FLORIDA NATIONAL UNIVERSITY

The Criminal Justice Handbook

www.fnu.edu

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The Criminal Justice Handbook

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The purpose of this handbook:
Resource for students interested in Criminal Justice
Guide to obtaining key resources
Information on how to approach your criminal justice professors
Academic and career planning

Created by: Jelenny Hernandez & Elizabeth Barcena
Updated 07/03/13
The purpose of the Bachelor of Science Criminal Justice (CJBS) Program is to expand students' critical and analytical thinking skills, advance students' ability to communicate complex data, both verbally and written, and prepare students for higher-level positions within the criminal justice sector, or gain admission to graduate-level programs.

The Criminal Justice Associates of Arts program has been designed for those students seeking an education in the field of Law and Law Enforcement among other careers of great demand. It will offer students a broad background in the Criminal Justice System, and includes courses in communication, humanities, behavioral science, mathematics, natural science, and computers. Florida National University will award an Associate of Arts in Criminal Justice upon graduation to those students who complete the necessary requirements. These students may continue their education at the bachelor’s level to other accredited universities, or begin careers in the field including law enforcement, court system, and private industry.
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NEW STUDENT ORIENTATION

A day for orientation of new students is conducted for each academic start. New students will learn about procedures from FNU officers, receive their program schedules, and parking information; fulfill entrance test requirements; get acquainted with the use of the FNU Library.

PLACEMENT ASSISTANCE

FNU offers employability training, job referrals, and participation in annual job fairs. This is a lifetime service available to active, withdrawals, and graduate students in good standing. Students are strongly urged to maintain contact with FNU when they obtain employment, change jobs, need further assistance, or relocate to another area. There is a Placement Office at each FNU campus. *NOTE: Florida National University cannot guarantee placement following graduation.*

BOOKSTORE

All students are required to have their textbooks and other materials by the first week of class. Textbooks, workbooks, supplies and materials for all courses are available from the bookstore at each campus during the first ten days of each start. Students are not, however, required to buy their books and supplies at the Florida National University bookstore as this is only a service we provide to the students.

LOUNGE AREA

Soft drinks and snacks are available in vending machines in the lounge area.

HOUSING

FNU does not have residence halls. Assistance with local housing information will be provided on request. The three campuses can be reached using city transportation services.

STUDENT IDENTIFICATION CARD

Students will be issued a picture identification card. This identification card must be worn at all times. The student will not be allowed on the premises without an identification card or a pass. In the event that a student is expelled or suspended from FNU, the student must immediately surrender his/her FNU identification card to the Campus Dean.

STUDENT GOVERNMENT ASSOCIATION

Florida National University Student Government Association (FNUSGA) is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks to foster professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as dances, sports, parties, picnics, fund-raisers, and other.
CHILD CARE SERVICES

Little Angels Children Development Center provides child care services and after school programs.

Registration is $55.00 (academic year). The registration fee is non-refundable. The Center accepts children from 0 to 5 years old. A 10% discount for all members of FNU (university students and staff) is offered.

STUDENT GRIEVANCES

Student grievances will be handled according to the student grievance policies and procedures; these procedures are explained in the Student Handbook. The handbook is available on the website.

GRADUATION REQUIREMENTS

Graduation is not automatic. To be awarded a baccalaureate degree, associate’s degree, diploma or certificate from Florida National University the student must fulfill the following requisites:

1. Successful completion of one of the programs of study as it appears in the Catalog.

2. Achievement of a cumulative grade point average (CGPA) of at least 2.0 (C average).

3. Complete an Exit Interview with each of the following offices. Clearance from each of these offices is required previous to the release of any official document by FNU.
Florida National University Student Government Association (FNUSGA) is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks to foster professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as dances, sports, parties, picnics, fund-raisers, and other.

**Alpha Phi Sigma Criminal Justice Honor Society
Mu Zeta Chapter**

**HISTORY**

In September, 1941, Dr. Vivian Anderson Leonard was asked by the president of Washington State University if he would accept the directorship of a Police Science Academic Program at Washington State. Dr. Leonard accepted the offer and became responsible for developing a four year curriculum which would lead to a Bachelor's Degree in Police Administration.

Upon his arrival at Washington State, Dr. Leonard began to realize how important it was that a Police Science Honorary be established. The purpose of this honorary would be to promote excellence in scholarship and performance. In January, 1942, Dr. Leonard met with seventeen Police Science majors at Washington State and Alpha Phi Sigma was established. Glenn Hill was elected as the first president and appointed a committee to draft the first Constitution and By–laws.

During its initial years Alpha Phi Sigma experienced only limited growth, but on March 24, 1976 in Dallas, Texas, the Executive Board of the Academy of Criminal Justice Sciences voted unanimously to designate Alpha Phi Sigma as the National Criminal Justice Honor Society. At this time, Alpha Phi Sigma had only fourteen chapters; however, since then, Alpha Phi Sigma has continued to grow and prosper at a very rapid rate and there are now over four hundred Chapters.

