



**OAKLAND UNIVERSITY
CRIMINAL JUSTICE
PROGRAM MANUAL
2016-2017**

Updated August 2016

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CRIMINAL JUSTICE PROGRAM OVERVIEW

Thank you for your interest in the criminal justice major at Oakland University! We are proud to offer this major at both OU's main campus in Rochester and at the Anton/Frankel Center in Mount Clemens. This manual contains detailed information about the CJ program, including a breakdown of major and minor requirements, an overview of the specialization areas, a complete description of courses, and a comprehensive internship guide. Students with questions should feel free to contact the Director of Field Services and Student Support for more information:

Kimberly Byrd, LMSW
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STATEMENT OF PHILOSOPHY

The criminal justice major at OU is an interdisciplinary program grounded in the theoretical, methodological, and applied policy traditions of criminology & criminal justice, as well as those related disciplines that have contributed to its core knowledge (i.e., sociology, political science, public administration, law, philosophy, and psychology).

DEFINING THE MAJOR

The OU criminal justice major has three defining features: (1) a required interdisciplinary component, (2) a required internship, and (3) a required capstone course.

Required Interdisciplinary Component

First, perhaps the most unique feature of the OU criminal justice major is its required interdisciplinary component, which mirrors the interdisciplinary structure of the department overall. Unlike most undergraduate criminal justice programs, the OU program requires students to take four elective courses: two within the department (Criminal Justice Electives) and two from outside the department (Interdisciplinary Electives). The purpose of the Interdisciplinary Electives is to ensure students' exposure to a broad spectrum of disciplinary knowledge. This interdisciplinary training is especially important for criminal justice majors given the complexity of both crime causation and crime-control policies.

Additionally, the program offers two specializations, which are designed to be even more strongly interdisciplinary: Information Security and Assurance, and Homeland Security. In addition to being more demanding (i.e., requiring more credit hours), these two specializations require students to take additional external courses in Political Science and Management Information Systems, among other departments. These two specializations provide a distinctive interdisciplinary niche for the OU criminal justice major. Moreover, the interdisciplinary preparation and skill-set provided to students in these specializations makes them highly marketable in these growing areas.

Required Internship

Second, OU criminal justice majors are required to complete an internship once they reach senior academic standing. Internships are coordinated by a full-time administrative professional and include a classroom component supervised by a full- or part-time faculty member. Internship placements are available in the metropolitan Detroit area. Requirements for the academic component of internships will be standardized to ensure uniformity in students' classroom experiences.

Internships are particularly crucial for criminal justice students. Popular media depictions of the criminal justice system – and of criminal justice careers especially – are greatly exaggerated, distorted, and inaccurate. While these depictions often prompt student interest in criminal justice careers, they also promote unrealistic ideas about what such work is like. Therefore, it is imperative that students receive actual work experience in the criminal justice system so that they may make more informed decisions about the type of career they wish to pursue. By requiring an internship for students, the OU criminal justice major prioritizes experiential and applied learning, while promoting professionalism

Required Capstone Course

Third, OU criminal justice majors are required to complete a capstone course once they reach senior academic standing and have completed all of their required pre-requisite courses. This capstone course offers seniors the opportunity to systematically marshal knowledge gained from their coursework and internship experience in order to link theory, research, and policy to address a complex criminal justice issue.

Capstone students complete a semester-long independent research project about a criminal justice problem of their choosing. The goal of this research project is for students to demonstrate their ability to link theoretical knowledge and empirical evidence about a key criminal justice question in order to inform and improve public policy. This research project will culminate in a written paper of approximately twenty to twenty-five pages, as well as an oral presentation of the findings.

CRIMINAL JUSTICE DEGREE REQUIREMENTS

MAJOR & MINOR ELIGIBILITY

Students must officially declare a Criminal Justice major (or minor) through the College of Arts & Sciences. The program is designed to accommodate students who wish to double-major (or double-minor) in Criminal Justice and an additional area of study. All students – majors and minors alike – must maintain a **2.0 overall GPA and a 2.5 GPA in the major** in order to remain in good standing in the program and to successfully obtain a degree in Criminal Justice.

More specifically, students must earn a minimum grade of 2.5 in the following major courses to successfully obtain a degree in Criminal Justice:

- CRJ 100
- CRJ 200
- All CRJ core courses
- All CRJ electives
- CRJ 430
- CRJ 490

MAJOR SPECIALIZATIONS

Criminal justice majors (beginning catalog year Fall 2016 to the present) may focus their coursework around specific research and career interests by selecting an area of specialization:

- Homeland Security (includes additional course requirements)
- Information Security and Assurance (includes additional course requirements)

BACHELOR OF ARTS IN CRIMINAL JUSTICE

| COURSES | CREDITS |
|---|-----------|
| Required Courses | |
| CRJ 100 Introduction to Criminal Justice* | 16 |
| CRJ 200 Criminological Theory* | |
| SOC 202 Introduction to Methods of Social Research | |
| SOC 203 Social Statistics with Computer Applications | |
| Core Courses (select 2 of 4) | |
| CRJ 323 Delinquency & Juvenile Justice System* | 8 |
| CRJ 324 Corrections & Rehabilitative Institutions* | |
| CRJ 327 Police & Society* | |
| CRJ 329 Criminal Law & the Courts* | |
| Elective Courses (select 2 from each category) | |
| Criminal Justice Electives (see list next page)* | 16 |
| Interdisciplinary Electives (see list next page) | |
| Internship | |
| CRJ 430 Criminal Justice Internship* | 4 |
| Capstone | |
| CRJ 490 Capstone: Criminal Justice Policy Analysis* | 4 |
| TOTAL | 48 |

NOTE: See course descriptions for prerequisite information.

