Graduate Criminal Justice Internship

**Table of Contents**

[Criminal Justice Internship 1](#_Toc201748936)

[Criminal Justice Internship; CJUS 4850 3](#_Toc201748937)

[Syllabus Change Policy 3](#_Toc201748938)

[Final Exam Date & Other Important Dates 3](#_Toc201748939)

[Course Description 3](#_Toc201748940)

[Learning Outcomes 4](#_Toc201748941)

[Prerequisites 4](#_Toc201748942)

[Required Texts / Materials 4](#_Toc201748943)

[Course Technology and Skills 4](#_Toc201748944)

[Teaching Philosophy 5](#_Toc201748945)

[Course Policies and Requirements 5](#_Toc201748946)

[Additional Requirements 5](#_Toc201748947)

[Grade Breakdown 6](#_Toc201748948)

[Weekly Summaries 6](#_Toc201748949)

[Reflection Paper 7](#_Toc201748950)

[Grading Rubric for Reflection Paper 7](#_Toc201748951)

[Late Work 8](#_Toc201748952)

[Class Participation 8](#_Toc201748953)

[Artificial Intelligence Adopted Policy 8](#_Toc201748954)

[ADA Statement 9](#_Toc201748955)

[Academic Integrity 9](#_Toc201748956)

[Student Behavior and University Policy 9](#_Toc201748957)

[Anti-Discrimination and Title IX Information 10](#_Toc201748958)

[Title IX (Survivor Advocacy) 10](#_Toc201748959)

[Retention of Student Records 10](#_Toc201748960)

[Access to Information – Eagle Connect 11](#_Toc201748961)

[Survivor Advocacy 11](#_Toc201748962)

[Important Notice for F-1 Students Taking Distance Education Courses 11](#_Toc201748963)

[Federal Regulation 11](#_Toc201748964)

[University of North Texas Compliance 11](#_Toc201748965)

[Student Verification 12](#_Toc201748966)

[Succeed at UNT 12](#_Toc201748967)

[Emergency Response Information 12](#_Toc201748968)

[Tentative Course Schedule 12](#_Toc201748969)

[Student Perception of Teaching (SPOT) 13](#_Toc201748970)

[UNT Mission Statement 14](#_Toc201748971)

[The College of Health and Public Service 15](#_Toc201748972)

[Criminal Justice Department Mission Statement 15](#_Toc201748973)

Graduate Criminal Justice Internship;  
 CJUS 5900

**Instructor Name:** Samuel Simon  
**Semester and Year:** Fall 2025 **Number of Credits:** 3 - 6 Credits  
**Class Location:** Online  
**Class Meeting Day(s) & Time(s)**: Online  
**Office Location:** 263G (CJ Suite) Chilton Hall **Office Hours:** M, W, F 1:00p – 2:00p  
**Email:** samuel.simon@unt.edu  
**Response Time:** Email communication with me should be done via my unt.edu email address. You should use your UNT email account for all email communications with me. Communication with students is important to me and I will respond promptly. I will respond to all student emails, so if you do not receive a response within a reasonable period (48 hours) assume I did not receive the initial message and try again.

When sending an email, please put the COURSE NUMBER (CJUS 4850) in the subject line of the email. Only emails sent from your UNT email account (username@my.unt.edu) will receive a response. Please allow 48 hours of turnaround time for your email inquiries. Every effort will be made to provide a prompt response to student emails.

# Syllabus Change Policy

**I reserve the right to modify the syllabus as necessary** to account for unforeseen developments. While every effort will be made to follow this syllabus, it may be the case that the syllabus must be modified. Students will be made aware of any adjustments in advance and any changes to the syllabus will work to the benefit of the class. It is the student’s responsibility to check ANNOUNCEMENTS, so they are aware of any syllabus changes. Failure to check and read announcements regarding any such changes does not constitute an acceptable excuse for missed assignments.

# Final Exam Date & Other Important Dates

There will be no FINAL EXAM for this course.

**Important Dates.**   
Monday, August 18, first day of class  
Monday, September 1, Labor Day Holiday  
Monday-Sunday, November 24 through 30, Thanksgiving Holiday   
Thursday, December 4, Last day of class  
Friday, December 12, Final day for any approved make up work to be completed.

# Course Description

Each student is placed as a participant observer in a criminal justice agency for a minimum of 120 hours to provide an opportunity to apply academic training to practical situations.

