

University of North Texas at Dallas
Fall 2025
CJUS/SOCI-4850.0001 – Internship

Department of	Criminal Justice and Sociology	School of	Liberal Arts and Science
Instructor Name:	Stephen Womack		
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Office Hours:	Tuesdays. Thursdays. – 10:AM – 12:PM – In-Person or on Microsoft Teams Fridays – 11:30AM – 12:00PM And By Appointment Upon Request		
Classroom Location:	Internship Site Location		
Class Meeting Days & Times:	As per Syllabus		
Course Catalog Description:	CJUS 4850 - Internship in Criminal Justice 1.0 - 6.0 4850. 1-6 hours each. 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. Prerequisite(s): CJUS 2100 or equivalent; 6 additional hours of criminal justice courses at the 3000 / 4000 level; and consent of department.		
Prerequisites:	Prerequisite(s): CJUS 2100 or equivalent; 6 additional hours of criminal justice courses at the 3000 / 400 level; and consent of department.		
Required Text:	No textbook required.		
Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com		
Supported Browsers: Chrome 67 & 68 Firefox 60 & 61 Flash 29, 30 (for audio/video)	Getting Help with Canvas: Canvas 24/7 Phone Support for Students: 1-833-668-8634 Canvas Help Resources:		

<p>Internet Explorer 11 Edge 41, 42 Respondus Lockdown Browser Safari 10, 11</p> <p>Supported Devices: iPhone Android Chromebook (Tablet users can use the Canvas app)</p> <p>Screen Readers: VoiceOver (Safari) JAWS (Internet Explorer) NVDA (Firefox) <i>Note: There is no screen reader support for Canvas in Chrome</i></p>	<p>Web: Canvas Student Guide</p> <p>For additional assistance, contact Student Assistance (Distance Learning): Founders Hall, Rm 124 phone: (972)338-5580 email: distancelearning@untDallas.edu</p> <p><i>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.</i></p> <p><i>If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.</i></p>
<p>Course Goals or Overview: The goals of this course are as follows -</p>	
<p>This course is a planned program of participant observation in a selected criminal justice agency. Students will work with the UNT Dallas – Department of Criminal Justice and Sociology - Internship Coordinator to select an appropriate agency for placement. Once a placement occurs, the student will be assigned to an internship supervisor from the internship agency. Once approved the student intern will be conducting “field work” with the internship agency. “Field Work” activities will be those activities deemed appropriate by the agency. Students are required to turn in weekly timesheets and weekly internship activity log. Additionally, students will be required to complete a seven (7) – ten (10) page final paper.</p> <p>Students that select a three (3) credit internship will be required to complete a minimum of 120 hours per semester. During a ten (10) week semester a student will participate at their internship site for the first sixteen (9) weeks for an average of twelve (12) hours per week. Your final paper will be due during the last week of the semester.</p> <p>Students may select a second additional three (3) credit internship with approval of the internship coordinator. This can be an extension of a previous internship OR a second additional internship in another sector within our criminal justice.</p>	
<p>Learning Objectives/Outcomes: At the end of this course, students will be able to:</p>	
1	The student intern will be expected to gain valuable work experience as well as relevant knowledge which will add to their overall understanding of the field of Criminology or Criminal Justice.
2	The student will experience training and development in the workplace under professional guidance and supervision.
3	The student will have the opportunity to utilize some of the ideas and theories learned in CJUS courses.

Schedule	Topic	Activities	Due Date
Week 1 – Monday, August 25, 2025 – Sunday, August 31, 2025	Criminal Justice Internship	Internship Site Participation ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log	OPEN – 12:01AM Monday, August 25, 2025 – DUE – 11:59PM Sunday, August 31, 2025
Week 2 – Monday, September 1, 2025 – Sunday, September 7, 2025	Criminal Justice Internship	Internship Site Participation ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log	OPEN – 12:01AM Monday, September 1, 2025 DUE – Sunday, September 7, 2025
Week 3 – Monday, September 8, 2025 – Sunday, September 14, 2025	Criminal Justice Internship	Internship Site Participation ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log	OPEN – Monday, September 8, 2025 – DUE – Sunday, September 14, 2025
Week 4 – Monday, September 15, 2025 – Sunday, September 21, 2025	Criminal Justice Internship	Internship Site Participation ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log	OPEN – Monday, September 15, 2025 DUE – September 21, 2025