* **Minimum 2.5 GPA required for catalog year Fall 2016 and beyond.**

BACHELOR OF ARTS IN CRIMINAL JUSTICE ELECTIVES

| CRIMINAL JUSTICE ELECTIVES | |
|------------------------------------|---|
| CRJ 300 | Alcohol, Drugs & Society* |
| CRJ 320 | Criminology & Public Policy* |
| CRJ 330 | Women, Crime & Justice* |
| CRJ 332 | Race/Ethnicity, Crime & Justice* |
| CRJ 340 | White-Collar Crime* |
| CRJ 341 | Cybercrime* |
| CRJ 342 | The Surveillance Society* |
| CRJ 346 | Profiling and Threat Assessment* |
| CRJ 347 | Neighborhoods, Schools, & Crime* |
| CRJ 348 | Terrorism and Homeland Security* |
| CRJ 349 | Applied Intelligence* |
| CRJ 350 | Intro to Security* |
| CRJ 351 | Geography of Crime* |
| CRJ 360 | Criminal Careers & Career Criminals* |
| CRJ 365 | Critical Incident Analysis* |
| CRJ 395 | Special Topics: Criminal Justice Elective* |
| INTERDISCIPLINARY ELECTIVES | |
| AN/SOC 320 | Law & Society |
| AN/SOC 331 | Race & Ethnic Relations |
| HST 301 | History of American Cities |
| HST 304 | History of Am. Industrial Economy & Cities |
| HST 318 | History of Civil Rights Movement |
| HST 356 | Modern Middle East |
| HST 357 | Arab-Israeli Conflict |
| HST/WGS 361 | History of American Families |
| HST 392 | Working Detroit |
| PHL 311 | Philosophy of International Relations |
| PHL 319 | Philosophy of Law |
| PHL 320 | Global Justice |
| PHL 321 | Political Philosophy |
| MIS 480 | Information Privacy |
| PS 314 | International Politics: Theory and Practice |
| PS 340 | Constitutional Law |
| PS 341 | Civil Rights & Civil Liberties |
| PS 342 | The Judicial Process |
| PS 347 | Law and Politics |
| PS 360 | International Terrorism |
| PS 413 | International Law |
| PSY 321 | Child Development |
| PSY 322 | Adolescence & Youth |
| PSY 341 | Intro to Psychopathology |
| PSY 343 | Psychopathology of Childhood |
| SOC/WGS 207 | Human Sexuality |
| SOC 222 | Sociology of Mental Illness |
| SOC 301 | Social Stratification |
| SOC/SW 315 | Social Welfare Policy |
| SOC 326 | Family & Community Processes |
| SOC/WGS 336 | Sociology of Gender |
| SOC 345 | Urban and Community Sociology |
| SOC 346 | Communities |

**BACHELOR OF ARTS IN CRIMINAL JUSTICE:
HOMELAND SECURITY SPECIALIZATION**

| COURSES | CREDITS |
|--|---------|
| Required Courses | |
| CRJ 100 Introduction to Criminal Justice* | 16 |
| CRJ 200 Criminological Theory* | |
| SOC 202 Introduction to Methods of Social Research | |
| SOC 203 Social Statistics with Computer Applications | |
| Core Courses (take both) | |
| CRJ 327 Police & Society* | 8 |
| CRJ 329 Criminal Law & the Courts* | |
| Criminal Justice Elective Courses (select 4) | |
| CRJ 300 Alcohol, Drugs, & Society* | 16 |
| CRJ 320 Criminology and Public Policy* | |
| CRJ 332 Race & Ethnicity, Crime & Justice* | |
| CRJ 340 White Collar Crime* | |
| CRJ 341 Cybercrime and Information Assurance* | |
| CRJ 342 Surveillance Society* | |
| CRJ 346 Profiling and Threat Assessment* | |
| CRJ 347 Neighborhood and Crime* | |
| CRJ 348 Terrorism and Homeland Security* | |
| CRJ 349 Applied Intelligence* | |
| CRJ 350 Introduction to Security* | |
| CRJ 351 Geography & Crime* | |
| CRJ 360 Criminal Careers & Career Criminals* | |
| CRJ 365 Critical Incident Analysis* | |
| CRJ 395 Special Topics (pending program advisor approval)* | |
| Interdisciplinary Elective Courses (select 3) | |
| AN/SOC 331 Race & Ethnic Relations | 11-12 |
| HST 352 Nationalism in Modern Europe | |
| HST 356 Modern Middle East | |
| HST 357 Arab-Israeli Conflict | |
| HST 382 Religion, Politics, & American Culture | |
| HST 359 Modern Iran and Iraq | |
| MIS 480 Information Privacy (3 credits) | |
| PHL 311 Philosophy of International Relations | |
| PHL 320 Global Justice | |
| PS 314 International Politics: Theory and Practice | |
| PS 332 Politics of the Middle East & North Africa | |
| PS 334 Political Systems of Asia | |
| PS 340 Constitutional Law | |
| PS 341 Civil Rights and Civil Liberties | |
| PS 342 The Judicial Process | |
| PS 347 Law and Politics | |
| PS 360 International Terrorism: Causes, Consequences & Responses | |
| PS 413 International Law | |

| | |
|---|--------------|
| Internship | |
| CRJ 430 Criminal Justice Internship* | 4 |
| Capstone | |
| CRJ 490 Capstone: Criminal Justice Policy Analysis* | 4 |
| TOTAL | 59-60 |

NOTE: See course descriptions for prerequisite information.

* Indicates minimum 2.5 GPA requirement.

**BACHELOR OF ARTS IN CRIMINAL JUSTICE:
INFORMATION SECURITY AND ASSURANCE SPECIALIZATION**

| COURSES | CREDITS |
|--|--------------|
| Required Courses (take all 4) | |
| CRJ 100 Introduction to Criminal Justice* | 16 |
| CRJ 200 Criminological Theory* | |
| SOC 202 Introduction to Methods of Social Research | |
| SOC 203 Social Statistics with Computer Applications | |
| Core Courses (take both) | |
| CRJ 327 Police & Society* | 8 |
| CRJ 329 Criminal Law & the Courts* | |
| Required MIS Courses (3 credits each) | |
| MIS 301 Survey of Management Information Systems | 18 |
| MIS 305 Information Technology Foundation | |
| MIS 314 Data and Process Modeling | |
| MIS 315 Systems Design | |
| MIS 405 Networks | |
| MIS 406 Information Systems Security Lab | |
| Criminal Justice Elective Courses(select 2) | |
| CRJ 320 Criminology and Public Policy* | 8 |
| CRJ 332 Race & Ethnicity, Crime & Culture* | |
| CRJ 340 White-Collar Crime* | |
| CRJ 341 Cybercrime and Information Assurance* | |
| CRJ 342 The Surveillance Society* | |
| CRJ 346 Profiling and Threat Assessment* | |
| CRJ 348 Terrorism and Homeland Security* | |
| CRJ 349 Applied Intelligence* | |
| CRJ 350 Introduction to Security* | |
| CRJ 351 Geography and Crime* | |
| CRJ 360 Criminal Careers & Career Criminals* | |
| CRJ 365 Critical Incident Analysis* | |
| CRJ 395 Special Topics (see program advisor for approval)* | |
| Interdisciplinary Elective Courses (select 1) | |
| MIS 480 Information Privacy (3 credits) | 3-4 |
| PS 340 Constitutional Law | |
| PS 341 Civil Rights and Civil Liberties | |
| PS 342 The Judicial Process | |
| PS 347 Law and Politics | |
| PS 360 International Terrorism: Causes, Consequences & Responses | |
| PHL 320 Global Justice | |
| Internship | |
| CRJ 430 Criminal Justice Internship* | 4 |
| Capstone | |
| CRJ 490 Capstone: Criminal Justice Policy Analysis* | 4 |
| TOTAL | 60-62 |

NOTE: See course descriptions for prerequisite information.