Over the years the National Officers have been located at Universities across the country, such as, Washington State University, Midwestern State University, Eastern Kentucky University, Texas Woman's University, Fairmont State College, Marshall University, Tarleton State University, Florida International University, Boise State University, University of Houston ~ Downtown, and now Florida National University.

At the 1976 meeting of the Academy of Criminal Justice Science in Dallas, Texas, the Academy recognized Alpha Phi Sigma as the Criminal Justice Honor Society. Since 1978, Alpha Phi Sigma has held its national conference in conjunction with the annual ACJS meeting. The Academy's continued support of Alpha Phi Sigma serves to enhance Alpha Phi Sigma's purpose – the recognition of scholarly achievement in the field criminal justice.
The Association of College Honor Societies was organized October 2, 1925, by a group of college and university teachers, administrators, and representatives of a few well-established honor societies. Its object was then and is now to consider problems of mutual interest such as those arising from the confusion prevailing on college campuses concerning the character, function, standards of membership, multiplicity, and undesirable duplication of honor societies; to recommend action leading to appropriate classification or elimination; and to promote the highest interest of honor societies. Alpha Phi Sigma was granted membership by the Association of College Honor Societies in 1980.

**MU ZETA CHAPTER**

The Mu Zeta Chapter at Florida National University is the first established Honor Society at this institution. Over 50 students have joined this prestigious organization and have participated in trainings offered by the Miami-Dade Police Department Safety and Training Institute, as well as contributed to community service and fund-raising activities to participate in the Annual Academy of Criminal Justice Sciences.

**Monique Abbadie, Mu Zeta Chapter Member**

**Blood Spatter Analysis Training**

**Physical Evidence Investigations Training**

Sponsored by the Miami-Dade Police Department Training and Safety Bureau

**2012 – 2013 Mu Zeta Chapter Officers**

Grace Rodriguez (President)

Mearli Orozo (Vice-President/Secretary)

Gustavo Omana (Treasurer)

**Benefits of Membership in Alpha Phi Sigma Honor Society**

The ultimate test of the value of any membership organization lies in the accomplishments of its members. In each year of Alpha Phi Sigma’s history, more and more members have undertaken graduate studies. Alpha Phi Sigma is well represented in the professional ranks of all areas in the criminal justice and legal fields. The membership directories of the national professional associations, such as The Academy of Criminal Justice
Advantages to Becoming a Member of Alpha Phi Sigma

1. Alpha Phi Sigma provides national recognition for academic excellence in criminal justice, an honor which can be noted on employment applications, vitae, and resumes.
2. On the local level, chapter membership facilitates leadership development, interaction with other students who have similar interests and service to the department and college/university.
3. Members receive a membership certificate, pin, and card and through chapter mailings, copies of The Docket, the official publication.
4. Through membership in Alpha Phi Sigma, students gain a sense of community with others in criminal justice and identification with the discipline.
5. Alpha Phi Sigma provides a local and national forum for obtaining information and developing perspectives about the field of criminal justice, learning about educational and career opportunities, and forming meaningful professional networks.
6. Alpha Phi Sigma chapter activities provide students with valuable opportunities to develop one-on-one relationship with professors who can stimulate their interest in criminal justice, involve them in research projects, and write meaningful letters of recommendation for them.
7. Alpha Phi Sigma encourages student research at the national as well as the local level through undergraduate and graduate paper award competitors and provides opportunities for students to present research/papers and receive certificates and other awards recognizing their accomplishments at the national criminal justice conference.
8. Alpha Phi Sigma provides awards, grants and scholarships to its student’s members, faculty advisors and chapters on an annual basis.
9. Alpha Phi Sigma sponsors outstanding programs/events at the national conference of The Academy of Criminal Justice Sciences. Students’ benefit not only from the programs/panels, but also from the opportunity to meet leading criminal justice professionals and students from other chapters.
10. Membership in Alpha Phi Sigma meets one of the requirements for entrance at the GS–7 level in numerous professional and technical occupations in the United States government.
11. Membership in Alpha Phi Sigma provides recognition, awards, educational opportunities, graduate school preparation, paper/poster awards national conference, speakers (national and local), feeling of community, networking, and more.
12. Membership is for life. The national registration fee of $50 is the only payment ever made to the national headquarters.
Membership

National Honor Society membership:
- Be a CJ/Paralegal/Legal Studies student with 3.2 GPA or above
  - Students in other academic programs such as Forensic Science, Business Administration, Health Service, or Public Administration may join so long as the program has a minor in Criminal Justice or Legal Studies (4 classes in Criminal Justice or Legal Studies)
- Able to dedicate time to meeting three times per month
- $50.00 onetime/lifetime membership to the National Criminal Justice Honor Society Alpha Phi Sigma
- $30.00 per year association membership (you receive a free CJ/Law association T-shirt)
  - Benefits: Participation in all CJ/Law association activities and training
  - Participation in National Conferences and National Association activities (next year’s conference will be held in Dallas, Texas)
  - Membership certificate from the National Criminal Justice Honor Society, pin, card, and a copy of official publications from the National Association
  - Awards, scholarship opportunities, and completions for awards with other participating colleges and universities
  - Be part of history: member of the first Honor Society in the history of Florida National University

