

Des Moines Area Community College

CRJ 932 Criminal Justice Internship

Course Description and Requirements

The CRJ 932 Internship course provides temporary placement of students in a criminal justice agency. Applying lessons learned in an academic setting to a professional environment while under direct supervision of current practitioners affords students the opportunity to gain deeper understanding of the knowledge, skills, and abilities necessary to be successful in that environment. This course is a graduation requirement for students seeking the Criminal Justice AAS degree, and can be used as an elective course for the Criminal Justice Transfer Major AA degree.

Credits: 3.0 (minimum of 120 hours of on-the-job experience with the hosting agency)

Grade: Pass/Fail

Eligibility

- Successful completion of at least 24 semester hours in a criminal justice program.
- Minimum grade point average of 2.0.
- **Students are responsible for making contact with and arranging for an internship with a hosting agency.** That selection process may include submitting an agency internship application, participating in an interview, and passing a background investigation, as well as other possible steps. Early research and communication with desired agencies is strongly encouraged. Students with criminal histories may have limited options, depending on agency standards and requirements.

Attendance Policy

There are no on-campus class meetings required for this course. Students can arrange meetings with the Criminal Justice Internship Coordinator for in-person or virtual individual meetings. Optional class meetings will be held on Canvas up to two times per semester. Prior to the semester of the internship, all documentation will be submitted via email to the Criminal Justice Internship Coordinator.

Course Requirements for Students

The following DMACC documents can be found on the DMACC Criminal Justice website under “Internships.” They must be completed and emailed to the Criminal Justice Internship Coordinator to receive the required instructor permission to register for the course:

1. Internship Application;
2. Ethical and Professional Code of Conduct Acknowledgement (*requires signature from student); and
3. Intern and Agency Agreement (*requires signature from student, hosting agency personnel, and CJ Internship Coordinator).

The student should also be familiar with the document entitled Course Description and Requirements Statement (this document) and save to their digital device.

After the student registers for the course, and the semester begins, students will be expected to log into the online CRJ 932 course in Canvas. The syllabus will detail learning activities, such as daily reports, discussions, and a final project, that together provide a more nuanced understanding of this experiential learning to the student. All assignments will be completed in Canvas.

In extenuating and rare situations, students must reach out to the Criminal Justice Internship Coordinator to determine if alternatives to an agency internship may be appropriate.

Grading Generally

Students must successfully complete a minimum of 120 hours with the agency and successfully complete all course assignments on Canvas, in addition to receiving a positive evaluation by the internship agency, to receive a grade of Pass.

Course Requirements for Agency Partners

DMACC values its partnerships with cooperating agencies that are committed to the requirements and goals of the Criminal Justice Internship Program. Such collaborations afford valuable learning opportunities for both students and agency personnel, and undoubtedly improve the readiness of future criminal justice professionals. Agencies must agree to the following for the internship to be approved:

- A strong commitment to providing the intern with well-planned and coordinated opportunities, keeping focus on the primary purpose of enhancing the student's educational experience.
- Dedication to meeting the minimum 120 hours necessary for successful completion of the course within the term dates.
- Completing a Microsoft Forms survey (link provided via email) before midterm and before the end of the semester (or adjusted if the internship spans a more condensed time frame), to share their evaluation of the student's placement.

Students with Current or Previous Criminal Justice Employment

If a student is already working or has previously worked in a criminal justice role, there are a few options for meeting the requirements of this course. First and foremost, students are encouraged to consider the benefits gained by completing an internship with another agency. There is also value to completing an internship within their agency of employment, but in a different role. Both options provide unique experiences and relationships.

If a student would like to explore the option of using their current or former employment in lieu of completing an internship (CRJ 932), the student should review the credit for prior learning (CPL) process on the [DMACC website](#) and discuss with the Criminal Justice Internship Coordinator.