* Indicates minimum 2.5 GPA requirement.

CRIMINAL JUSTICE MINOR REQUIREMENTS

| COURSES | CREDITS |
|---|-----------|
| Required Courses | 8 |
| CRJ 100 Introduction to Criminal Justice* | |
| CRJ 200 Criminological Theory* | |
| Core Courses (select 1) | 4 |
| CRJ 323 Delinquency & Juvenile Justice System* | |
| CRJ 324 Corrections & Rehabilitative Institutions* | |
| CRJ 327 Police & Society* | |
| CRJ 329 Criminal Law & the Courts* | 8 |
| Criminal Justice Elective Courses (select 2) | |
| Criminal Justice Electives (see list)* | |
| TOTAL | 20 |

NOTE: See course descriptions for prerequisite information.

* Indicates minimum 2.5 GPA requirement.

COURSE DESCRIPTIONS

Required Courses

CRJ 100 Introduction to Criminal Justice (4)

Introduction to the study of crime and criminal justice in the United States. Provides an overview of crime statistics, types of offenses, police roles, courts and correctional agencies, and public policy. Includes a comparison of street crime with white-collar crime. Required for all majors and minors in criminal justice. Minimum 2.5 GPA required for the major/minor.

CRJ 200 Criminological Theory (4)

Provides foundational knowledge about criminological theory essential for success in more advanced criminal justice courses. Topics include the origins of criminology in the United States and both classical and contemporary criminological theoretical approaches to the study of crime, crime causation, and crime control strategies. Required for all majors and minors in criminal justice. Prerequisite: CRJ 100 and minimum 2.5 GPA required for the major/minor.

SOC 202 Research Methods (4)

The collection, organization, analysis and interpretation of social data; elementary techniques of understanding and using quantitative evidence in sociological research. Prerequisite: SOC 100.

SOC 203 Social Statistics with Computer Applications (4)

Introduction to social statistics emphasizing statistics and data analysis with the aid of computer-based statistical applications. Familiarizes students with the logic of behavioral statistics, and the computation and interpretation of statistical analysis. Prerequisites: SOC 202.

Core Courses

CRJ 323 Delinquency and Juvenile Justice (4)

Overview of the nature and types of delinquency, its relation to adolescence and the social situation, and processing by the juvenile justice system. Examines juvenile court procedures, detention facilities, adjudication issues such as transfer to adult court, and life without parole sentences and delinquency prevention and treatment programs. Identical with SOC 323. Prerequisite: CRJ 200, and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 324 Corrections & Rehabilitative Institutions (4)

Overview of prison and correctional systems in the United States. Includes reviews of the historical development of corrections and current issues in corrections, including sentencing practices, overcrowding, race relations, budget constraints, AIDS and substance abuse. Explores ways in which these problems are addressed by criminal justice practitioners. Identical with SOC 324. Prerequisite: CRJ 200, and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 327 Police & Society (4)

Examines the history and role of the police in modern society. Special attention given to analyzing the police subculture and the problems inherent in the control of the citizenry and police, the dynamics of police-citizen encounters, handling special populations, the police as a quasi-militaristic bureaucracy, the impact of information and surveillance techniques on the police organization and issues of police deviance. Identical with SOC 327. Prerequisite: CRJ 200, and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 329 Criminal Law & the Courts (4)

Overview of the criminal law and sentencing within the U.S. criminal justice system. Focuses on criminal law and procedures as it relates to the processing of criminal offenders by the courts. The roles of judges, court officers, jury, and attorneys are described and analyzed in the context of their professional matrix. Identical with SOC 329. Prerequisite: CRJ 200, and minimum GPA of 2.5 for criminal justice majors/minors.

Criminal Justice Electives

CRJ 300 Alcohol, Drugs & Society (4)

Overview of the sociology of substance use and abuse. Reviews sociological perspectives, social control of alcohol and drugs, descriptions of alcohol/drug behavior and treatment programs. Explores how substance abuse problems can be addressed by policy makers, lawmakers, health care professionals, and criminal justice officials. Identical with SOC 300. Prerequisite: SOC 100 or CRJ 100 with a minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 320 Criminology and Public Policy (4)

Overview of problems conducting research and policy evaluation in criminal justice agencies, including history of policy research and the emergence of evidence-based criminal justice research on issues such as deterrence, rehabilitation, gun control, sex offenders, drug use/prevention, sentencing practices, mass incarceration, community based-corrections and democratic policing. Prerequisites: CRJ 200, and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 330 Women, Crime & Justice (4)

Exploration of various issues related to women's experiences with the criminal justice system as offenders, victims, and practitioners. Uses feminist criminological scholarship to examine: the historical place of women in the study of crime, explanations of men's and women's offending, the relationship between women's victimization and offending behaviors, and the role of women in traditionally male-dominated criminal justice careers. Identical with WGS 330. Prerequisite: WGS 200 or CRJ 100 with a minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 332 Race/Ethnicity, Crime & Justice (4)

Socio-historical analysis of the effects of race and ethnicity on legitimate social opportunities, criminal behavior, victimization, and differential judicial processing. Analysis of the impact of assimilation and acculturation on criminal behavior, victimization, and criminal justice processes. Prerequisite: CRJ 100 and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 340 White-Collar Crime (4)

Overview of white-collar crime and deviance, corporate and organizational crime, and political crimes both by and against the state. Prerequisites: CRJ 100 and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 341 Cybercrime (4)

Overview of cybercrime from a criminal justice perspective. Examines types of computer and cybercrimes, the hacker subculture, cybercrime prevention, information security and investigative methodologies, and the legal and social issues (e.g., jurisdiction, privacy) inherent in detection and control. Prerequisite: CRJ 100 and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 342 The Surveillance Society (4)

Explores the development and significance of surveillance as a feature of modern society, how surveillance has changed over time with the development of new technologies, its presence in everyday life and different social institutions and contexts and the degree to which surveillance enhances social participation or social control in society. Identical with SOC 342. Prerequisite: SOC 100 or CRJ 100 with a minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 346 Profiling and Threat Assessment (4)