2012 ACJS Conference in New York, New York
National Officers, Mu Zeta Chapter Officers & Chapter Members

Criminal Justice/Legal Studies Honor Society
Honor Regalia worn at graduation

Trace Evidence Training
West Palm Beach Police Department
• Must be an active member of the Mu Zeta Chapter of Alpha Phi Sigma
  ➢ All dues must be paid for the year

• Must have a 3.5 GPA to qualify
  ➢ Alpha Phi Sigma requires a 3.2 GPA for undergraduate students. You must have a GPA of 3.5 or higher to qualify for this scholarship

• Must have participated in a MINIMUM of eight (8) Mu Zeta Chapter or Florida National extracurricular events (ex. fundraisers, meetings, trainings, etc.) during the year prior to application.
  ➢ Must have a letter from the Mu Zeta Chapter Board stating the number of events attended.
  ➢ Letter must be signed by the Advisor AND one Officer

• Most Recent Transcripts signed by Advisor

• One letter of recommendation from a faculty member

• Must submit a paper, minimum of 6 pages (APA Formatting Style must be followed)
  ➢ Topic: How can an FNU degree assist you in becoming an ethical member within the field?
  ➢ Cover sheet with the title of paper, student’s name, address, phone number, school status (undergraduate/graduate), date initiated into the Mu Zeta Chapter of Alpha Phi Sigma.
  ➢ There should be no identification of the student anywhere within the “paper,” only the title page (separate from cover sheet) with the title of the paper only
  ➢ One page abstract and works cited page
  ➢ Papers must be double spaced, 12pt Times New Roman font, and 1” margins

• Deadlines: July 31st and December 31st of every year. Please see Chapter Advisor, Jelen, for more information.

Additional Information

Award
If awarded, the $1000.00 will be applied to the student’s tuition at the moment of graduation in your Master Degree program.
All students must meet with the financial aid office for an interview prior to being awarded the scholarship.

Submission
All documents must be turned in, in a sealed envelope to the Advising Office before July 31st, 2012. All materials must be postmarked before July 31st, 2012.
**José Regueiro Scholarship**

The José Regueiro Scholarship, in honor of the President of the institution, is a Florida National University scholarship. The scholarship is to be awarded every year to the winner of an essay contest, open to high school candidates, on the subject of — “The Importance of a College Degree.”

Deadline: June 1

Basis for Selection: The content of the essay and the writing skills exhibited in the essay.

Sum Awarded: The complete tuition cost of the program of his/her choice from the Associate of Arts or Science Degree programs offered by FNU.

**Application Procedure for the J. Regueiro Scholarship**

The applicant must:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Submit an essay on —“The Importance of a College Degree.”
5. Demonstrate financial need.
6. Submit official high school transcript with the application.

**Díaz-Balart Scholarship**

The Díaz-Balart Scholarship has been established by Florida National University to honor the Díaz-Balart family. Political immigrants from Cuba, the Díaz-Balart family has continued in the United States its long history of public service, which began many years ago in their homeland. The scholarship is awarded to a student who is an immigrant to the United States of America. The scholarship is to be awarded every year to the winner of an essay contest, written by high school candidates on the subject of “Educational Opportunities within the American Democracy”.

Deadline: June 1

Basis for Selection: Must be an immigrant to the United States of America. The content of the essay and the writing skills exhibited in the essay. Source of the Díaz-Balart Scholarship: University revenue.

Sum Awarded: The complete tuition cost of the program of his/her choice from the Bachelor of Science, Associate of Arts or Science Degree programs offered by FNU.
APPLICATION PROCEDURE FOR THE DIAZ–BALART SCHOLARSHIP

THE APPLICANT MUST:
1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Demonstrate financial need.
5. Submit official high school transcript with the application.

FNU / GOVERNMENT SCHOLARSHIP

The FNU/Government Scholarship is a Florida National University scholarship. The scholarship is to be awarded every year to government employees.

Basis for Selection: Must be a government employee; referral must be from a government agency.

Source of the Scholarship: University revenue.

Sum Awarded: The scholarship covers 15% of the tuition cost for baccalaureate and associate degree programs offered by FNU.

UPWARD BOUND SCHOLARSHIP

The Upward Bound Scholarship is a Florida National University scholarship. The scholarship is to be awarded every year to students graduating from the Upward Bound Program sponsored by FNU.