Week 5 – Monday, September 22, 2025 – Sunday, September 28, 2025	Criminal Justice Internship	Internship Site Participation Schedule Meeting with Criminal Justice Internship Coordinator Internship Site Participation <ul style="list-style-type: none"> ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log 	OPEN – Monday, September 22, 2025 – DUE – Sunday, September 28, 2025
Week 6 – Monday, September 29, 2025 – Sunday, October 5, 2025	Criminal Justice Internship	Internship Site Participation <ul style="list-style-type: none"> ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log 	OPEN – Monday, September 29, 2025 – DUE – Sunday, October 5, 2025
Week 7 – Monday, October 6, 2025 – Sunday, October 12, 2025 Monday,	Criminal Justice Internship	Internship Site Participation <ul style="list-style-type: none"> ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log 	OPEN – 12:01AM Monday, October 6, 2025 – DUE – Sunday, October 12, 2025 Monday,

Week 8 – Monday, October 13, 2025 – Sunday, October 19, 2025 Monday	Criminal Justice Internship	Internship Site Participation <ul style="list-style-type: none"> ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log 	OPEN – Monday, October 13, 2025 – DUE – Sunday, October 19, 2025 Monday
Week 9 – Monday, October 20, 2025 – Sunday, October 26, 2025	Criminal Justice Internship	Internship Site Participation <ul style="list-style-type: none"> ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log <p>Submit an EXCEL spread sheet listing of all of your internship hours by date, hours worked per day AND total internship hours for the semester. You should have a minimum total of 120 internship hours for the semester</p>	OPEN – Monday, October 20, 2025 DUE - Sunday, October 26, 2025
Week 10 – Monday, October 27, 2025 – Sunday, November 2, 2025	Criminal Justice Internship	Internship Site Participation <ul style="list-style-type: none"> ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log 	OPEN – Monday, October 27, 2025 – DUE – Sunday, November 2, 2025

Week 11 – Monday, November 3, 2025 – Sunday, November 9, 2025	Criminal Justice Internship	Internship Site Participation ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log	OPEN – Monday, November 3, 2025 – DUE – November 9, 2025
Week 12 – Monday, November 10, 2025 – Sunday, November 16, 2025	Criminal Justice Internship	Internship Site Participation ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log	OPEN – Monday, November 10, 2025 – DUE – November 16, 2025
Week 13 – Monday, November 17, 2025 – Sunday, November 23, 2025	Criminal Justice Internship	Internship Site Participation ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log	OPEN – Monday, November 17, 2025 – DUE – November 23, 2025
Week 14 – Monday, November 24, 2025 – Sunday, November 30, 2025	Criminal Justice Internship	Internship Site Participation ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log	OPEN – Monday, November 24, 2025 – DUE – 11:59PM Friday, November 30, 2025

Week 15 – Monday, December 1, 2025 – Sunday, December 7, 2025	Criminal Justice Internship Internship Paper Due: 11:59PM, Friday, December 7, 2025	Internship Site Participation ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log	OPEN – Monday, December 1, 2025 – DUE – December 7, 2025
Week 16 – Monday, December 8, 2025 – Saturday, December 13, 2025	Criminal Justice Internship Last week of Criminal Justice Internship Site Attendance	Internship Site Participation ✓ Submit Weekly Time Sheet ✓ Submit Weekly Activity Log	OPEN – Monday, December 8, 2025 – DUE – December 13, 2025

Internship Objectives

- Interns are expected to gain valuable work experience as well as relevant knowledge which will add to their overall understanding of the field of Criminology and Criminal Justice
- Interns will experience training and development in the workplace under professional guidance and supervision
- Interns will have the opportunity to utilize some of the ideas and theories learned in CCJS courses

Student Eligibility Requirements

- Students must be a declared Criminal Justice / Sociology major or minor.
- Students must have completed a total of six (6) hours of 3000 – 4000 level classes.
- Students must have a minimum cumulative GPA of at least a 2.70

Internship Eligibility Requirements:

- Each internship must be a new experience for the student, not a continuation of a current job, internship or a previously completed internship.
- Internships must be an actual internship experience. While internships may be paid, credit will not be given for previously worked jobs or current jobs that do not provide for a new experience.
- The internship must involve work in the field of criminal justice / sociology; internships in the law field must involve an approved aspect of criminal / civil / family law.
- Internships must be done on-site with direct supervision; internet or web-based internships are not eligible.
- Students are not permitted to work in a private residence and/or a home office.

- Internships must involve work, duties, and responsibilities that are more than secretarial in nature. Solely clerical and solely basic administrative office work will not qualify for a criminal justice internship.