Critical examination of criminal profiling including crime scene profiling (inductive and deductive), psychological profiling, and offender profiling. Discusses ethnic, racial, and behavioral profiling, equivocal death analysis and the geographical profiling of serial killers and rapists. Reviews threat assessment models as applied to school shooters, stalking behavior and terrorists with emphasis on the empirical validity of profiling and threat assessment intelligence analysis. Prerequisite: CRJ 200 and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 347 Neighborhoods and Crime (4)

Detailed exploration of criminological and sociological theories and research on the importance of neighborhood and school settings for crime and victimization. Ways in which social and structural contexts are associated with crime, delinquent behavior, and victimization. Identical with SOC 347. Prerequisite(s): SOC 100 or CRJ 100 and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 348 Terrorism and Homeland Security (4)

Examines the threat of terrorism within U.S. borders, countermeasures employed to protect critical infrastructures and the key resources of homeland security. Critically reviews the effectiveness of anti-terror and counter-terror strategy and tactics. Topics include: homegrown terrorists, "lone wolves," hit squads and sleeper cells, the radicalization process and jihadist ideologies, targeted killings, enhanced interrogation techniques, behavioral profiling, and biometric deception and detection. Prerequisite: CRJ 200 and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 349 Applied Intelligence (4)

Exposes students to the applications of basic elements of intelligence: collection, analysis, dissemination, counterintelligence, and cover methods. Prerequisite(s): CRJ 100 and minimum GPA of 2.5 justice majors/minors.

CRJ 350 Introduction to Security (4)

Focuses on the basic principles and concepts used by security professionals. Prerequisite(s): CRJ 100 and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 351 Geography of Crime (4)

Examines the structural and social determinants of crime across geographic places and considers the spatial distribution of crime and victimization. Prerequisite(s): CRJ 100 and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 360 Criminal Careers & Career Criminals (4)

Overview of types of juvenile and adult criminal careers. Examines patterns of offending and desistance across the life course, and the individual, cultural, and structural factors that influence motivations and opportunities for both offending and desistance. Prerequisite(s): CRJ 200 and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 365 Critical Incident Analysis (4)

Analysis of critical incidents – relatively brief and usually traumatic occurrences involving injury, loss, conflict, discovery or change of significant proportion with the potential to alter existing societal norms or threaten the bonds of trust that bind communities. Examines the types of incidents (natural events, human error/accidents, intentional acts/terrorism), and the responses at the local, state, and national levels to understand similarities and differences among incidents. Prerequisite(s): CRJ 100 with a minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 395 Special Topics: Criminal Justice Elective (4)

Study of a special topic for which no regular course offerings currently exist. May be repeated for credit under a different subtitle. Prerequisite(s): criminal justice major or minor, or instructor permission and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 480 Independent Study & Research (2 or 4)

Directed individual reading and research. Prerequisite: instructor permission and minimum GPA of 2.5 for criminal justice majors/minors.

CRJ 497 Apprentice College Teaching (2 or 4)

Supervised participation in teaching an undergraduate course in criminal justice, combined with readings and discussion of teaching objectives and methods appropriate for presentation of criminal justice curriculum. May be taken only once for credit toward a major. Prerequisite: criminal justice major, instructor permission and minimum GPA of 2.5 for criminal justice majors.

CRJ 430 Internship in Criminal Justice (4)

Field placement and supervision of students in an approved criminal justice agency requiring the completion of associated course work to receive academic credit. Prerequisites: completion of all required and core major classes, senior standing, approval of Director of Field, and minimum GPA of 2.5 in the criminal justice major.

CRJ 490 Capstone: Criminal Justice Policy Analysis (4)

Capstone seminar where students demonstrate the ability to link theoretical knowledge and empirical evidence about a key criminal justice question to inform and improve public policy. Prerequisite: CRJ 430, senior standing, Director of Field permission, and minimum GPA of 2.5 in the criminal justice major.

CRJ 495 Special Topics: Capstone Level Project (4)

Qualifies as a capstone experience in the major. Course content to be determined by instructor. Prerequisite: senior standing, instructor permission, and minimum grade 2.5 in the criminal justice major.

CRIMINAL JUSTICE INTERNSHIP REQUIREMENTS

IMPORTANT DEFINITIONS

Director of Field

An Oakland University employee who is responsible for student internship placement, course and internship advising, interacting with Field Supervisors, and teaching CRJ 430 Internship in Criminal Justice.

Field Supervisor

An agency/organization employee who accepts the supervisory role of an Oakland University Criminal Justice student intern.

Student Intern

An Oakland University Criminal Justice student who completes a semester-long internship at a designated agency/organization and CRJ 430 Internship in Criminal Justice.

PURPOSE OF INTERNSHIP

Field experience is an integral part of the criminal justice curriculum at Oakland University. It creates a natural linkage between the classroom and the “real world” of professional practice. The internship program is designed to offer interface with criminal justice practitioners, clients, and other cross-disciplinary professionals. It creates the ability to observe the application of theoretical concepts, the implementation of justice-related policies, and the function of criminal justice organizations in the community and governmental environments, as learned in the undergraduate curriculum. After observing and participating in the work activities of criminal justice professionals, students are better prepared to assess their own criminal justice career interests.

The internship is also an academic learning experience, as students take CRJ 430 Internship in Criminal Justice in conjunction with completing required internship hours. In class, students discuss internship experiences, build upon relationships within the agency setting, evaluate their techniques and skill sets, complete various written assignments that capitalize on internship experiences, discuss ethics and confidentiality, and build professionalism and a strong resume while networking within the criminal justice field.

INTERNSHIP ELIGIBILITY

Students should take the following steps to maximize their opportunity to obtain an approved Criminal Justice internship:

- 1) Student must officially declare a Criminal Justice major.
- 2) All criminal justice major students following Fall 2016 and beyond catalog must maintain a **2.0 overall GPA and a 2.5 GPA in all CRJ courses** in order to remain in good standing in the program and to successfully obtain a degree in Criminal Justice.

3) Student must meet with the Criminal Justice Director of Field Services and Student Support, Kim Byrd, LMSW during the semester **immediately preceding** the semester of enrollment in CRJ 430:

| Meeting with Field Director | Online Application Due Date | Enrolled in CRJ 430/Internship |
|-----------------------------|-----------------------------|--------------------------------|
| August/Sept | October 1 st | Winter Semester |
| January/February | February 1 st | Summer Semester |
| May/June | June 1 st | Fall semester |

4) Student must have completed all required prerequisite courses prior to registering for CRJ 430, and be at least Junior standing. CRJ 430 is taken the student's second to last semester at Oakland University.

