



Course Syllabus: CJFS 5660

Senior Capstone and Internship

Summer 2024

1.0 Course Information

Course Format: Online; primary delivery through Canvas

2.0 Instructor and Contact Information

Instructor: Dr. Jamie Spaulding

Contact: ✉ jspaulding02@hamline.edu

Office: GLC 219W

📞 (651) 523-2237

Office Hours: By appointment.

3.0 Course Description

The primary goal of this course is to synthesize your work as a criminology and criminal justice or as a forensic science major and to introduce you to the professional practice of criminology, criminal justice, and forensic science. Students will engage in analytical and reflective writing that addresses the internship and its relationship to the theory, methods, and content of criminology, criminal justice, and forensic science. Through discussions, course assignments, and the internship, students will apply the knowledge gained to the practice of criminology, criminal justice, and forensic science in preparation for future work in the field and life beyond college more generally.

3.1 Course Learning Objectives

The course objectives are as follows:

1. Complete a 120-hour internship while:
 - Connecting the internship to course assignments, journals, and discussions.
 - Understanding and analyzing criminal justice organizational structure and environments.
 - Developing strong written and oral communication skills.
 - Preparing for a career in criminal justice or forensic science via mentorship.
2. Reflect on and articulate the relevance of coursework in the major through various application assignments geared toward professionalization in the field:
 - The application of theory, methods, and coursework to understanding real world situations and practice.
 - Identification of problems facing the field (and your internship site in particular) and strategies for solving these issues.
 - Reflection on ethical issues within the field.

3.2 Hamline Plan Learning Objectives (Q, P, & W)

This course fulfills the disciplinary Q, P, and W requirements of the Hamline Plan and therefore will help you reach the following learning objectives:

3.2.1 Independent Critical Inquiry and Information Literacy (Q)

1. Frame a critical inquiry project
2. Integrate multiple perspectives.
3. Use appropriate information responsibly.

3.2.2 Liberal Education as Practice (P)

1. Connect relevant experience and academic knowledge.
2. Adapt and apply skills, abilities, theories, or methodologies gained in one situation to other situations.
3. Demonstrate a developing sense of self as a learner, building on prior experiences to respond to new and challenging contexts.
4. Articulate the connection between LEAP work and Hamline's mission, vision, and values.

3.2.3 Writing Intensive (W)

1. Employ writing process strategies appropriate to the writing task and audience.
2. Demonstrate analytical insight and depth.
3. Articulate a compelling central idea or purpose.
4. Establish a clear and logical organizational structure.
5. Provide appropriate evidence and support for ideas.
6. Use stylistic strategies appropriate to audience, genre, and purpose.
7. Control the mechanics of readable sentences

4.0 Course Requirements

This course is a combination of class discussions and assignments, papers, and your internship. Assignment details will be posted on Canvas. Grades will be determined as follows:

4.1 Professional Development/Career-Related Assignments – 100 points (10%)

- Assignment 1: Introduction Post (10 points)
- Assignment 2: LEAP Video Quiz and Agreement (5 + 5 points)
- Assignment 3: Resume and Peer Review (20 + 20 points)
- Assignment 4: Finding and Getting a Job Video Quiz (10 points)
- Assignment 5: Interviewing and Job Offers Video Quiz (10 points)
- Assignment 6: Job Qualification Assessment (20 points)

4.2 Annotated Major Reflection – 100 points (10%)

- Annotated Major Bulletin

4.3 Ethical/Current Issue Paper and Infographic – 33%

- Topic proposal (10 points)
- Final paper (100 points)
- Infographic draft (25 points)
- Infographic peer review (40 points)
- Infographic presentation (50 points)
- Infographic Viewing and Feedback (30 points)
- Infographic (75 points)

4.4 Internship – 47%

- Journals (5 x 10 = 50 points)
- Timecards (5 x 5 = 25 points)
- Internship Presentation and Feedback (75 points)
- Midterm evaluation (120 points)
- Final evaluation (200 points)

4.5 Grade Distribution

| | | | |
|---------|----|---------------|----|
| 93–100% | A | 73–76% | C |
| 90–92% | A- | 70–72% | C- |
| 87–89% | B+ | 67–69% | D+ |
| 83–86% | B | 63–66% | D |
| 80–82% | B- | 60–62% | D- |
| 77–79% | C+ | 59% and below | F |

5.0 Course Policies

5.1 Course Expectations

Active engagement, participation, and attendance are expected online and in your internship. Students are expected to log in every week and participate multiple times per week. Please email me with general questions about the course and make sure you first check the syllabus and assignment instructions carefully. Emails should be used for specific questions related to your project. I will do my best to answer emails the same day, but please allow up to 24 hours for responses. *If you have an urgent matter related to your internship, please indicate the need for immediate attention in the subject line of your email or text me at (607) 972-9417.* Please follow general rules of courtesy and respect for others online. Please review Hamline's [full netiquette policy](#) for details related to discussion posts, emails, security, and synchronous class sessions.

