real-world" experience as an active member of a criminal justice related agency. Students have the opportunity to apply the knowledge, skills and abilities they have acquired in the Criminal Justice program.

Prerequisite(s) and/or Corequisite(s):

Prerequisites: Completion of a minimum of 72 credits earned in the program of study

Credit hours: 4

Contact hours: 120 (Theory Hours, 120 Externship Hours)

Syllabus: Externship in Criminal Justice

Instructor:	_____
Office hours:	_____
Class hours:	_____

Major Instructional Areas

1. Practical application of criminal justice related knowledge, skills and abilities.

2. Working in a team and as a criminal justice professional.

3. Documenting work.

Course Objectives

1. Apply no less than twenty percent of the knowledge, skills, and abilities learned in the Criminal Justice program in a "real-world" environment.

2. Demonstrate professionalism in a "real-world" environment.

3. Demonstrate the ability to perform as a team member in a "real-world" environment.

4. Obtain a realistic perception of the operations of a "real-world" agency within the Criminal Justice field.

5. Apply problem-solving and critical thinking skills in a "real-world" environment.

6. Prepare students for future employment in the field of Criminal Justice.

SCANS Objectives

SCANS is an acronym for Secretary's Commission on Achieving Necessary Skills. The committee, created by the National Secretary of Labor in the early 1990s, created a list of skills and competencies that the committee feels are necessary for employees to function in a high-tech job market.

1. Allocate time and energy for completing assigned projects in a consistent and timely manner.

2. Display team work, cooperation and effort, contributing wherever applicable and as assigned.

3. Apply procedures, tools, and equipment whenever required.

4. Interpret and respond to written and verbal requests and assignments.

5. Apply technology to tasks as applicable.

6. Exert a high level of effort and perseverance toward attaining goals.

7. Select and analyze information and communicate results to others using oral and written methods as applicable.

8. Organize ideas and communicate effectively.

9. Apply knowledge and skills.

10. Evaluate situations and devise appropriate plans of action.

11. React promptly to requests for information or tasks as directed.

12. Develop and reinforce the ability to convey thoughts, ideas, and information in writing.

13. Demonstrate interpersonal skills necessary to be a fully contributing member of a team.

14. Choose an ethical course of action.

15. Use ideas, information and observations to gain new perspectives.

16. Monitor and correct performance.

17. Develop tolerance by supporting and acknowledging diversity.

18. Demonstrate self-motivation and professionalism.

Course Outline

Note:

Unit	Activities
1–	• Weekly Log Submission (Faxed or Scanned Document)

Unit	Activities
2–	• Weekly Log Submission (Faxed or Scanned Document)
3–	• Weekly Log Submission (Faxed or Scanned Document)
4–	• Weekly Log Submission (Faxed or Scanned Document)
5–	• Weekly Log Submission (Faxed or Scanned Document)
6–	• Weekly Log Submission (Faxed or Scanned Document)
7–	• Weekly Log Submission (Faxed or Scanned Document)
8–	• Weekly Log Submission (Faxed or Scanned Document)
9–	• Weekly Log Submission (Faxed or Scanned Document)
10–	• Weekly Log Submission (Faxed or Scanned Document)
11–	• Weekly Log Submission (Faxed or Scanned Document) • Diary Submission • Employer Survey Submission

Instructional Methods

This course is an experiential learning event that will vary from agency to agency. Students will work under the supervision of the participating agency and monitored by the instructor and/or externship facilitator.

Instructional Materials and References

Student Textbook Package

No textbook is provided for this course.

Other Required Resources

No additional recourses are required for this course.

Equipment and Tools

No additional equipment and tools are required.

References

ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library at http://www.library.itt-tech.edu/ to access online books, journals, and other reference resources selected to support ITT Tech curricula. The Criminal Justice Program Links is a valuable resource area for students to use while they are performing their externship.

Course Evaluation and Grading

Evaluation Criteria Table

The final grades will be based on the following categories:

CATEGORY	WEIGHT
Employer Survey	40%
Diary	50%
Weekly Log	10%
Total	100%

Note: Students are responsible for abiding by the Plagiarism Policy and all policies applicable to the participating agency.

Grade Conversion Table

The final grades will be calculated from the percentages earned in the course, as follows:

A	90-100%	4.0
B+	85-89%	3.5

B	80-84%	3.0
C+	75-79%	2.5
C	70-74%	2.0
D+	65-69%	1.5
D	60-64%	1.0
F	<60%	0.0

(End of Syllabus)