

**Common Course Outline**  
**CRJU 273**  
**Criminal Justice Internship**  
**3 Credits**

**Community College of Baltimore County**

**Description**

**CRJU 273 – Criminal Justice Internship** provides students an opportunity to apply classroom learning to the work environment. It also assists students in identifying potential employment opportunities in the criminal justice field and provides critical skills necessary to acquire a job in this area. The Internship is required for all degree or certificate-seeking students in the Criminal Justice Studies Program. This course requires seventy-five (75) hours of work with an approved criminal justice agency and an additional forty (40) hours of written assignments for a total of 115 hours of work completed.

**3 Credits**

**Prerequisites:** CRJU 110, CRJU 120, CRJU 122 and CRJU 250 with a minimum overall GPA of 2.0 or the approval of the program coordinator

**Overall Course Objectives**

Upon completion of this course students will be able to:

1. explain the functions of the agency as it relates to criminal justice;
2. compare the role of the agency to other components of the criminal justice system;
3. describe the duties of the various professional personnel in the agency;
4. analyze the various agencies that interact with the internship agency;
5. evaluate how the agency serves the community, provides due process and enhances public safety;
6. identify specific learning objectives developed in conjunction with the agency supervisor;
7. describe the contributions that the intern has made to the agency; and
8. discern ethical and non-ethical professional behaviors.

**Major Topics**

- I. Cooperative Learning Environment
  - A. Structure of Agency
  - B. Organizational responsibilities
  - C. Personnel responsibilities
  - D. Interaction with other agencies
  - E. Role in criminal justice system
- II. Collaboration in Employment Setting
  - A. Coordination with course supervisor
  - B. Coordination with site supervisor

### III. Development of Employment Skills

- A. Verbal communication skills
- B. Non-verbal communication skills
- C. Time management skills
- D. Focus on task management
- E. Ethical and professional behavior

### **Course Requirements**

Grading procedures will be determined by the instructor and will include an assessment of the various form submissions required to be completed by the student.

### **Grading/exams**

There are no required examinations or tests in this course.

- Students **MUST** complete seventy-five (75) hours of work with an approved criminal justice agency.
- A reflection paper based on the internship experience detailing how the experience influenced their understanding of the criminal justice system in addition to the functions of the agency in our society. This paper will include a daily log of activities and experiences.
- A professional resume that includes internship experience
- A paper on *Ethics and Procedures in Criminal Justice*; the specific instructions will be provided by the instructor.

Written Assignments: Students are required to use appropriate academic resources.

### **Other Course Information**

This course is a Criminal Justice Studies core course.