5.2 Grading

All work is due on the date indicated in the schedule listed below. Work submitted after the due date will be docked 15% initially and an additional 10% every day thereafter, weekends included. Late work will not be accepted five (5) days after the deadline. Grades will be maintained in Canvas. Students are responsible for tracking their progress throughout the semester and notifying the instructor of any errors.

If at any point you feel that your work has not been properly graded, you may request a re-grade within one week of receiving the grade.

5.3 Course Absences, Late Work, and Incompletes

Consistent with Hamline University guidelines, students absent from regularly scheduled examinations because of authorized university activities or extenuating circumstances (major family situation, hospitalization or other serious issues, religious observance, *etc.*) will have the opportunity to take them at an alternate time. Given the interactive nature of discussions, these may not be made up without advance notice and proper documentation. Any dates in this syllabus supersede CDC deadlines for the internship. Incompletes are not granted except in rare or extraordinary circumstances and cannot be issued without prior written agreement between the student and Professor Spaulding. Should extenuating circumstances (Covid or otherwise) affect your attendance or your ability to meet deadlines, it is your responsibility to communicate with your instructor. If something is hindering your performance in the course or your ability to complete your required internship hours, you are strongly encouraged to speak with the professor before it affects your grade.

5.4 Technology/E-Mail Policy

It is the student's responsibility to ensure that their computer is functioning and have backed up important documents. A problem with technology is not an acceptable reason for missed or late work. Important notices and corrections of errors will be sent to the Hamline email distribution list for the class to provide the fastest dissemination of the information. The instructor will make every effort to respond within one day to emailed questions or concerns.

6.0 Academic Honesty

Students in the Department of Criminal Justice and Forensic Science are held to the most stringent professional code of ethics; violations can seriously jeopardize future employment prospects. The integrity of the classes offered by any academic institution solidifies the foundation of its mission and cannot be sacrificed to expediency, ignorance, or blatant fraud. While I do not expect to encounter cheating or plagiarism this semester, it is important that you know the consequences. Cheating, plagiarism, or other forms of academic dishonesty are not tolerated. *Failing to cite a source correctly in writing is plagiarism!* Academic integrity is essential to a positive teaching and learning environment. All students enrolled in University courses are expected to complete coursework responsibilities with fairness and honesty. Failure to do so by seeking unfair advantage over others or misrepresenting someone else's work as your own, can result in disciplinary action. The Academic Honor Code Statement of Purpose reads as follows:

6.1 Academic Honor Code Statement of Purpose

Every member of the Hamline University community – students, faculty, administrators, and staff – is responsible for upholding the highest standards of academic integrity at all times. The assumption that academic work is an honest reflection of one's knowledge and skills is fundamental to the integrity of Hamline University and to the value of a Hamline diploma. If students at an institution of higher education develop a reputation for receiving grades based on honest work, GPAs and academic degrees held by all students from that institution are valued more highly. The faculty subscribe to standards of academic honesty in their research and teaching. Every person in the University is responsible for adhering to the principles of the Academic Honor Code.

6.2 Violations and Sanctions

Violations of the Academic Honor Code will be dealt with seriously. If a student is accused of engaging in academic dishonesty in a class, the faculty member may decide on a sanction for the student (e.g., assign a failing grade for an exam or the course). The student will be informed of the alleged violation, the evidence upon which the allegation is based, and the sanction to be imposed. The faculty member will file a violation form with the Office of the Dean where the course is housed, which will maintain a permanent record of reported student violations. Students may appeal to the Chair of the Department in which the class is housed. Should a student be dissatisfied with the decision of the Department Chair, the student may appeal to the appropriate academic Dean. The decision from that office will be final. Sanctions for students found to have engaged in academic dishonesty may include:

- Failing or receiving a lower grade on an exam, paper, or assignment
- Failing or receiving a lower grade for a course
- Academic suspension or expulsion

Please refer to the [Academic Honor Code](#) and [Student Conduct Code](#) online for the definitions of acts considered to fall under academic dishonesty and possible ensuing sanctions and further details.