5) Student must be able to devote 16-20 hours a week at internship site. Most students work two full business days a week at agency/organization, however some agencies can be flexible with days/times. The minimum of 224 hours must be completed during the semester.

6) Student must be enrolled in CRJ 430 in conjunction with internship placement to receive academic credit. This is a course that meets weekly and provides supervision and support to students in their placement.

7) Student must complete all steps of application process online by deadline.

8) Student is required to accept the first internship placement offered, cancelling all other interviews with potential placements.

Students should consult with the Director of Field to obtain an approved internship site. When possible, the Director will attempt to match the student career interest with the internship placement, however this is not guaranteed. Placement with specific agencies and/or experiences are not guaranteed. If students secure an internship placement on their own the student must seek written approval of the site from the Director of Field in order to receive credit. Internship placements are mandatory for Criminal Justice majors. For more information regarding the required internship and for a step by step process please see the Criminal Justice Internship webpage.

ROLE OF FIELD SUPERVISOR/AGENCY

Each agency may have its own guidelines for selection of interns. The agency has the right to reject intern applicants. The agency may wish to conduct a formal or informal orientation of the student, which may cover working hours, breaks, personal conduct, appropriate dress, procedures, and routines, and confidentiality of information. The Field Supervisor may also wish to include a discussion of the agency and the student intern's role within the agency, the organization and administration of the agency, clarifying the various departments and positions, chain of responsibility, and accountability. Discussion of the agency's relationship with other local, state and federal agencies may also be instructive. Discussing the philosophy and objectives of the agency, and the services and programs it provides, is educational for the student. The Field Supervisor will provide regular, direct feedback to the student intern about his/her adaptation to the site. The Field Supervisor will complete an evaluation of the student at the end of the semester, which will be provided by the Director of Field. The agency may want to meet with the Director of Field one time per semester for a brief update on student progress, learning objectives, and areas of concern. The Director of Field and Field Supervisor will have open communication throughout the semester regarding the student intern.

ROLE OF THE STUDENT INTERN

During the course of an internship, the student intern represents the Oakland University Criminal Justice Program. All students will adhere to the following guidelines:

- 1) Attendance: If you become ill and cannot attend your internship site, you must contact your Field Supervisor. When you are absent, you must contact your Field Supervisor and arrange to make up the missed hours. Tardiness and leaving early are neither professional nor accepted behaviors.
- 2) You should discuss the appropriate standard of dress with your Field Supervisor.
- 3) You should understand that confidentiality means not disclosing, verbally or in writing, any client/agency/staff information of which you have knowledge while you are on site or after you leave it. When you begin an internship, family and friends will want to know what you are experiencing, and what it is like for you. What you can discuss are your own reactions about what you are learning, but you cannot discuss specific information, client identification data, or anything that would compromise the agency or the clients receiving services from the agency.

SECURING AN INTERNSHIP

The Director of Field identifies all approved internship opportunities for students and schedules the student for agency interviews. All efforts will be made to match the student's internship experience with their career goals. Specific agencies and/or experiences cannot be guaranteed. Therefore, students are expected to be flexible with respect to internship placements as agency needs and site availabilities can vary from semester to semester.

Prior to the identification of internship placement, students are expected to disclose to the Director of Field any and all legal infractions that could result in an agency rejection of their placement. Students should not assume an infraction that was "dismissed" or occurred when they were a minor is unavailable to criminal justice agencies when they conduct background checks. Agencies vary with respect to their tolerance of criminal histories for interns. Consequently, it is important to have an open discussion with the Director of field about such matters to facilitate and identify the appropriate field placement for the student.

An interview with an agency does not guarantee placement with that agency. At times, for various reasons, agencies may not decide to place a student. However, if an agency determines the student is not suitable or competent for placement, the Director of Field will meet with the student to address student deficiencies and provide constructive feedback based on their interview performance and agency feedback. Students may be required to undertake professional and career development efforts after which the Director of Field will determine the student's readiness for another internship interview. Upon successful completion of these efforts within a reasonable time frame, one additional opportunity for obtaining an internship placement will be provided. If the student is still unsuccessful in obtaining a placement, alternative options for program completion will be discussed.

Students may present internship opportunities to the Director of Field where no formal relationship with Oakland University currently exists. In order for this agency to qualify as an approved internship placement, the Director of Field will contact the agency to review the necessary academic and experiential requirements and establish a formal agreement with that agency. Final decisions on whether an internship opportunity meets the requirements of CRJ 430 is left to the sole discretion of the Director of Field or designee.

After students complete an interview and are offered an internship position, students must communicate with the Director of Field immediately. Students must discuss the acceptance or refusal of an internship position with the Director of Field prior to any discussions related to the offer with the agency. Students are required to accept the first placement offered to them, canceling all other scheduled or future interviews. Students who do not consult with the Director of Field prior to the refusal of an internship offer may not be given additional interview opportunities. Students are required to cancel all scheduled upcoming interviews once placement is secured.

CRIMINAL JUSTICE INTERNSHIP POLICIES

Student Safety Policy

To prepare students for this internship experience, students are provided with a basic, generic knowledge of safety issues as a topic discussed in the field seminar course. Students with specific safety concerns should contact the Director of Field and their Field Supervisor for further discussion and guidance. It is expected that the Field Supervisor will discuss safety concerns and agency policies with the student intern, and assess the understanding of safety matters as well as the student's ability to handle potentially threatening situations in a mature and professional manner. At the beginning of the internship, the Field Supervisor shall provide instruction on agency policies regarding safety matters. This should include information on all emergency procedures both on and away from the agency premises.

It is the responsibility of the agency to advise and educate students regarding potential health risks in the work environment. Students are to inform their Field Supervisor of any health conditions that may potentially affect performance of their duties in the field. Oakland University and the Criminal Justice program/faculty will not be held liable in the event of a safety-related matter. The Field Supervisor and Director of Field are expected to assist the student in developing skills to assess the potential dangers of interacting with clients and communities, and to provide instruction on how to diffuse these situations if possible, as well as to ensure access to appropriate assistance when needed.

Student interns are not permitted to transport clients, make unsupervised home visits, or be in the agency without a qualified, professional staff member available for supervision. It is the right of any criminal justice student intern to refuse to perform any activity due to concerns regarding safety.