THE APPLICANT MUST:
1. Be a student who has participated in the program for at least two years.
2. Have a 2.5 GPA at the time of graduation.
3. Be a first generation or low income student.
4. Graduate from Florida National University's Upward Bound Program.
5. Maintain a 2.5 GPA at Florida National University.
DR. MANUEL VIAMONTE SCHOLARSHIP

The Dr. Manuel Viamonte Scholarship is a Florida National University scholarship to be awarded to a Radiology Technology student. The scholarship will be awarded every year to the winner of an essay contest, open to high school candidates, on the subject of “The Importance of Studies in Radiology.”

Deadline: June 1

Basis for Selection: The content of the essay and the writing skills exhibited in the essay.
Source. University revenue.
Sum Awarded. The complete tuition cost of the Radiology Technology program.

APPLICATION PROCEDURE FOR THE DR. VIAMONTE SCHOLARSHIP

The applicant must:
1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Submit an essay on —The Importance of studies in Radiology.
5. Demonstrate financial need.
6. Submit official high school transcript with the application.
What to expect in the Criminal Justice Program

The Florida National University Criminal Justice Program includes the study of law enforcement, courts, and corrections. Reading, writing, and critical thinking skills are absolutely essential to successful completion of this degree, as well as successful careers in criminal justice. Students are expected to strengthen these skills throughout the degree program. Criminal Justice has become one of the most popular undergraduate majors in the United States; it is a dynamic field that includes the study of the agencies and procedures set up to manage both crime and the persons accused of violating the criminal law.

The Criminal Justice Program at Florida National University offers various options for the prospective student.

**Criminal Justice (C.J), Bachelor of Science Degree**
The purpose of the Bachelor of Science Criminal Justice (CJBS) Program is to expand students’ critical and analytical thinking skills, advance students’ ability to communicate complex data, both verbally and written, and prepare students for higher-level positions within the criminal justice sector, or gain admission to graduate-level programs.

**GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)**

**REQUIRED COURSES**

**General Education Requirements (39 Credits)**

**COMMUNICATIONS** (9 CREDITS)

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<th>Credit Hours</th>
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<tr>
<td>ENC 1102</td>
<td>English Composition II **</td>
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<tr>
<td>SPC 1040</td>
<td>Fundamentals of Oral Communication</td>
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**HUMANITIES** (6 CREDITS)

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**BEHAVIORAL/ SOCIAL SCIENCE** (6 CREDITS)

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**NATURAL SCIENCE** (7 CREDITS includes 1 Lab. hour)

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**MATHEMATICS** (7 CREDITS)

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<td>STA 2014</td>
<td>Introduction to Statistics **</td>
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**COMPUTERS** (4 CREDITS)

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<td>College Study Skills</td>
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**CORE REQUIREMENTS** (48 CREDITS)

**Lower Level Courses** (18 CREDITS)

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<th>Credit Hours</th>
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<tbody>
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<td>CCJ 2210</td>
<td>Introduction to Criminal Law</td>
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<tr>
<td>CJC 2000</td>
<td>Introduction to Corrections</td>
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<tr>
<td>CJE 2000</td>
<td>Introduction to Security and Law Enforcement</td>
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<tr>
<td>CJT 2100</td>
<td>Fundamentals of Criminal Investigations</td>
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**Lower Level Electives** (9 CREDITS)
### Upper Level Courses (30 CREDITS)

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<td>Constitutional Law (cross-reference: PENDING)</td>
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<td>PENDING</td>
<td>Evidence Law (cross-reference: PENDING)</td>
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<td>CCJ 4351</td>
<td>Correctional Operations</td>
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<td>CCJ 4700</td>
<td>Research Methods for CJ</td>
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<td>CJL 4412</td>
<td>Criminal Law (cross-reference: PLA 3304)</td>
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<td>CJE 4310</td>
<td>Police Administration</td>
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<td>CJE 4710</td>
<td>Communication Skills for the CJ Professional</td>
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<td>CJL 3410</td>
<td>Criminal Procedure (cross-reference: PLA 3308)</td>
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<td>CCJ 4487</td>
<td>Ethics in the CJ System</td>
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<tr>
<td>CCJ 4940</td>
<td>Criminal Justice Internship</td>
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<td>PENDING</td>
<td>CJ Independent Study</td>
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<td>CJL 4044</td>
<td>Tort Law (cross-reference: PLA 3274)</td>
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<tr>
<td>CCJ 4662</td>
<td>Minorities and Crime</td>
<td>3</td>
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<tr>
<td>CCJ 3011</td>
<td>Juvenile Justice</td>
<td>3</td>
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<td>CCJ 4661</td>
<td>Terrorism</td>
<td>3</td>
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<tr>
<td>CJE 4144</td>
<td>Private Security</td>
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<td>CJC 4163</td>
<td>Community-Based Corrections</td>
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<td>CCJ 4644</td>
<td>White Collar Crime</td>
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<tr>
<td>CCJ 4074</td>
<td>Correctional Law</td>
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### ELECTIVES (33 CREDITS)

