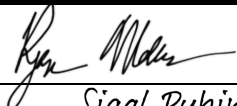

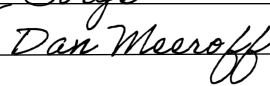
 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs		UUPC Approval <u>11-03-25</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department School of Criminology and Criminal Justice College Social Work and Criminal Justice		
Current Course Prefix and Number CCJ 4941		Current Course Title Criminal Justice Field Exp 2	
Syllabus must be attached for ANY changes to current course details. See Template . Please consult and list departments that may be affected by the changes; attach documentation.			
Change title to: Criminal Justice Internship 2 Change prefix From: n/a To: n/a Change course number From: n/a To: n/a Change credits* From: n/a To: n/a Change grading From: n/a To: n/a Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*See Definition of a Credit Hour. **WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines. ***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.</small>		Change description to: n/a Change prerequisites/minimum grades to: n/a Change corequisites to: n/a Change registration controls to: n/a Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).	
Effective Term/Year for Changes: Fall 2026		Terminate course? Effective Term/Year for Termination: n/a	
Faculty Contact/Email/Phone Sigal Rubin/ rubins@fau.edu/ 561-297-4287			
Approved by Department Chair  College Curriculum Chair <u>Sigal Rubin</u> College Dean  UUPC Chair <u>Korey Sorge</u> Undergraduate Studies Dean  UFS President _____ Provost _____			Date <u>10/2/25</u> 09/29/2025 <u>10/10/25</u> <u>11-03-25</u> <u>11-03-25</u> _____ _____

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.



FLORIDA ATLANTIC UNIVERSITY

CCJ 4941-001 12636

Criminal Justice Internship 2

0 - 4 Credit(s)

Fall 2026 - 1 Full Term

Instructor Information

Sigal Rubin

Email: rubins@fau.edu

Office: Social Science Building (SO), Room 208D

Office Hours: Tuesdays, 1:00pm-3:00 pm

Office Phone: 561-297-4287

Course Description

Criminal Justice Internship 2

Prerequisite: Permission of instructor

Supervised experience in areas such as police, courts, corrections and other justice-related fields. This course allows students to take a second internship after having completed CCJ 4940. However, credits from this course cannot be applied to the 30 credits required for the Criminal Justice major. They would be applied to the student's free electives. This is an Academic Service Learning (ASL) course. Grading: S/U

This course is primarily for those students who have taken CCJ 4940 and desire to either spend an additional semester with the same agency, or who have found a different agency that they would like to experience. However, credits from this course cannot be applied to the 30 credits required for the Criminal Justice major. They would be applied to the student's free electives.

Instructional Method

In-Person

Traditional concept of in person. Mandatory attendance is at the discretion of the instructor.

Required Texts/Materials

N/A

Course Objectives/Student Learning Outcomes

The internship experience should be carefully integrated into your overall academic program, building on your conceptual and practical knowledge, but also testing the skills you developed. Upon successful completion of this course, students will be able to:

1. Understand the role that the agency, in which the student is interning, plays in the criminal justice system.
2. Discuss the history and background of the agency in which the student is interning.
3. Summarize the day-to-day work of the individuals who are employed by that agency.
4. List the various strengths of the agency that were observed during the internship, as well as recommendations for improvements where deficiencies were noted.
5. Discuss the demographics of the public that the agency serves.
6. Articulate why, or why not, the student would want a career with the agency where he/she is interning.

“One of the objectives of this course is to facilitate critical thinking and debate around topics, theories, and concepts where disagreement is not only anticipated but encouraged. The ability to think critically, express your ideas clearly, and respond to the professor and other students civilly are the keystones of the academic experience. In this course, the professor will objectively provide instruction and will remain open to a wide variety of viewpoints, so long as those viewpoints are evidence-based and presented respectfully. During class, the professor may take positions and make statements for the sole purpose of accomplishing an academic objective or enhancing the learning environment. Additionally, the adoption of class materials for this course does not imply an endorsement of the full content of those materials or the positions of the authors of those materials. Often the professor will provide materials as a point of departure for critical thinking and debate. Students should keep in mind that the ideas presented or discussed during class may not necessarily reflect the professor’s personal beliefs or opinions on the subject matter.”