7.0 Social Justice Statement

Hamline University is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran's status, religion, sexual orientation, color, or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration. See the [Wesley Center website](#) for further details.

8.0 Special Accommodations

If you are a person with a disability and anticipate needing any type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with [Steve Anderson](#); Director of Disability Resources (651-523-2740, West Hall 108) as soon as possible to discuss accommodations. Please see the [Disability Resources website](#) for further details. If you have already arranged accommodations through Disability Resources, please ensure submission of your accommodation letter within the first two weeks of class. Accommodations will only be provided after the letter is submitted to me and with sufficient lead-time for me to arrange testing or other accommodations. Although I will receive the letter electronically, I expect you to initiate a conversation with me about the accommodations.

9.0 Student Resources

[Writing and Communication Center](#)

The ability to communicate effectively in writing is an important skill that will be required in all classes at Hamline University and in life outside of the University. There is free student writing support at the Writing Center. The writing center can assist you in all stages of the writing process and I encourage all students to take advantage of this valuable resource. Please call (651) 523-2026 to schedule an appointment.

[Title IX Office](#)

Patti Klein, Associate Dean of Students/Title IX Coordinator
651-523-2421 or direct 6 51-523-2948

[Counseling and Health Services \(confidential resource for students\)](#)

651-523-2204

10.0 Tentative Course Outline

Weeks are structured Monday through Sunday with some submissions occurring midweek. Please note that this schedule is subject to change at the discretion of the instructor.

| Week/ Date | Class Assignments | Internship Assignments | Paper/Infographic Assignments |
|--|---|--|-------------------------------|
| Week 1 Introduction to the Course | | | |
| Monday June 3 | | | |
| Thursday June 5 | Assign 1: Introduction Post | | |
| Sunday June 9 | Assign 1 Intro Responses Assign 2: LEAP Video Quiz | Journal 1: Preflection | |
| Week 2 Review of Coursework | | | |
| Monday June 10 | | | |
| Thursday June 13 | | LEAP Agreement • Submit to CDC Portal | |
| Sunday June 16 | | Timesheet 1 | Annotated Major Bulletin |
| Week 3 Career Workshop 1 - Resumes | | | |
| Monday June 17 | Assign 3: Resume | | |
| Thursday June 20 | | | |
| Sunday June 23 | Assign 4: Search/Getting a Job | Journal 2: Internship Org. | Infographic Topic Proposal |
| Week 4 Internship Presentations | | | |
| Monday June 24 | | | |
| Thursday June 27 | Assign 3 Resume Peer Review | Internship Presentation | |
| Sunday June 30 | | Timesheet 2 | |
| Week 5 Introduction to Infographics | | | |
| Monday July 1 | | | |
| Thursday July 4 | | | |
| Sunday July 7 | | Internship Present. Responses | |
| Week 6 Optional Individual Meetings | | | |
| Monday July 8 | | | |
| Thursday July 11 | | | |
| Sunday July 14 | | Midterm Evaluation Journal 3: Midterm Reflection Timesheet 3 | |

Course Outline Continued

| Week/ Date | Class Assignments | Internship Assignments | Paper Assignments |
|---|------------------------------|--|--------------------------|
| Week 7 Career Workshop 2 | | | |
| Monday July 15 | | | Infographic Draft |
| Thursday July 18 | Assign 5: Interviewing | | |
| Sunday July 21 | | | Infographic Peer Review |
| Week 8 Lifelong Learning | | | |
| Monday July 22 | | | |
| Thursday July 25 | | | |
| Sunday July 28 | Assign 6: Job Qualification | Journal 4: Info. Interviews Timesheet 4 | |
| Week 9 Infographic Presentations | | | |
| Monday July 29 | Final Infographic Submission | | |
| Thursday August 1 | Infographic Presentation | | |
| Sunday August 4 | | | |
| Week 10 Semester Wrap Up | | | |
| Monday August 5 | Infographic Viewing/Feedback | | |
| Friday August 9 | | Final Evaluation Journal 5: Final Reflection Timesheet 5 | Final Paper |