#### Suggested Electives

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<td>CJ Independent Study</td>
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<td>CJL 4044</td>
<td>Tort Law (cross-reference: PLA 3274)</td>
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<td>CCJ 4662</td>
<td>Minorities and Crime</td>
<td>3</td>
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<tr>
<td>CCJ 3011</td>
<td>Juvenile Justice</td>
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<td>CCJ 4661</td>
<td>Terrorism</td>
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</table>
**Criminal Justice (CJ), Associate of Arts Degree**

This program has been designed for those students seeking an education in the field of Law and Law Enforcement among other careers of great demand. It will offer students a broad background in the Criminal Justice System, and includes courses in communication, humanities, behavioral science, mathematics, natural science, and computers. Florida National University will award an Associate of Arts in Criminal Justice upon graduation to those students who complete the necessary requirements. These students may continue their education at the bachelor’s level to other accredited universities, or begin careers in the field including law enforcement*, court system, and private industry.

*Note: Employment with certain law enforcement agencies may require separate certification in basic police training (academy).

**GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

**REQUIRED COURSES**

**General Education Requirements (39 Credits)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC 1101</td>
<td>English Composition I **</td>
<td>3</td>
</tr>
<tr>
<td>ENC 1102</td>
<td>English Composition II **</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1017</td>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**HUMANITIES (6 CREDITS)**

6

**BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)**

6

**NATURAL SCIENCE (7 CREDITS – includes 1 required Lab., hour)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BSC 1020 C</td>
<td>Human Biology</td>
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**MATHEMATICS (7 CREDITS)**

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<tbody>
<tr>
<td>MAC 1105</td>
<td>College Algebra I **</td>
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</tr>
<tr>
<td>STA 2014</td>
<td>Introduction to Statistics**</td>
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</table>

**COMPUTERS (4 CREDITS)**

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>CGS 1030</td>
<td>Introduction to Information Technology</td>
<td>4</td>
</tr>
<tr>
<td>SLS 1501</td>
<td>College Study Skills</td>
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</tr>
</tbody>
</table>

**CORE REQUIREMENTS (12 CREDITS)**

<table>
<thead>
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<tbody>
<tr>
<td>CJI 2100</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJC 2000</td>
<td>Introduction to Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2000</td>
<td>Introduction to Security and Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2600</td>
<td>Fundamentals of Criminal Investigation</td>
<td>3</td>
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</tbody>
</table>

**SUGGESTED ELECTIVES (9 CREDITS)**

<table>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>CJJ 2002</td>
<td>Juvenile Delinquency I</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2940</td>
<td>Criminal Justice Internship</td>
<td>3</td>
</tr>
<tr>
<td>CJE 2005</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJL 2400</td>
<td>Criminal Procedures</td>
<td>3</td>
</tr>
<tr>
<td>CCJ 2001</td>
<td>Criminology</td>
<td>3</td>
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</tbody>
</table>
Why major in Criminal Justice? What do Criminal Justice Majors do?

All students have questions about their proposed field of study and what their future will hold professionally and personally. At the moment, you may not have your entire life planned out; however, it could be useful to have some basic information to consider when thinking about what you want to do when you leave school. Therefore, the following comments are to help criminal justice majors think about the variety of career options that await them upon graduation. Like other majors, many CJ graduates will never work in the field that they studied. There are many police officers with history and business degrees, just like there are bank employees and people in the computer industry with criminal justice degrees! The following information may help answer some common questions and concerns for those of you that may have pertinent questions about the CJ program. There are also a number of reference books that provide rather detailed information about specific occupations. Beyond this basic information, you should talk with your academic advisor or faculty member about your concerns and plans.

Nationwide, criminal justice is a labor intensive, growth industry; careers in criminal justice, especially corrections, continue to show strong growth. According to the Occupational Outlook Handbook (OOH), 2008–09 Editions, employment of police and detectives is expected to grow 11 percent over the 2006–2016 decade; employment of correctional officers is expected to grow 16 percent between 2006 and 2016; and employment of lawyers is expected to grow 11 percent during the 2006–2016 decade. A degree in criminal justice is a solid preparation for many careers. While many criminal justice majors indicate a preference for law enforcement, others find careers in prisons, community corrections, court administration, or academia. Government positions in criminal justice are available at the local, county, state and federal levels, and private security is a growing and important source of jobs for criminal justice students.
**Possible Career Options**

(some career options could require advanced study)

- Alcohol, Tobacco & Firearms
- Arson Specialist
- Bank Protection Specialist
- Border Agent
- Child Support Investigator
- Civil Aviation Sec. Specialist
- Claims Representative
- Coroner
- Credit Investigator
- Detective
- Game Warden
- Inmate Records Coordinator
- Intake Investigator
- Intelligence Criminologist
- Judicial Attorney
- Laboratory Technician
- Licensing Clerk