# Learning Outcomes

Students who successfully complete this course will be able to:

1. Students will gain exposure to and a greater understanding of the applied aspects of the Criminal Justice system;
2. Students will enhance their academic training with this practical knowledge;
3. Students will be able to better assess their career goals based on this experience; and,
4. Students will enhance their employment prospects as a result of this internship experience. century.

# Prerequisites

Prerequisite(s): Student in good standing within the Criminal Justice Masters program.

# Required Texts / Materials

There are no assigned texts or materials for this course.

# Course Technology and Skills

Minimum Technology Requirements

* Computer
* Reliable internet access
* Speakers
* Microphone
* Plug-ins
* Microsoft Office Suite
* Canvas Technical Requirements (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

* Using Canvas
* Using email with attachments
* Creating and submitting files in commonly used word processing program formats (.doc, .pdf)
* Downloading and installing software

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: UIT Student Help Desk site (<http://www.unt.edu/helpdesk/index.htm>)

Email: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)Phone: 940-565-2324In Person: Sage Hall, Room 130 Walk-In Availability: 8am-9pm Telephone Availability:

* Sunday: noon-midnight
* Monday-Thursday: 8am-midnight
* Friday: 8am-8pm
* Saturday: 9am-5pm
* Laptop Checkout: 8am-7pm

For additional support, visit Canvas Technical Help ([https://community.canvaslms.com/docs/DOC- 10554-4212710328](https://community.canvaslms.com/docs/DOC-%2010554-4212710328))

# Teaching Philosophy

The UNT mission statement emphasizes empowering students to thrive in a rapidly changing world. This requires critical thinking, analysis, and communication skills as key components to learning. This mission statement is perfectly patterned to my teaching philosophy. I believe that true learning occurs in an environment where sound theory and fundamental concepts are combined with solid practical application. I was fortunate to have a very successful career in federal law enforcement and intelligence, and I bring those practical experiences into this course. My career experiences demonstrated that, without a sound foundation, grounded in theory and education, it is difficult if not impossible to grow and learn through practical experience.

# Course Policies and Requirements

The internship serves as a gateway to careers in the Criminal Justice field by familiarizing students with the various career opportunities available in the field, as well as furnishing them with strategies for pursuing those careers. Students must complete 120 contact hours at their internship placement to receive 3-credit hours and 240 contact hours to receive 6-credit hours. During the internship, students will complete weekly journals; weekly time sheets signed by their supervisors; and a summary term paper describing their internship experience.

## Additional Requirements

* Students will be required to complete the appropriate paperwork, and successfully complete any background investigations or other requirements to successfully obtain the internship (if applicable).
* Written verification that the syllabus has been read and course requirements are understood.
* Regular and punctual attendance at internship placement;
* Professional appearance and demeanor as well as exemplary behavior during your internship;
* Completion of a journal of daily activities – submitted weekly;
* Verification of time sheets – signed by supervisor and submitted weekly;
* Completion of a summary reflection paper; and,
* Completion of formal evaluation by internship agency supervisor.

## Grade Breakdown

Grades are based on your earned point totals for the semester.  
Assignment Points Possible  
Weekly Summaries (15) Does not count towards grade  
Summary Reflection Paper (1) 100 points (1 @ 100 pts each)  
**Total Points 100 points**

FINAL GRADE SCALE

A= 90-100 points

B= 80-89 points

C= 70-79 points

D= 60-69 points

F= 59 and below points

**Final grades will be calculated based on total points earned in the course using the indicated scale, not on a percentage basis. I reserve the right to resolve borderline grades if students have first completed all the assignments in the course.**

## Weekly Summaries

Each student will be required to submit a weekly summary (15) in this course. The purpose of the weekly summary is to track the hourly progress. In order to receive credit for the course you must work the minimum hours. Each summary will contain a brief description of what the student achieved during the week’s internship. Additionally, the student will be required to submit the hourly verification form as part of the weekly summary. ***Weekly summaries will be due on the Monday following the completed internship.***

## Reflection Paper

At the conclusion of the course the student will be required to submit a reflection paper. The purpose of the paper is to analyze what the student experienced and reflect on how their experiences were enhanced by their studies within the Criminal Justice curriculum. The paper should be a minimum of 1700 words. And should adhere to the following format:

1. Introductory paragraph (300-500 words)
2. Identification and analysis of experiences (800-1000 words)
3. Relating experiences to academic studies (250-500 words)
4. Conclusion (3050-500 words)

### Grading Rubric for Reflection Paper

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Mastery 20pts | Proficient 18pts | Progressing 16pts | Developing 12pts | Not Attempted  0pts |
| Summary of Internship | Provided a clear, succinct, thorough overview of the internship experience. | Provided a clear, succinct, general overview of the internship experience. | Provided a somewhat clear, general overview of the internship experience. | The overview was not clearly articulated, or complete. | Not attempted. |
| Identification of experiences | Rich detailed description of the significant events, or experiences participated in during the internship. | Full description of the significant events, or experiences participated in during the internship. | Partial description of the significant events, or experiences participated in during the internship. | Very little description of the significant events, or experiences participated in during the internship. | Not attempted. |
| Analysis of Experiences | Clear attempt to integrate relevant facts, relationships, and the student’s self. Includes conclusions based on synthesis of the description. | Clear attempt to integrate relevant facts, relationships, and the student’s self. | Slight or unclear attempt to integrate relevant facts, relationships, and the student’s self. | Very little reflection or analysis of the experiences participated in during the internship. | Not attempted. |
| Conclusion | Strong, clear, and insightful links between the internship experience and the academic experience. | Complete identification of links between the internship experience and the academic experience with significant reflection or insight. | Cursory identification of links between the internship experience and the academic experience with some reflection or insight. | Very little parallels or conclusions drawn linking internship to academic experiences. | Not  attempted |
| Style | Follows the supplied format, meeting the word count, with all appropriate citations in APA formatting. | Minor errors in grammar, spelling, or formatting. Meets minimum standards for word count. | Noticeable errors in grammar, spelling, formatting, or does not meet the minimum word count. | Significant grammar, spelling and formatting errors. Significant citation errors. | Not attempted |
| Totals |  |  |  |  |  |

## Late Work

There are no make-up tests/assignments in this class with the exception of authorized absences according to University policies prescribing authorized absences in certain situations. I reserve the right to consider extreme circumstances and modify this rule. Those in athletics, those who are absent for religious holidays, and/or those involved in other school supported activities that require being absent from class will be allowed make up if proper procedures are followed in requesting an excused absence. I must have written documentation in advance that you will be away from class for the absence to be excused (e.g., traveling for a basketball game, observing a religious holiday).

## Class Participation

Students are required to login regularly to the online class site. The instructor will use the tracking feature in Canvas to monitor student activity. Students are also required to participate in all class activities such as the discussion board.

## Artificial Intelligence Adopted Policy

I expect you to generate your own work in this class. When you submit any kind of work (including projects, exams, quizzes, or discussions), you are asserting that you have generated and written the text unless you indicate otherwise by the use of quotation marks and proper attribution for the source. Submitting content that has been generated by someone other than you or was created or assisted by a computer application or tool, including artificial intelligence (AI) tools such as ChatGPT is cheating and constitutes an academic integrity violation. You may use simple word processing tools to update spelling and grammar in your assignments, but you may not use AI tools to draft your work, even if you edit, revise, or paraphrase it. There may be opportunities for you to use AI tools in this class. Where they exist, I will clearly specify when and in what capacity it is permissible for you to use these tools.

**Things you CAN use AI for:** Use it to chat about a topic you’re interested in. However, it’s probably no more than 65% accurate. You will need to use academic sources to verify what AI told you. It can be a useful tool for identifying starting points on a topic but should not be utilized as an alternative to scholarly research. It cannot provide reliable resources or data.

**Things you CANNOT use AI for:** Do not use AI to draft any written scholarly work. Do not use citations provided by AI. Not only is it unreliable, but you risk an academic integrity violation. You are here to analyze and develop your critical thinking skills. If you need to use it as a starting point, that’s fine. However, when it’s time to draft a written assignment, close AI generated content before you begin and utilize the reliable scholarly sources you have found.

The UNT library system is a valuable resource!

## ADA Statement

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at <https://studentaffairs.unt.edu/office-disability-access>

## Academic Integrity

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Minor violations such as an inadvertent instance of plagiarism such as a failure to cite/reference a source may result in an admonition or requirement for a resubmission of the assignment.

More serious violations will be handled consistent with the severity of the violation.

