

## **SOC 494: Internship in Criminology/Social Work**

**Instructor:** Dr. Stephanie Hilwig  
**Course:** Soc 494, Internship (3 Credit Hours)  
**Time:** Five meetings this semester  
**Office Hours:** MWF 1:00 –2:00  
TTh 11:00 – 12:00  
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### **Prerequisites for Criminology Internship:**

**Soc 201**  
**Soc 245**  
**Soc 346**  
**Soc 347**  
**Soc 445**

### **Prerequisites for Social Work Internship:**

**Soc 201**  
**Soc 251**  
**Soc 352**  
**Soc 370**  
**Soc 470**

### **The Objectives of the Criminology/Social Work Internships are to:**

1. To get experience in a criminal justice career
2. To draw connections between your classroom knowledge and on-the-job experience
3. To write about those connections by analyzing and critiquing your experience in your journal
4. To share those experiences with others who are doing their internships.

**Course Requirements:** The following assignments are to be submitted into Blackboard.

1. **Online Journal:** Beginning this semester, we will be moving to an online journal kept in Blackboard. If you select the hardcopy version, follow the directions above. In Blackboard you will add a post in your Journal link after each week spent at your internship. At the top of your journal assignment, record the week you spent at your internship and the number of hours spent that week. Please give

a meaningful description of not only what you did, but what you learned from the experience and how that knowledge will help you grow in the field. Please watch confidentiality of your clients and co-workers and link your experiences to content learned in your courses. The journal will be available for all students enrolled in the internship to view. This will enable all of us to learn from each other's experiences if we so choose.

2. **E-Portfolio:** This semester we will begin to experiment with E-portfolios, a good online platform to clarify to your professors, yourself, as well as employers your academic growth and skills. Using either Blackboard portfolio system, Wix or Google Sites. The sites will be kept simple. They should include a short biography of who you are and your accomplishments, the three assignments listed below (Goals, Ethical Issues, and Final Assessment), as well as a copy of your updated resume, which should include the internship you completed this semester. The three assignments, as well as a link to your E-Portfolio will be submitted into Blackboard.

Here are some examples of **Wix** and **Google Sites**. See what you like, and dive in!

For a model of **Wix:** (Recommended to switch from standard editor mode to advanced editor mode. There is a tab on the right side of the page as you are editing to access this advanced mode.)

<https://curthowell.wixsite.com/eportfolio>

For a model of **Google Sites:**

<https://sites.google.com/adams.edu/callahanep/home>

Wix and G-Sites are designed to be fairly intuitive; however, if you want to build there and need support in either Wix or Google Sites beyond what is provided in the interfaces themselves, there are good tutorials for both here:

<https://www.odu.edu/success/programs/eportfolios/tutorials#tab89=3>

- a. **Goals statement:** As you begin your internship, write about one page describing the goals you have set for yourself. What do you hope to learn? How do you expect to grow as a person? How do you want this to help your career? What do you want to accomplish in your internship?
- b. **Ethical Issues:** What ethical issues have you faced during your internship? Has confidentiality been a problem? Have you had to follow rules you don't agree with? Please think carefully and philosophically. This could be normal practices in the agency you are working with that may actually be causing distress and anxiety to individuals. How are

clients or the public treated? Financial costs? Pulling people over for minor fractions just to appear busy and “productive.”

- c. ***Final Assessment (4 page minimum):*** Your journal should end with a final assessment of your experiences. Relate your experiences in your internship to material learned throughout your educational experience. Specifically discuss at least one issue you remember learning in a Sociology course that became relevant during your internship. Using the rubric, this assessment should include:
  - Connections to Experience - How you’ve connected relevant experiences outside the classroom
  - Connections to Discipline – How you have connected knowledge from Sociology to your internship experience
  - Transfer – How skills learned in one situation have helped you solve problems in another situation
  - Integrated Communication – Use of professional terminology to enhance meaning in the internship context
  - Reflection and Self-Assessment – How you have developed and grown as a learner in responding to new and more complex tasks
3. ***Supervisor’s Evaluation Form:*** Toward the end of the semester, your internship supervisor must complete the evaluation form regarding your performance as an intern. Be sure to remind your supervisor at least two weeks in advance so they have ample time to complete the form.
4. ***Group Meetings:*** All interns must meet five times during the course of the semester. We will meet according to the schedule below at 12:15 in McDaniel Hall. I will collect journal assignments during those meetings so I can be updated on your progress and be able to assist you if any problems arise. During these meetings we will be discuss your experiences as a group.

### **Grading:**

This course is graded with a Pass if all requirements are completed for the course. Unexcused absences of the Monthly Meetings in room 302 will result in the additional requirement of an academic research paper on a topic jointly agreed upon with your Internship Advisor.

### **Student Sexual Misconduct Policy**

Our school is committed to fostering a safe, productive learning environment. Title IX and our school policy prohibit discrimination on the basis of sex, which regards sexual misconduct — including harassment, domestic and dating violence, sexual assault, and stalking. We understand that sexual violence can undermine students’ academic success and we encourage students who have experienced some form of sexual misconduct to talk to someone about their experience, so they can get the support they need.

Confidential support can be found at the Adams State University Counseling Center located in Richardson Hall 3100 and may be contacted at 719-587-7746. Students may also fill out an anonymous “concern form” at <https://www.adams.edu/students/ccc/>. Crisis support can be found in the San Luis Valley community 24/7 at San Luis Valley Comprehensive Mental Health Center: 719-589-3671 or Tu Casa: 719-589-2465. Tu Casa offers services for victims of sexual assault and domestic violence.

Alleged violations can be reported to the Adams State University Title IX Office, Director Ana Guevara, at 719-587-8213 or at [anaguevara@adams.edu](mailto:anaguevara@adams.edu). The ASU Title IX Office is located in the Student Union Building (SUB) room 327. Reports to law enforcement can be made to Adams State University Police Department at #1 Petteys Hall or contacted at 719-587-7901, 911, or 24 hour dispatch at 24 hour dispatch: 719-589-5807 (State Patrol).

### **Confidentiality and Mandatory Reporting**

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a responsible employee as designated under Title IX. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep information you share private to the greatest extent possible. However, I am required to share information regarding sexual misconduct or information about a crime that may have occurred on Adams State University Campus or that may be impacting an ASU student. Students may speak to someone confidentially by contacting Adams State University Counseling Center at the Adams State University Counseling Center located in Richardson Hall 3100 or contacted at 719-587-7746. You may also fill out an anonymous “concern form” at <https://www.adams.edu/students/ccc/>. Crisis support can be found in the San Luis Valley community 24/7 at San Luis Valley Comprehensive Mental Health Center: 719-589-3671 or Tu Casa: 719-589-2465. Tu Casa offers services for victims of sexual assault and domestic violence.

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## Course Schedule:

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Thursday, Jan 30 <sup>th</sup>	Introductory Meeting at 12:15 MCD 302 Handout Syllabus, verify everyone has begun their Internship and understand course requirements
Thursday, Feb 20 <sup>th</sup>	Intern meeting at 12:15 <b><i>Assignment due: Goals Statement</i></b> Be prepared to share Goals in the meeting
Thursday, March 12 <sup>th</sup>	Intern meeting at 12:15
Thursday, April 16 <sup>th</sup>	Intern meeting at 12:15 <b><i>Assignment due: Ethical Issues</i></b>
Tuesday, May 5 <sup>th</sup>	Intern meeting at 12:15 <b><i>All assignments must be completed in Blackboard and an E-portfolio including your Journal, Time Sheet, Final Assessment, &amp; Supervisor's completed Final Review Form</i></b> Share your overall evaluation of your internship