**Internship eligibility is subject to review and change based on the Internship Coordinators discretion.*

Internship Course Credit:

- Criminal justice / sociology internships are three (3) credit / 120 hrs.
- A second additional (three (3) credit / 120 hrs.) internship may be available for qualified students.
- Students have from the first day of classes until the last day of class to complete their internship hours.
- Internships must be approved by the Internship Coordinator before the student's first day of interning.

To Receive Approval:

Students must meet all pre-requisites.

Student must successfully complete an interview and a criminal history background check with their selected internship site.

Once an interview and criminal history background check is successfully completed, the students must complete the criminal justice internship placement packet and submit to the criminal justice internship coordinator for approval.

Once the internship is approved, the student will receive a permission number and he/she must register for the internship class on his/her own.

Assignments

Criminal justice student internships are graded on the following components:

1. Professionalism and feedback form internship site supervisor.
2. Weekly time sheets submissions,
3. Weekly activity log submission.
4. Reflection paper.

Your grade for this class will be determined by your performance in all four areas.

All work is to be completed and submitted on time. Late submissions will be penalized.

Time Sheet:

Interns are required to keep and submit a weekly a time sheet signed by his/her supervisor. **(Due Sundays by 11:59PM)** Hours logged must be between the first day of classes through the first day of finals week. Any hours worked either before or after the given dates will not count towards the students required hours for credit.

Activity Log Sheet:

Interns are required to keep and submit a weekly activity log highlighting their week's internship activities. **(Due Sundays by 11:59PM)** An activity log is required for the first week of your internship through the last week of your internship experience.

Reflection Paper:

Students are required to complete a reflection paper, in which they will look back at their internship experience and answer several questions regarding their experience. Students must carefully examine their internship and evaluate the experience, keeping in mind their future career and educational goals. Whether a student's internship was a positive or negative experience, the student still learned something about themselves and about that specific field or organization.

Additional and more detailed information about the assignments, grades, due dates, handouts, and other materials are posted on a Canvas course website.

Things to Note:

- Internship site supervisors may be contacted throughout the semester to verify the student's schedule, duties, as well as to determine how well the intern is performing his/her work.
- In case of illness, students are responsible for notifying their supervisor AND internship coordinator **in advance** and **providing documentation** as needed to verify absences. Failure to properly notify supervisor in advance of absences can have a detrimental effect on the student's grade. All hours missed must be "made-up".
- The intern must properly plan to complete the required number of hours (e.g.120) for the credits they anticipate earning (e.g. 3 credits), during the scheduled semester(s).
- Student internship are ALL or NOTHING. All internship hours must be completed to receive credit for the internship. Partial completion of internship hours WILL NOT result in partial credit for the internship.

Professional Responsibilities

Students should keep in mind when they are at their internship, they are in a professional working environment. This is a great opportunity for students to network, gain work experience, develop themselves on a personal level, and earn recommendations for future jobs/graduate school. Students are expected to act in a professional manner. While at an internship, students are not just representing themselves, but they are representing the University of North Texas – Dallas and the Department of Criminal Justice.

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Instrument Total Points

Weekly Time Sheets:	There are ten (10) required submissions Twenty (20) points per timely submitted Weekly Time Sheet. Total possible points: 200
Weekly Activity Log:	There are ten (10) required submissions Twenty (20) points per timely submitted Weekly Time Sheet. Total possible points: 200
Internship Reflection Paper:	There will be one (1) internship reflection paper worth one hundred (100) points. Failure to submit this paper will result in a final grade of "F" for the internship. 100
Total Possible Class Points: 500	

GRADE DETERMINATION:

100% - 90%	A
89% - 80%	B
79% - 70%	C
69% - 60%	D
59% - BELOW	F

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students:

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO 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/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the

authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see [Disability Services Office](#). You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untDallas.edu or at Building 2, room 204.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Accessibility Statement is also provided.](#)

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Course Evaluation Policy:

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Assignment Policy:

As per syllabus.

Exam Policy:

As per syllabus.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to [UNT Dallas' Student Code of Academic Integrity](#) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal

information.

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency. (Not Applicable)

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent, it is YOUR responsibility to let the instructor / intern site supervisor know immediately. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Inclement Weather and Online Classes:

Classes, including internships, may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online "Netiquette":

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online and professional environment should use proper "etiquette" or "netiquette".

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to [UNT Dallas Student Code of Conduct](#). Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

Technology Assistance:

In order to successfully access the materials in a course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)

Disruptive Students Policy

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office.

It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and any other classes the student misses as a result of not meeting with the Dean of Students.

Disruptive Students Policy (cont.)

The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNTD Policy 7.001 found at <https://www.untdallas.edu/hr/upol>) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment.

Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.