**Possible Career Options**

- Litigation Paralegal
- Loss Prevention Specialist
- Narcotics Detective
- Park Ranger
- Parole/Probation Officer
- Patrol Agent
- Penologist
- Physical Security Officer
- Police Officer/State Trooper
- Police Records Manager
- Prison Guard
- Private Investigator
- Recreational Counselor
- Secret Service Agent
- Undercover Agent
- Victim Services Specialist
- Warden
- Youth Services Coordinator
Skills that students will develop in the Criminal Justice Program

### Transferable Skills
- Understands the organization and structure affecting management policies in the Criminal Justice field
- Understands the line operations and contemporary influence of the Criminal Justice system
- Understands the law and court procedure
- Deals with people on various educational levels
- Problem Solving Skills
- Maintains composure in stressful situations
- Evaluates problems and makes appropriate decisions
- Analyzes interviews and interrogations

### Research Skills
- Possesses common sense, determination, and observation skills
- Collects, investigates, and comprehends pertinent material

### Communication Skills
- Interacts with people of different backgrounds in various situations
- Performs interviews and interrogations
- Understands theories and practices of the Criminal Justice administration

### Experiential Education
- Working for Federal Government agency
- Investigating suspected murders for county homicide department
- Working in a prison setting and developing rehabilitation programs for inmates
- Assisting probation/parole officer with caseload

Camenson, Blythe, (1997), Careers for Mystery Buffs & Other Snoop and Sleuths. VGM Career Horizons: Chicago, IL.

Morgan, Marilyn, (2000), Careers in Criminology. Lowell House: Chicago IL.


Federal Criminal Justice Agencies

Major Executive Branch CJ Agencies
- The White House http://www.whitehouse.gov
- United States Secret Service http://www.treas.gov/usss/
- The FBI http://www.fbi.gov/
  - Employment with the FBI http://www.fbi.gov/employment/employ.htm
  - FBI Freedom of Information Act http://foia.fbi.gov/
- Electronic Reading Room
- United States Marshals Service http://www.usdoj.gov/marshals/
- The CIA: http://www.cia.gov/
- US State Department Bureau of Diplomatic Security http://www.state.gov/m/ds/
• National Security Agency http://www.nsa.gov/
  Includes the National Cryptologic Museum http://www.nsa.gov/about/cryptologic_heritage/museum/index.shtml
• United States State Department International Information Agency http://www.america.gov/
• Federal Protective Service http://www.ice.gov/pi/fps/org_hfs.htm
• VA Police http://www1.va.gov/OSLE/
• U.S. Customs & Border Patrol Service http://www.cbp.gov/
• Immigration and Naturalization Service http://www.uscis.gov/portal/site/uscis
• U.S. Coast Guard http://www.uscg.mil/

Criminal Enforcement Agencies

• Bureau of Alcohol, Tobacco, and Firearms: http://www.atf.gov/
  Includes Arson & Explosives National Repository and http://www.atf.gov/aexis2/index.htm
  Gang Resistance Education And Training Program Home Page http://www.great-online.org/
• Drug Enforcement Administration (DEA) http://www.usdoj.gov/dea/index.htm
• U.S. Postal Inspection Service https://postalinspectors.uspis.gov/
• Environmental Protection Administration http://www.epa.gov/
• Internal Revenue Service http://www.irs.ustreas.gov/
• Financial Crimes Enforcement Network http://www.fincen.gov/
• Federal Trade Commission http://www.ftc.gov/
• Securities and Exchange Commission: http://www.sec.gov/
  You May Want to Visit Their Enforcement Division http://www.sec.gov/divisions/enforce.shtml
• Federal Communication Commission http://www.fcc.gov/

Department of Justice

• DOJ Home Page http://www.usdoj.gov/
• Department of Justice Career Opportunities http://jobsearch.usajobs.opm.gov/a9dj.aspx

Training and Technology

• Federal Law Enforcement Training Center http://www.fletc.gov/
• Justice Technology Information Network http://www.justnet.org/Pages/home.aspx
• BJA Law Enforcement Training Database http://bjatraining.ncjrs.gov/
Judicial and Sentencing Agencies

- U.S. Supreme Court http://www.supremecourtus.gov/
- U.S. Federal Judiciary http://www.uscourts.gov/
- Federal Judicial Center http://www.fjc.gov/
- Federal Magistrate Judge Association http://www.fedjudge.org/
- U.S. Sentencing Commission http://www.ussc.gov/
- United States Commission on Civil Rights http://www.usccr.gov/

Federal CJ Information Agencies

- National Institute of Justice http://www.ojp.usdoj.gov/nij/
- NCJRS http://www.ncjrs.gov/
- Bureau of Justice Statistics http://www.ojp.usdoj.gov/bjs/
- Bureau of Justice Assistance http://www.ojp.usdoj.gov/BJA/
- Office of Juvenile Justice and Delinquency Prevention http://ojjdp.ncjrs.org/
- Juvenile Justice Evaluation Center http://www.jrsa.org/jjec/
- FedStats http://www.fedstats.gov/
- Crime Mapping Research Center at NIJ http://www.ojp.usdoj.gov/nij/maps/

