CRIM4994: INTERNSHIP
Undergraduate Internship Course

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COURSE DESCRIPTION

The undergraduate internship course requires that the student secure an internship in the field of criminology & criminal justice relevant to his or her own interests. To fulfill the requirements of the 4 credit internship course, the student must work 8-10 hours per week for the organization or agency with which she has secured an internship (interns are required to work 16-20 hours per week if interning in either the Summer 1 or Summer 2 sessions). In the traditional Fall/Spring/Full Summer semesters, most students opt to work one 8-hour day or two 5-hour days per week for the duration of the semester. Work schedules must be arranged between the student and the employer and are subject to approval by the faculty professor and internship coordinator. Under no circumstances will an internship of less than 8 hours a week earn four credits (internships for less than 4 credits are an option).

COURSE REQUIREMENTS

In addition to the 8-10 hour per week internship with an agency or organization in the field of criminology and criminal justice, the student must complete all course-related requirements (these include regularly participating in the online course via Blackboard, meeting as needed with the faculty and internship coordinator, maintaining an experiential journal, and submitting a final paper). The weekly experiential journal will ultimately become part of the final paper describing how the internship experience related to your coursework and enhanced your understanding of criminology and criminal justice.

ASSIGNMENTS

Experiential Journal: Each week, the student is required to upload to the Blackboard discussion board a 1-2 page journal entry (please copy and paste your entry to the discussion board – rather than attaching a file). The journal entry should first describe what the student did on the job that week (specific assignments, tasks, and experiences) and then should focus on either relating that work to criminology and criminal justice
and describing how that work contributed to his or her personal or professional development. Journal entries are due by 10pm on the Sunday following each work week.

**Final Paper:** At the end of the semester, students will put together a complete experiential journal compiling all of their journal entries chronologically, adding a cover page, a 2-4 page introduction, and a 2-4 page conclusion to their experiential journal. In the experiential journal, which should focus on synthesizing what was learned over the course of the semester, the student should, at a minimum, address the following:

**Introduction (2-4 Pages)**
- Provide a detailed description of the agency, its mission and purpose, and your specific work assignment.
- Describe your reasons for wanting to do an internship and participate in the internship class.
- Prior to starting the internship:
  - What was your understanding of the agency for which you are interning?
  - What were your expectations for the internship as a learning experience?
  - What sorts of things did you think the agency was responsible for?
  - What did you expect to be doing for the agency?

**Body of Paper (Page Length Varies – Typically 16-26 pages)**
- The body of the paper consists of your chronologically organized journal entries.
- Before compiling the journal entries be sure to read them through and edit them for grammar and spelling.
- Be sure to include a heading for each entry noting the week (Week of… ) and date(s) worked (Work Days…).
- Do NOT page break between journal entries.

**Conclusion (2-4 Pages)**
- How did this internship differ from your expectations (tie this discussion back to what you have written in the introduction)?
- How did the internship alter your understanding of this particular agency and its work?
- In what ways did the internship advance your understanding of criminology and criminal justice?
- How did the internship experience contribute to your ongoing development as a student?
- Would you recommend the internship program to other students? Explain why or why not?

The experiential journal will be graded based on content, organization, and writing. The final paper (e.g. the experiential journal) must be emailed to the internship coordinator.
by 10pm on the Sunday evening after the last day of classes. Late papers will be marked down by half a letter grade for each calendar day that they are late.
Grading: Your grade in this course will depend upon your supervisor’s evaluation of your work over the course of the internship (25%), the faculty and internship coordinator’s evaluation of your participation in the course (attendance and participation during any scheduled sessions, thoroughness and timeliness of journal entry postings, communication with professor and internship coordinator, etc.) over the semester (25%), and your grade on the experiential journal (50%). Although weekly journal entries are not graded per se, incomplete or late journal entries will adversely affect your course participation grade.

Final grades are NOT rounded. If your class average is 89.87, your final grade in the course is a B+ (see grading scale below).

- 93 - 100 = A
- 90 - 92.99 = A-
- 87 - 89.99 = B+
- 83 - 86.99 = B
- 80 - 82.99 = B-
- 77 - 79.99 = C+
- 73 - 76.99 = C
- 70 - 72.99 = C-
- 67 - 69.99 = D+
- 63 - 66.99 = D
- 60 - 62.99 = D-
- Below 60 = F