

Department of Criminal Justice Administration
Park University

CJ440 Internship in Criminal Justice
CJ441 Senior Writing Project

Explanation of the Alternative Requirements

Based on the Criminal Justice Department's assessment plan, and the requirements of the Higher Learning Commission of the North Central Association (the University's regional accrediting organization), part of the capstone experience requires some outside professional evaluation of our graduating students. The Criminal Justice Department created CJ440 Internship in Criminal Justice and CJ441 Senior Writing Project as alternatives to meet this requirement. As capstone courses, they may not be waived nor may credit be granted through VLE.

CJ441 Senior Writing Project Requirements

CJ441 Senior Writing Project was designed for students currently working in a criminal justice-related field, who do not need to find and complete an internship with another agency or organization. Typically, the employment for students taking this course consists of activities comprising the student's current full-time paid service to an organization. In this course, offered regularly online, students will use an existing project from their work environment, or create a project as part of their work, with some evaluation by a supervisor. The student's academic advisor or the Criminal Justice Department Chair must approve a student's request to substitute this course for the internship. Further information will be provided by the instructor in the online course.

CJ440 Internship in Criminal Justice Requirements

CJ440 Internship in Criminal Justice is designed for current students to intern with an organization in a criminal justice-related field, such that each student may experience a work-style environment, and may be evaluated by an outside professional.

Step 1 - Download the course documents from this website – Course Syllabus Template and Attachment A.

Step 2 – Contact an organization in a criminal justice-related field.

You can work in any of a wide variety of organizations, including, but not limited to:

- Police department
- Sheriff's department
- Federal law enforcement agency
- Federal, state, or local government probation office
- Non-profit probation, such as supervising community service

- Youth offender agencies, including drug abuse, and victims of abuse
- Adult abuse services agencies
- Federal, state, or local corrections facilities, such as city or county jails, state prisons, federal prisons
- Private security companies and private jails and prisons
- Airport security agencies and companies
- Some church and other community groups that work with victims of abuse, (such as Synergy Services in Parkville, Missouri)

Step 3 – Discuss the internship requirements with the organization using the course documents downloaded in Step 1, and have the proposed internship supervisor review and sign. Be sure to provide all requested information, including a description of the internship. The form may be submitted electronically as a saved Word document or mailed/delivered as a “hard copy” document.

Step 4 – Submit the completed form to your Park academic advisor. If you do not know who your advisor is, or if you do not have one, contact the Chair of the Criminal Justice Department – Greg Plumb – at greg.plumb@park.edu.

Step 5 – The advisor will arrange for an instructor and the term in which you will enroll. If your advisor needs assistance in completing this task, the advisor may enroll you in one of the “J” sections (S1J09 for example) with Greg Plumb as the instructor. All communications may be completed via e-mail.

Step 6 – The advisor will submit the completed form, with instructor and enrollment term information entered to the Chair of the Criminal Justice Department – Greg Plumb – by e-mail to greg.plumb@park.edu.

Step 7 – The Department Chair will review the materials, and if all information is provided and requirements met, will approve the internship. If any information is missing or requirements not met, the Chair will contact the advisor for the needed information.

Step 8 – Once the advisor has received the approval, the advisor will enroll you in the course.

Step 9 – Before beginning work on your internship, make sure the instructor assigned for the course has received the necessary information (on the downloaded forms from Step 1) from your internship supervisor.

Step 10 – Submit weekly journal entries to your instructor.

Step 11 – When you have completed the necessary work hours, you will submit a final paper to your instructor, and your supervisor will submit a final report to your instructor (as outlined in the downloaded forms from Step 1).

Step 12 – When your instructor has received all materials, your instructor will submit a final grade for you for this course.

If you have any questions after reading this information, please contact the Chair of the Criminal Justice Department in Parkville, Missouri at greg.plumb@park.edu.