Student Use of Private Vehicles Policy

In some agencies, students are required to use their own vehicles in the performance of field internship duties. Students should be aware that the driver of the vehicle has the responsibility in the extent of personal injury or property damage, and that the responsibility is distinct from that of the agency or Oakland University. Students who use a private vehicle in the performance of agency internship duties are advised to check with their insurance agency to determine if the student has appropriate insurance coverage.

Client Service Continuity Policy

Students in criminal justice field placements are expected to develop and maintain significant and meaningful relationships with agency personnel, clients, and/or other constituents during their internships. Some flexibility in academic scheduling may be required of students during times when the University designates a holiday or semester break. Although scheduled exams take precedence over internship experience, Oakland University expects student interns to consider client/agency needs when scheduling absences from agencies during semester breaks. Semester breaks are also important times for students to rest and attend to non-academic obligations. The University intends for all students to have breaks between semesters. Students are not required by the University to maintain a presence in the field agency during semester breaks, unless prior arrangements have been made with the agency and confirmed with the Director of Field. All students and Field Supervisors should discuss agency expectations for student availability during semester breaks, and agree to a plan during the initial interview between student intern and Field Supervisor before accepting agency/student match. Whenever the student intern and Field Supervisor agree that the student will continue to provide services in the agency during semester breaks, the student must inform the Director of Field.

Social Media Policy

Students are expected to practice in an ethical manner while working with clients or programs within their placement. Students using social media sites are expected to use the highest privacy settings on their social media profiles to ensure private information and photographs cannot be accessed by field agency personnel or clients. Students are not permitted to link to or view the social media profiles of clients or employees of the field placement agency.

In the event that a student's social media profile or linkage is considered a poor professional practice or an ethical violation, the student will be subject to a review for unprofessional conduct.

Drug Free Policy

Students must maintain a negative drug screen throughout the internship. This requirement stems from the fact that individual government agencies, clinics, courts, jails, police departments, and other facilities used in the internship component of the criminal justice major all require a drug screen to be completed before allowing a student to perform internship duties at their agencies. OU will not alter its requirement that an internship must be completed in order to graduate. The internship is a fundamental requirement of the program and is a prerequisite to graduate. Further, despite the fact that you possess a Michigan marijuana registry identification card, which only precludes arrest, prosecution under state law, it remains a violation of federal law to use and possess marijuana. Violations of the federal prohibition against marijuana use could put into jeopardy our federal funding as we are subject to the federal Drug-Free Schools and Communities Act. Please feel free to contact Oakland University's Disability Support Services (DSS) office. DSS assists in coordinating services and programs for students with disabilities.

University Non-Discrimination Policy

Oakland University, as an equal opportunity and affirmative action employer, complies with all applicable state and federal laws regarding anti-discrimination, equal opportunity and affirmative action.

“It is the policy of the university that there shall be no unlawful discrimination

against any person on the basis of race, sex, sexual orientation, age, height, weight, disability, color, religion, creed, national origin or ancestry, marital status, familial status, veteran status, or any other characteristic protected by federal or state law.”

CRIMINAL JUSTICE INTERNSHIP STANDARDS & EXPECTATIONS

Ethical and Professional Standards

The fundamental duties of criminal justice professionals include serving the community, keeping property and lives safe, keeping the peace, protecting the community, and ensuring liberty, equality and justice.

While criminal justice work can be risky, student interns must not allow themselves to be placed in dangerous situations (i.e., carrying a gun, making arrests, or participating in any other activity or behavior that is dangerous). If the Field Supervisor orders a student intern to participate in a dangerous situation, the student should respectfully but firmly decline to participate and immediately contact the Director of Field. Students who have problems or concerns regarding internship placement should contact the Director of Field immediately.

Standards for Professional Conduct Within the Internship

Criminal justice education serves the function of ensuring that competent persons enter the criminal justice profession. Protection of the integrity of the profession and the rights of clients to quality service requires that graduates from Oakland University are prepared in a professional manner. At times it becomes necessary to review a student’s motivation and suitability for a career in criminal justice.

The Criminal Justice program has the responsibility for evaluating, screening, and monitoring students for suitability in the criminal justice profession. If a concern about a student arises, the matter will be addressed by the Director of Field. If the concern is serious enough to jeopardize the student’s continuation in the internship, the Department Chair will be consulted.

Expected professional conduct for criminal justice students includes ethical behavior, treating others with respect and dignity, demonstrating tolerance, compassion, competence, and possessing adequate interpersonal skills and the necessary psychological well-being sufficient to interact positively and constructively with others (Cobb & Jordan, 1989). Examples of unprofessional conduct include:

- Inability to form adequate relationships with others
- Inability to accept feedback
- Disruptive behaviors that undermine the teaching, learning, and morale of others
- Inability to perform due to personal problems
- Inadequate work skills such as absences and tardiness
- Inability to recognize and respect personal/professional boundaries
- Non-compliance with agency policies and procedures

Examples of unethical behaviors include:

- Participation in dishonest, fraudulent, deceitful, or misrepresentative behavior
- Failure to treat others with respect
- Exploitation of others for personal advantage
- Engaging in sexual activities with clients or agency staff

Grounds for Failing CRJ 430

Students who graduate with a degree in criminal justice must meet the highest standards for maturity, judgement, and professionalism to ensure they have what it takes to work in the field and with vulnerable populations. These qualities are best evaluated through academic coursework in CRJ 430 and performance at the internship site, which is why the internship and CRJ 430 are mandatory for all CRJ majors. All students who wish to graduate with a CRJ major are thus required to satisfactorily complete both the internship and all course work of CRJ 430. Students who do not meet these requirements of coursework, deadlines, and professionalism may be asked to withdraw from CRJ 430, may receive a failing grade in CRJ 430, may be prohibited from retaking CRJ 430, and may be expelled from the criminal justice major permanently – all possibilities are at the sole discretion of the Director of Field, Professor Byrd or designee. Pending the reasons behind the lack of successfully completing the requirements, students may be referred to the Dean of Students for further review.

