

COURSE OUTLINE

CRIM-190/191 CRIMINAL JUSTICE INTERNSHIPS I AND II 3-4 credits

HOWARD COMMUNITY COLLEGE

NOTE: Registration for this course must be coordinated through Counseling and Career Services' Co-op/Internship Office, Room L-144.

COURSE SUMMARY AND OBJECTIVES

An Internship combines college study with on-the-job work experience, providing you the opportunity to connect what is taught in class with what is required at work.

Employers offer part-time or full-time, temporary or permanent employment often allowing for flexible hours arranged around your academic schedule.

An Internship hinges on four important people:

- ▶ YOU
- ▶ The Cooperative Education/Internship staff
- ▶ Your Criminal Justice Faculty Advisor
- ▶ Your boss

The Cooperative Education/Internship staff links you, the college and your employer; your faculty internship advisor assigns your grade; your boss is the on-site teacher in your work place; and you interface with all three to make the team work smoothly together.

Former internship students in all fields report that their hands-on experience helped them better define their occupational and academic goals, gain valuable work experience while in college, and earn money in a job relating to their career area.

The required learning objectives afford you the chance to take charge of your own learning, to set goals for yourself after defining what you want and need to learn at work. Frequently, former internship students have been promoted on the basis of completing their learning objectives.

Registration for an internship is on-going throughout the year. When you decide to intern and have a position that qualifies for the program, you are able to begin your work experience immediately.

If you are enrolled in an internship for 3 credits, the work tour lasts 10 consecutive weeks; if you are enrolled for 4 credits, it lasts 15 consecutive weeks. In addition, after successfully completing your first internship, you may register for a second work experience, thus being eligible to earn a total of 8 credits. Intern credits may be used as required credits, add-on credits or specific elective credits. (Check with senior institution for transfer credit policy.) Students may use a **current position** or seek a **new position**.

COURSE PREREQUISITES

1. Earn a minimum of 12 credits with at least a quality grade point average of 2.0.
2. Complete course prerequisites according to the curriculum criteria.
3. Provide a job description of current job, if you wish to use it as your internship position.
4. Demonstrate the ability to write job letters and to appear confident during job interviews.
Students needing to develop these skills for seeking and securing employment may register for COOP-150 (Job Search: Skills and Techniques).

REQUIREMENTS AND GRADING POLICY:

In an Internship, the emphasis is placed on learning through doing. The evaluation of the learning will be based upon the following.

REQUIREMENTS	% OF GRADE
Achievement of Measurable Learning Objectives (MLOs)	35%
Submission of Monthly Progress Reports	5%
Attendance/Participation in the Seminar Series OR Fulfillment of Alternative Outside Reading Assignment	10%
Evaluation of Work Performance by Faculty Advisor	30%
Completion of Final Report	20%
FINAL GRADE EQUALS	100%

Conversion of average to final grade:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- 0% - 59% = F

TUITION

Internships allow students to earn credit while gaining valuable experiences. Intern students register for either three or four credits and must pay the current tuition amount for these credits plus a \$25 fee. This \$25 non-refundable fee is paid along with the registration fee at the Cashier's Window in the Business Office.

If you have any questions, please feel free to contact our office at 410 992-4840 or stop by the Cooperative Education/Internship Office in Counseling and Career Services, Room L-144.