Faculty Rights and Responsibilities

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the Student Code of Conduct [University Regulation 4.007](#).

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Academic Service Learning (AS-L) Designated Course

ACADEMIC SERVICE-LEARNING STATEMENT: This course is designated as an “academic service-learning” course. The assistance you provide to the agency/organization during your academic service-learning (AS-L) experience is a service to the community and will allow you to apply knowledge from the course to local, national, and/or global social issues. Throughout this course you will be participating in AS-L activities while demonstrating civic engagement at campus, local, national, and/or global community levels. You will also reflect on your AS-L experience and the impact on the community as well as your professional development. Academic service-learning notation of hours will post to your transcript with submission of hours to your faculty instructor and completion of the required survey. [Please click on the following link](#) after submitting your hours to complete the Academic Service-Learning Post-Survey. Assumption of Risk Statement for Student I understand that there are certain physical risks inherent in every form of service-learning. I understand the risks associated with this Academic Service-Learning assignment. I nonetheless agree to assume those risks so as to gain the benefits from participation in this valuable learning experience. I hereby release the State of Florida, the Board of Trustees, Florida Atlantic University and its agents and employees from any and all liability associated with my participation in this assignment at Florida Atlantic University.

The link address is: https://fau.az1.qualtrics.com/jfe/form/SV_dneb195aMcrFUdE

Course Evaluation Method

Journal Submission:

Once the internship has begun, the student is responsible for submitting journal entries in response to prompts posted by the internship coordinator. The timely submission of these reports is the responsibility of the student and reminders of reports past due will not be made by the instructor. Please check Canvas and your e-mail for the journal due dates. In order to receive credit for this internship, all reports must be completed on time.

FAU has given every student an FAU e-mail address. This is the address that we use to communicate with you about changes, problems, due dates of reports/papers, etc. We DO NOT e-mail to Gmail, Yahoo, Hotmail, etc. Check your FAU e-mail on a daily basis!

Required Check-ins:

Students will be required to virtually check in with the instructor monthly. The instructor will send out a survey each month for students to choose the dates available to them. Students must meet (virtually via Zoom) with the instructor. In other words, I will send out a survey with 7 possible dates and I will choose the one that accommodates all our schedules. These check-ins are REQUIRED in order to receive credit for this internship.

Grading Criteria: S/U

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

Attendance Policy Statement

Students are expected to attend all their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations, or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances, and debate activities. It is the student's responsibility to give the instructor notice prior

to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Religious Accommodation Policy Statement

In accordance with the rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at www.fau.edu/regulations.

Any student who feels aggrieved regarding religious accommodations may present a grievance to the executive director of The Office of Civil Rights and Title IX. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

Time Commitment Per Credit Hour

For traditionally delivered courses, not less than one (1) hour of classroom or direct faculty instruction each week for fifteen (15) weeks per Fall or Spring semester, and a minimum of two (2) hours of out-of-class student work for each credit hour. Equivalent time and effort are required for Summer Semesters, which usually have a shortened timeframe. Fully Online courses, hybrid, shortened, intensive format courses, and other non-traditional modes of delivery will demonstrate equivalent time and effort.

Course Grading Scale

Letter Grade	Letter Grade
A	94 - 100%
A-	90 - 93%
B+	87 - 89%
B	83 - 86%
B-	80 - 82%
C+	77 - 79%
C	73 - 76%
C-	70 - 72%
D+	67 - 69%
D	63 - 66%

Letter Grade	Letter Grade
D-	60 - 62%
F	Below 60

Grade Appeal Process

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

[University Regulation 4.002](#) of the University Regulations contains information on the grade appeals process

Policy on Make-up Tests, Late work, and Incompletes

Late Assignments

Late work will not be accepted without a university recognized excuse. Students must e-mail me to inquire whether or not late work will be accepted.