Multiple violations, intentional plagiarism, forgery, sabotage, or sharing of test answers will result in severe sanctions.

## Student Behavior and University Policy

Student behavior that interferes with an instructor’s ability to conduct a class or other students’ opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student’s conduct violated the Code of Student Conduct. The university’s expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [www.unt.edu/csrr](http://www.unt.edu/csrr).

To be successful at learning and understanding the material in this class, it is essential that you read and complete the assigned material and engage in thoughtful discussions. Your active participation, along with your willingness to engage in thoughtful discussions will be considered at all times during the semester.

A classroom, especially during times of discussion, is a place to express ideas, opinions, and engage in thoughtful discussions. Students will respect the views and opinions of others at all times or their status in the course will be examined. In sum, simply be appropriate during all interactions. Each student brings unique insight and perspectives, and that can make for a very interesting and lively discussion forum, but please be appropriate and respectful of others.

## Anti-Discrimination and Title IX Information

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### Title IX (Survivor Advocacy)

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648.

## Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

## Access to Information – Eagle Connect

Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (<https://it.unt.edu/eagleconnect>).

## Survivor Advocacy

Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (<https://it.unt.edu/eagleconnect>).

## Important Notice for F-1 Students Taking Distance Education Courses

### Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

### Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (<https://policy.unt.edu/policy/07-002>).

### Succeed at UNT

UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grown. And, as a faculty member, I am committed to helping you be successful as a student. Here’s how to succeed at UNT: Show up. Find Support. Get advised. Be prepared. Get involved. Stay focused. To learn more about campus resources and information on how you can achieve success, <https://success.unt.edu/>.

## Emergency Response Information

UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at my.unt.edu. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

# Tentative Course Schedule

This calendar represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunities. Such changes will be clearly communicated.

| **Date** | **Topic** |  |
| --- | --- | --- |
| Week 1 Aug 18 - 22 | **Assignment: Weekly Summary** |  |
| Week 2 Aug 25 - 29 | **Assignment: Weekly Summary** |  |
| Week 3 Sep 1 – 5 | **Assignment: Weekly Summary NO SCHOOL SEP 1; LABOR DAY** |  |
| Week 4 Sep 8 - 12 | **Assignment: Weekly Summary** |  |
| Week 5 Sep 15 - 19 | **Assignment: Weekly Summary** |  |
| Week 6 Sep 22 - 26 | **Assignment: Weekly Summary** |  |
| Week 7 Sep 29 – Oct 3 | **Assignment: Weekly Summary** |  |
| Week 8 Oct 6 - 10 | **Assignment: Weekly Summary** |  |
| Week 9  Oct 13 - 17 | **Assignment: Weekly Summary** |  |
| Week 10 Oct 20 - 24 | **Assignment: Weekly Summary** |  |
| Week 11 Oct 27 – 31 | **Assignment: Weekly Summary** |  |
| Week 12 Nov 3 - 7 | **Assignment: Weekly Summary** |  |
| Week 13 Nov 10 - 14 | **Assignment: Weekly Summary** |  |
| Week 14 Nov 17 - 21 | **Assignment: Weekly Summary** |  |
| Week 15 Nov 24 – 28 | **THANKSGIVING BREAK NO SCHOOL** |  |
| Week 16 Dec 1 - 4 | **Assignment: Weekly Summary Assignment: Reflection Paper** |  |

# Student Perception of Teaching (SPOT)

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at www.spot.unt.edu or email [spot@unt.edu](mailto:spot@unt.edu).

# UNT Mission Statement

At the University of North Texas, our caring and creative community empowers our students to thrive in a rapidly changing world.

# The College of Health and Public Service

Health and Public Science students are trained to lead nonprofits, become educators, researchers and professionals who strengthen the diverse communities we serve, with thoughtful, inclusive, and equitable practices as audiologists, behavior analysts, city managers, emergency managers, health care administrators, public safety administrators, public health specialists, rehabilitation counselors, speech language pathologists, social workers, urban planners, and more.

# Criminal Justice Department Mission Statement

The Department of Criminal Justice at the University of North Texas College of Health & Public Service is here to help you learn skills and knowledge that you can use to make a difference. With a diverse student body, students will gain knowledge both from their studies and the unique viewpoints of their peers.

Our programs prepare students with the knowledge, critical thinking, and communication skills they need to collaborate with diverse groups to create just, safe, communities.