Grounds for Failing CRJ 430 include, but are not limited to:

- 1) Termination of the internship prior to completion by the student, the Field Supervisor, or by the Director of Field.
- 2) Failure to complete a minimum of 224 hours at the internship site. Students at risk of not completing their hours for reasons beyond their control (such as a reduction of hours by the field supervisor) must immediately inform the Director of Field so that alternative arrangements can be made.
- 3) Failure to satisfactorily complete all coursework and/or poor attendance in CRJ 430. Check the syllabus for the most current attendance policy to ensure compliance.
- 4) Failure to promptly and truthfully report to the Director of Field any arrest, citation, moving violation, or other change in criminal history.
- 5) Failure to take and pass any drug tests required by an internship site in time to begin the internship placement as scheduled.
- 6) Disclosure of any information obtained at the research site that the student was required to keep confidential.
- 7) During the weeks placed at the internship site, engaging in conduct on social media sites (such as Twitter, Instagram, Facebook, Snapchat, message boards, etc.) that is discriminatory, harassing, unprofessional, or provides evidence of recent criminal behavior or problem substance abuse.
- 8) Fraternalization with agency staff or clients.

Process For Reviewing Unprofessional Conduct

Concerns, suggestions, or other issues pertaining to the student intern will be identified by the Director of Field and discussed with the student on an ongoing basis. The Director of Field is a resource for faculty and students to use in identifying and addressing concerns before reaching a point in which the student's continuation in the internship is in jeopardy. Recognizing that this is not always possible, the following steps will be taken when a student is unable or unwilling to meet the program's standards:

- 1) When concerns arise regarding a student intern's non-professional conduct in the program the Director of Field or Field Supervisor should discuss the concerns first with the student. Generally speaking, students should be given the opportunity to correct their behavior by having expectations clarified or by developing a plan for improvement. All concerns should be documented on the concerns form and forwarded to the Director of Field. Concern forms should be completed in detail, clearly articulating issues/concerns/complaints.
- 2) If the concerns are not resolved or are of a serious nature, the problem will be put in writing and forwarded to the Director of Field, who will then meet with the student as soon as possible to address the issues and outline further action. Documentation of this activity will be noted in the student's file.
- 3) If the issues continue to be unresolved and are serious enough to possibly warrant the student intern's termination of the internship, the Department Chair will be asked to review the matter.
- 4) All parties will be provided with opportunities to present information and discuss the matter. Potential outcomes of the review include but are not limited to:
 - Development of a learning contract or plan for the student intern's continued growth and ultimate success within the program
 - Termination of internship
 - Failing CRJ 430
 - Expulsion from the CRJ major
 - Referral to the Dean of Students

CONCLUSION

Internships give students the opportunity to work on enhancing their career goals, to develop contacts, start networking in their field, and to experience professional work life. Our courses are taught by Ph.D.-level Criminologists and Sociologists who offer our students a higher level of education. We here at Oakland University hope to continue to foster strong working relationships within our community criminal justice agencies.

APPENDIX: CRIMINAL JUSTICE FORMS

See following pages for:

- Field Placement Contract
- Field Supervisor's Evaluation of Student Intern
- Student Evaluation of Internship Site
- Field Agency Safety Review
- Concerns Form



Field Placement Contract

Agency/Organization: _____

Address: _____

Phone: _____

Name of Field Supervisor: _____

Email address of Field Supervisor: _____

Field Site Supervisor: I have discussed this internship with the intern and have agreed to the assigned projects and activities. I will provide the intern with an orientation to the organization and its relevant policies and procedures. The intern will be present 16-20 hours a week at the agency/organization. I also agree to provide the completed student evaluation at the end of the semester to Kim Byrd, LMSW, Director of Field and Student Support (byrd@oakland.edu).

Signature of Field Supervisor: _____

accepts _____

from Oakland University in Field Placement for _____ Semester
of 20__.

The intern will be involved in the following projects:

INTERN: I agree with and accept the projects and activities of the field placement. I agree to complete all tasks promptly and to the best of my ability. I accept the obligation of confidentiality in my work and relationship with my field supervisor(s). I agree to represent Oakland University professionally.

Intern Signature: _____

Date: _____

Field Supervisor's Evaluation of Student Internship

Field Supervisor Directions: Please complete this evaluation form at the end of the semester and fax to Kimberly Byrd, LMSW at (248) 370-4608 or email byrd@oakland.edu.

Intern's Name: _____ Date: _____

Supervisor's Name: _____ Agency/Organization: _____

Supervisor's Email: _____

Will/Has the student complete(d) the required number of hours (224) for the semester? _____

1. **Quality of work:** Accuracy, completeness, appropriately applies knowledge of criminal justice system

| | | | | |
|-----------|-----------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |
| Excellent | Very Good | Average | Below Average | Poor |

2. **Organization:** Ability to plan, organize, and understand the structure of agency

| | | | | |
|-----------|-----------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |
| Excellent | Very Good | Average | Below Average | Poor |

3. **Potential:** Prepared for an entry-level position in the criminal justice or related field.

| | | | | |
|-----------|-----------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |
| Excellent | Very Good | Average | Below Average | Poor |

4. **Judgment:** Educated decision-making, maturity, assessment of own strengths and weaknesses

| | | | | |
|-----------|-----------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |
| Excellent | Very Good | Average | Below Average | Poor |

5. **Attitude:** Interested, enthusiastic, asks questions and seeks answers, is motivated to develop skills, takes initiative

| | | | | |
|-----------|-----------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |
| Excellent | Very Good | Average | Below Average | Poor |

6. **Dependability:** Reliable, accepts responsibility

| | | | | |
|-----------|-----------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |
| Excellent | Very Good | Average | Below Average | Poor |

7. **Attendance:** Is punctual, limited days absent, seeks out appropriate time to make up missed hours

| | | | | |
|-----------|-----------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |
| Excellent | Very Good | Average | Below Average | Poor |

8. **Congeniality:** Works harmoniously and professionally with co-workers, clients, and visitors, functions as a team player, and displays respect for authority

| | | | | |
|-----------|-----------|---------|---------------|------|
| 5 | 4 | 3 | 2 | 1 |
| Excellent | Very Good | Average | Below Average | Poor |

Describe the intern's most significant accomplishment or activity:

Additional comments:

Student Evaluation of Internship Site

Name: _____ Date: _____

Name of Internship Placement: _____

Name of Supervisor(s) you had most interaction with: _____

| |
|---|
| <p>Instructions: Please circle the number that best represents your agreement/disagreement with the following statements:</p> <p>5 = Strongly agree 4 = Agree 3 = No opinion or N/A 2 = Disagree 1 = Strongly disagree</p> |
|---|

