

ADMJ-190: ADMINISTRATION OF JUSTICE INTERNSHIP

CC Approval

10/20/2023

AS Approval

11/14/2023

BOT Approval

11/16/2023

SECTION A - Course Data Elements

Send Workflow to Initiator

No

CB04 Credit Status

Credit - Degree Applicable

Discipline

| Minimum Qualifications | And/Or |
|--------------------------------------------------------------------|--------|
| Administration of Justice (Any Degree and Professional Experience) | |

Subject Code

ADMJ - Administration of Justice

Course Number

190

Department

Administration of Justice (ADMJ)

Division

Administration of Justice (ADMJ)

Full Course Title

Administration of Justice Internship

Short Title

Admin of Justice Internship

CB03 TOP Code

2105.00 - *Administration of Justice

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

B - Advanced Occupational

Rationale

Updating this COR to reflect changes in Title 5 in how Work Experience hours are calculated.

SECTION B - Course Description

Catalog Course Description

A program designed to permit Administration of Justice students to work as interns inside various agencies associated with law, law enforcement, courts, corrections, probation, Fish and Game, and private security. Students are evaluated by the agency and college staff. Internships frequently lead to employment in the agencies where assignments are made. Course requires 108 hours of paid or volunteer work experience. This course is repeatable up to 3 times.

SECTION C - Conditions on Enrollment**Open Entry/Open Exit**

No

Repeatability

Unlimited - Noncredit OR Work Experience Education

Grading Options

Letter Grade or Pass/No Pass

Allow Audit

Yes

Requisites**SECTION D - Course Standards****Is this course variable unit?**

No

Units

3.00000

Lecture Hours

18.00

Work Experience Hours

108

Outside of Class Hours

36

Total Contact Hours

18

Total Student Hours

162

Distance Education Approval**Is this course offered through Distance Education?**

Yes

Online Delivery Methods

| DE Modalities | Permanent or Emergency Only? |
|---------------|------------------------------|
| Hybrid | Permanent |

SECTION E - Course Content**Student Learning Outcomes**

Upon satisfactory completion of the course, students will be able to:

1. The student will demonstrate an understanding of the work ethic expectations of administration of justice professions.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Understand the goals and objectives of the assigned agency.
2. Demonstrate use of new skills or knowledge learned from work experience.
3. Demonstrate a work ethic consistent with the criminal justice profession.

Course Content

This course will provide new and/or expanded learning experiences with a criminal justice agency as determined by the student, the assigned agency, and the college staff. This may vary with each student depending upon his/her workstation and abilities.

Methods of Instruction

Methods of Instruction

| Types | Examples of learning activities |
|------------------|----------------------------------------------------------------------------------------------------|
| Field Experience | Work assisting a crime scene investigator with evidence collection and documentation. |
| Work Experience | Working as a police cadet or explorer assisting law enforcement officers with non-emergency tasks. |

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Student-Initiated Online Contact Types

Chat Rooms
 Discussions
 Group Work

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

| Types | Examples of classroom assessments |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Portfolios | 1. The student will create a portfolio with examples of work completed during the term of the internship. 2. The student will create a daily or journal and time log of hours worked during the internship that includes a written reflection of each day or week in the internship. |
| Essays/Papers | 1. The student will write an essay detailing the goals of the internship agreed to with the internship supervisor. 2. The student will write a self-evaluation of work toward completing the goals of the internship. |
| Lab Activities | 1. The student will complete 6 to 8 hours of work per week for the duration of the internship onsite at an approved criminal justice agency or organization. |

Assignments

Reading Assignments

1. Read the criminal justice agency or organization policy manual.
2. Read the criminal justice agency or organization employee handbook.

Writing Assignments

1. A weekly journal that includes what the student learned and achieved.
2. A mid-term and/or final essay documenting the experience at the assigned organization and what the student learned.

Other Assignments

1. Complete a record of hours worked daily and weekly during the internship.
2. Meet with the internship supervisor and complete an evaluation of work completed.

Course Codes (Admin Only)

CB00 State ID

CCC000590016

CB10 Cooperative Work Experience Status

C - Is Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

Y - Credit Course

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Program Applicable

Faculty Author's Comments

Once this modification is approved, we will archive ADMJ-191, 290, and 291.

Reviewer Comments

Seth Anderson (sethe.anderson) (Tue, 26 Sep 2023 18:59:56 GMT): Hi Greg, I think this looks like a great start, but I'm going to roll this proposal back to you for a few additional edits: 1. If you are going to eliminate ADMJ 191, 290, and 291, I would suggest editing the title of the course as well so that it is just "Administration of Justice Internship" instead of Administration of Justice Internship 1, 2, 3, 4, etc. 2. For the Rationale field, you will want to say something like that you are updating the COR to reflect changes in Title 5 in how Work Experience hours are calculated 3. You should update the Course Description to say something like "Course requires 108 hours work experience." You might also mention that it is repeatable. 4. Under Repeatability, choose "Unlimited – Noncredit OR Work Experience Education." (As we talked about, this is one the major changes that is now allowed under Title 5 Section 55253.) 5. We are going to need some examples under Methods of Instruction and Online Adaptation. (These can be very general and open-end descriptions like you have under the Course Content.)

Seth Anderson (sethe.anderson) (Tue, 26 Sep 2023 20:15:45 GMT): Rollback: Rolled back to Greg so he can make additional edits (as we talked about)