Incomplete Grade Policy Statement

The University policy states that a student who is passing a course but has not completed all work due to exceptional circumstances, may, with consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor but is allowed only if the student is passing the course.

Policy on the Recording of Lectures

Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject.

Recording class activities other than class lectures, including but not limited to student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private

conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

Artificial Intelligence Preamble

FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work.

FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. [\[Policy 12.16 Artificial Intelligence\]](#)

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the [Florida Atlantic Code of Academic Integrity, Regulation 4.001.](#)

Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit <https://fau.edu/ai/citation>

AI Language Specific To This Course

AI Prohibited.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual therapy, group therapy, and crisis services, to name a few - offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Student Support Services and Online Resources

- [Center for Learning and Student Success \(CLASS\)](#)
- [Counseling and Psychological Services \(CAPS\)](#)
- [FAU Libraries](#)
- [Office of Information Technology Helpdesk](#)
- [Center for Global Engagement](#)
- [Office of Undergraduate Research and Inquiry \(OURI\)](#)
- [Student Accessibility Services](#)
- [Student Athlete Success Center \(SASC\)](#)
- [Testing and Certification](#)
- [Test Preparation](#)
- [University Academic Advising Services](#)

The Center for Teaching and Learning (CTL)

The CTL has a variety of FREE TUTORING and other academic support services to help you succeed in your courses. You are encouraged to build your academic support team early in the term and meet with your team regularly. At the CTL, you can practice difficult course content, develop skills, and learn academic success strategies -- in person and online. Learn more about FAU academic support at www.fau.edu/ctl.

- FREE writing support is offered for this course through the University Center for Excellence in Writing (UCEW) at the CTL. Visit fau.edu/ucew to learn more.
- FREE speaking and presentation support is offered for this course through the Speaking Center. Visit fau.edu/speakingcenter to learn more.
- FREE tutoring is offered for select business, engineering, computer science, and language courses in the CTL. Visit fau.edu/class/tutoring to learn more.
- FREE tutoring is offered for select science and nursing courses through the Science Learning Center (SLC). Visit fau.edu/class/science-learning-center to learn more.

- FREE eTutoring and eSuccess coaching is available for students taking online courses. Visit fau.edu/esuccess to learn more.

Course Topical Outline

Please note: Instructors reserve the right to change the following course outline**

Week 1	Field Experience/Introduction and emails
Week 2	Field Experience
Week 3	Field Experience
Week 4	Field Experience/Journal entry #1
Week 5	Field Experience
Week 6	Field Experience
Week 7	Field Experience
Week 8	Field Experience/Journal entry #2
Week 9	Field Experience
Week 10	Field Experience
Week 11	Field Experience/Journal entry #3
Week 12	Field Experience
Week 13	Field Experience
Week 14	Field Experience/ Field Experience/POSTERBOARD CEREMONY – date and time TBD
Week 15	Final Supervisor Evaluation

Title IX Statement

In any case involving allegations of sexual misconduct, you are encouraged to report the matter to the University Title IX Coordinator in the Office of Civil Rights and Title IX (OCR9). If University faculty become aware of an allegation of sexual misconduct, they are expected to report it to OCR9. If a report is made, someone from OCR9 and/or Campus Victim Services will contact you to make you aware of available resources including support services, supportive measures, and the University's grievance procedures. More information, including contact information for OCR9, is available at <https://www.fau.edu/ocr9/title-ix/>. You may also contact Victim Services at victimservices@fau.edu or 561-297-0500 (ask to speak to an Advocate) or schedule an

appointment with a counselor at Counseling and Psychological Services (CAPS) by calling 561-297-CAPS.