Law Enforcement-Related Sites

- International Association of Chiefs of Police http://www.theiACP.org/
- International Police Association http://www.ipa-usa.org/index.php
- International Association of Law Enforcement Intelligence Analysts, Inc. http://www.ialeia.org/
- International Association of Crime Analysts http://www.iaca.net/
- International CPTED Association http://criminology.fsu.edu/p/cjl-world.php
- International Union of Police Associations http://www.iupa.org/
- International Association of Women Police http://www.iawp.org/
- International Association of Law Enforcement Planners http://www.ialep.org/
- International Association of Directors of Law Enforcement Standards and Training http://www.iadlest.org/
- International Relations and Security Network http://www.isn.ethz.ch/
- Terrorism Research Center
- CounterIntelligence and CounterTerrorism http://www.terrorism.com/
Criminal Justice Internship Information

Criminal Justice Internship Requirements

This course will provide an opportunity for the student to observe the criminal justice system in operation (pass/fail grading). The maximum number of credits received through the CCJ 4940 Internship program is 9 credits.

Internship Eligibility

1. You must be a criminal justice major.
2. You must be in good academic standing (minimum 2.5 overall GPA).
3. You must have completed all lower level core criminal justice courses.

Internship Application Process

1. Students are responsible for arranging their own internships. Students interested in an internship should first choose an agency in the criminal justice system (see Internship Sponsor Agencies or find a relevant one on your own). Discussing the various options with your CJ Academic Advisor can facilitate this process.
   *Please note that application process for federal agencies may take a year to complete.*
2. After selecting an agency, you should contact the agency directly to make sure that they are willing and interested in having you as an intern. Once you gain agency approval, complete the online Internship Application Form. The CJ Academic Advisor will email you once your application is approved.
3. In order for students to receive full credit, the student must submit via e-mail a weekly journal of activities completed at the agency to Department Chair: Elizabeth Barcena along with a Supervisor Evaluation of Intern Form (obtain from your CJ Academic Advisor or Department Chair).