- | | | | | | |
|---|----------------|-------|-------------------|----------|-------------------|
| 1. I was treated as an employee of the agency. | 5 | 4 | 3 | 2 | 1 |
| | Strongly agree | Agree | No opinion or N/A | Disagree | Strongly disagree |
| 2. The internship experience has improved my understanding of criminal justice agencies. | 5 | 4 | 3 | 2 | 1 |
| | Strongly agree | Agree | No opinion or N/A | Disagree | Strongly disagree |
| 3. I felt like I was given exposure to numerous tasks and employee functions within the agency. | 5 | 4 | 3 | 2 | 1 |
| | Strongly agree | Agree | No opinion or N/A | Disagree | Strongly disagree |
| 4. The agency trained me to perform the assigned tasks as necessary. | 5 | 4 | 3 | 2 | 1 |
| | Strongly agree | Agree | No opinion or N/A | Disagree | Strongly disagree |
| 5. The assignments given to me by the agency met my expectations. | 5 | 4 | 3 | 2 | 1 |
| | Strongly agree | Agree | No opinion or N/A | Disagree | Strongly disagree |
| 6. I was assigned to tasks that were appropriate to the internship. | 5 | 4 | 3 | 2 | 1 |
| | Strongly agree | Agree | No opinion or N/A | Disagree | Strongly disagree |
| 7. My field supervisor took an active interest in my progress and training. | | | | | |

| | | | | |
|----------------|-------|-------------------|----------|-------------------|
| 5 | 4 | 3 | 2 | 1 |
| Strongly agree | Agree | No opinion or N/A | Disagree | Strongly disagree |

8. I felt like I had support within my agency setting.

| | | | | |
|----------------|-------|-------------------|----------|-------------------|
| 5 | 4 | 3 | 2 | 1 |
| Strongly agree | Agree | No opinion or N/A | Disagree | Strongly disagree |

9. I would recommend this internship placement to other students.

| | | | | |
|----------------|-------|-------------------|----------|-------------------|
| 5 | 4 | 3 | 2 | 1 |
| Strongly agree | Agree | No opinion or N/A | Disagree | Strongly disagree |

Comments:

Field Agency Safety Review

Instructions: During the initial weeks in a field agency students are to become familiar with various aspects of agency life that could impact on an individual’s safety. Please review this form with your Field Supervisor and address areas that may be of potential risk to your physical safety and health. Simply put the acronym “NA” if any items do not apply to your field experience setting. Submit the completed form to your professor.

Agency: _____ Date of Review: _____

I. Orientation

| | | | |
|--|-----|----|----|
| Does the agency have its own safety policies? | Yes | No | NA |
| Does the agency have a safety orientation or training? | Yes | No | NA |
| Are you familiar with the safety policies? | Yes | No | NA |
| Have you participated in the safety orientation or training? | Yes | No | NA |
| Have you discussed the issue of safety with your Field Supervisor? | Yes | No | NA |

II. Environment

| | | | |
|---|------|--------|----|
| What is your initial reaction to the physical surroundings? | Safe | Unsafe | NA |
| Is the agency well lit, both inside and out? | Yes | No | NA |
| Are the washrooms and out of traffic areas safe? | Yes | No | NA |
| How can you deal with the trouble spots, if any exist? | | | |

III. Travel

| | | | |
|---|-----|----|----|
| Is the parking lot well lit? | Yes | No | NA |
| Does the area neighborhood present increased risks? | Yes | No | NA |
| What special procedures or areas for parking does the agency provide to increase worker safety? | | | |

IV. Home Visits and Outreach Activities

| | | | |
|---|------------|-----------|-----------|
| Have you discussed home visits and outreach activities with your Field Supervisor ? | <i>Yes</i> | <i>No</i> | <i>NA</i> |
| Will you be expected to use your own vehicle for these visits? | <i>Yes</i> | <i>No</i> | <i>NA</i> |
| Is your Field Supervisor aware that you may not transport clients? | <i>Yes</i> | <i>No</i> | <i>NA</i> |

What are your agency’s specific safety procedures regarding home visits and outreach activities?

What are you expected to do if you find yourself in a situation with a potentially violent or threatening person?

How are high-risk neighborhoods or areas identified?

What safety practices are recommended for after hours or evening meetings?

V. Health

Are there health risks in this setting? *Yes* *No* *NA*

If you answered yes, what are those risks and what precautions are you taking?

Is information and training made available on prevention, particularly from communicable diseases or infections or precautionary procedures? *Yes* *No* *NA*

VI. Reporting

| Whom would you contact regarding the following? | Name and Phone Number: |
|--|------------------------|
| • A potentially violent client | |
| • Unsafe physical surroundings | |
| • Harassment by an agency staff person | |
| • Exposure to a communicable disease | |
| • An internship related injury | |
| • Harassment by your Field Supervisor | |
| • Threatening behavior by a client in their home | |

VII. Overview

How would you rate the overall safety of this internship? Circle one

Safe *Somewhat Safe* *Unsafe*

How would you rate your own preparedness at this time to participate safely in this internship experience? Circle one

Safe *Somewhat safe* *Unsafe*

Please include any additional comments pertaining to safety that you want to share.

We have reviewed this completed form together and have addressed any noted safety concerns.

Student's Signature: _____ _____
Date

Professor's Signature: _____ _____
Date

Field Supervisor's Signature: _____ _____
Date

Developed by Barbara Jean Scott, MSW
 Assistant Professor, Madonna University
 Livonia, MI 48035

Based on Weinger, S. (2001). Security Risk: Preventing Client Violence Against Social Workers. Washington, D.C.: NASW Press.

Concern From

Field Supervisor/Student/Director of Field Directions: Please complete when a professional, personal, ethical, or other behavioral concern is identified during the internship experience. Upon completion of this form, the student and Field Supervisor will meet to discuss concern in an attempt to resolve. The Director of Field may also be consulted. Please fax (248-370-4608) or email (byrd@oakland.edu) this form to Kimberly Byrd, LMSW upon completion in order for it to become a part of the student's academic file.

Intern's Name: _____

Date of Observed Concern: _____ Date of Meeting: _____

Field Supervisor Name: _____ Agency/Organization: _____

Field Supervisor Email: _____

Was the Director of Field consulted? Yes No

Was the Chair of the Department consulted? Yes No

Was the Dean of Students consulted? Yes No

1. Behaviors of Concern: Please describe the behaviors that are causing your concern.

2. How long have the above behaviors been observed?

3. What action was taken (e.g., learning plan, goals, established time line for behavior | correction)? Please attach plan to address behaviors if appropriate.

4. Was the student/Field Supervisor in agreement with the above action? Yes No

Date to be reevaluated by Field Supervisor/Director of Field/student Date: _____

Field Supervisor: _____ Date: _____

Student: _____ Date: _____

Director of Field: _____ Date: _____

Chair of Department: _____ Date: _____