Internship Requirements

1. Course syllabus - The expectations, submission requirements, and deadlines are discussed in the course syllabus.
2. Internship hours – Students are expected to work a specific number of hours per week at the agency: 3 credits = 6 hours per week, 6 credits = 12 hours per week.
3. Supervisor evaluation – Students are responsible to make sure that your internship supervisor completes the Supervisor Evaluation of Intern Form and student submits it to the CJ Academic Advisor or Department Chair.
<table>
<thead>
<tr>
<th>Criminal Justice Agency</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol, Tobacco and Firearms</td>
<td>Miami, FL 33136</td>
<td>305-545-2400</td>
<td>305-545-2428</td>
<td>Sharmaine Luke</td>
<td><a href="mailto:Luke@firearms.org">Luke@firearms.org</a></td>
</tr>
<tr>
<td>Dade Marine Institute-South</td>
<td>Miami, FL 33149</td>
<td>305-361-7934</td>
<td></td>
<td>Alexander Paz</td>
<td><a href="mailto:DMIS-LCM@amikids.org">DMIS-LCM@amikids.org</a></td>
</tr>
<tr>
<td>City of Miami Police Department</td>
<td>Miami, FL 33128</td>
<td>305-579-6624</td>
<td>305-579-6143</td>
<td>Roger Smith</td>
<td><a href="mailto:roger.smith@miami-police.org">roger.smith@miami-police.org</a></td>
</tr>
<tr>
<td>City Life Investigations (Broward)</td>
<td>Miami, FL 33133</td>
<td>305-285-5906</td>
<td>305-285-9161</td>
<td>Frantz Bleus</td>
<td><a href="mailto:info@citylifeinvestigations.com">info@citylifeinvestigations.com</a></td>
</tr>
<tr>
<td>Coordinated Victim Assistance Center</td>
<td>Miami, FL 33133</td>
<td>305-285-5906</td>
<td>305-285-9161</td>
<td>Willie Sanchez</td>
<td><a href="mailto:wsanchez@hialeahfl.gov">wsanchez@hialeahfl.gov</a></td>
</tr>
<tr>
<td>Court Options</td>
<td>Virginia Gardens, FL 33166</td>
<td>(305) 870-9920</td>
<td>(305) 870-9921</td>
<td>Adriana Miglio</td>
<td><a href="mailto:adrianamiglio@yahoo.com">adrianamiglio@yahoo.com</a></td>
</tr>
<tr>
<td>Dade County Medical Examiner</td>
<td>Miami, FL 33136</td>
<td>305-545-2400</td>
<td>305-545-2428</td>
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<tr>
<td>Early Prevention &amp; Intervention Youth Program</td>
<td>Hialeah FL 33012</td>
<td>786-473-6489</td>
<td>305-769-7785</td>
<td></td>
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<tr>
<td>Federal Law Enforcement Training Center</td>
<td>Glynco, GA 31524</td>
<td>912-267-2289</td>
<td><a href="http://www.fletc.gov">www.fletc.gov</a></td>
<td>Monto Council</td>
<td><a href="mailto:monte.council@dhs.gov">monte.council@dhs.gov</a></td>
</tr>
<tr>
<td>Florida Department of Corrections</td>
<td>2601 Blairstone Road</td>
<td></td>
<td></td>
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</tbody>
</table>
Tallahassee, FL 32399-2500
850-488-9984
Contact: Rina Bradley
bradley.rina@mail.dc.state.fl.us
Florida Department of Revenue
Criminal Investigation Process Internship Program
8175 NW 12th St Ste 418
Miami FL 33126
305-513-3290
305-513-3223 Fax
http://dor.myflorida.com/dor/
Contact: Edward M. Tetterton
tetterte@dor.state.fl.us
Florida Department of Corrections in Miami
1150 NW 72nd Ave
Miami FL 33126
305-470-6840
305-470-6862 Fax
Contact: Kathy Verrette
Florida Department of Juvenile Justice
11430 N Kendall Drive Suite 101
Miami, FL
305-598-6938
Contact: Nikita Pottinger
Florida Department of Law Enforcement (Fort Lauderdale)
1475 NW 62nd St., #203
Ft. Lauderdale, FL 33309
954-958-5400
Contact: Ralph Garcia
ralphgarcia@fdle.state.fl.us
Florida Department of Law Enforcement (Miami)
1030 NW 111th Ave
Miami, FL 33172
786-336-1133
305-470-5515 Fax
Miami-Dade Police Department
9601 NW 58 Street Bldg. 100
Miami, FL 33178
305-715-5000
305-715-5053 Fax
Contact: Patky Changkachith and Nelson Rodriguez
pchangkachith@mdpd.com
Hallandale Beach Police Department
400 S. Federal Highway
Hallandale Bch, FL 33009
954-457-1435
954-457-1665 Fax
Contact: Sgt. Tim Derflinger
Hallandale Police Department
5555 East 8th Avenue
Hialeah, FL 33013
305-953-5314
Contact: Frank Gonzalez
Homestead Police Department
4 South Krome Avenue
Miami, FL 33130
305-242-3915
Contact: Capt. Ed Bowe
ebowe@homesteadpolice.com
ICE (Immigration and Customs Enforcement)
11226 NW 20th St.
Miami, FL
305-597-6100
305-597-6233 Fax
Contact: James Johnson
Jackson Health System
1611 NW 12th Ave., PPW G-309
Miami, FL
305-585-5201
305-585-7536 Fax
Contact: Phillip
Miami Beach Police Department
1100 Washington Avenue
Miami Beach, FL 33139
E-mail a detailed resume and cover letter conveying your interest in working for the Miami Beach Police to jobs@miamibeachfl.gov.
North Miami Beach Police Department
16901 NE 19th Ave.
North Miami Beach, FL 33162
305-354-4407
Contact: April Wells Jackson
Public Defender's Office (Miami)
1320 NW 14th Street
Miami, FL 33125
305-545-1902
305-545-1997 Fax
Contact: Maria Provost-Heron
mprovostheron@pdmiami.com

State Attorney's Office
1350 NW 12th Ave, Suite S-115
Miami, FL 33136-2111
305-547-0540
305-547-0779 Fax
Contact: Jody Acosta
jodyacosta@miamisao.com

Springfield Police (State of Missouri)
321 E. Chestnut Expressway
Springfield, MO 65802-3899
417-864-1796
Contact: Katherine Dunnegan
kdunnegan@ci.springfield.mo.usgospd.com

U.S. Department of Homeland Security
Office of Inspector General, Office of Investigations
3401 SW 160th Avenue Suite 401
Miramar, FL 33027
954-538-7550
Contact: Stephen Furr
stephen.furr@dhs.gov

U.S. Marshal's Service
301 North Miami Avenue
Miami, FL 33128
Contact: Jeanne Thurston
Jeanne.Thurston@usdoj.gov (786) 433-6348

State Attorney's Office
1320 NW 14th Street
Miami, FL 33125
305-545-1902
305-545-1997 Fax
Contact: Maria Provost-Heron
mprovostheron@pdmiami.com

U.S. Postal Inspection Service
3400 Lakeside Drive, 6th floor
Miramar, FL 33027-3242
Contact: Bladismir Rojo
brojo@uspis.gov

Springfield Police (State of Missouri)
321 E. Chestnut Expressway
Springfield, MO 65802-3899
417-864-1796
Contact: Katherine Dunnegan
kdunnegan@ci.springfield.mo.usgospd.com

U.S. Probation Office
Southern District of Florida
2255 Glades Road, Ste226A
Boca Raton, FL 33431
Contact: Randel Frimet - United States Probation Officer (Internship Coordinator)
randel_frimet@fsp.uscourts.gov

U.S. Secret Service
305-863-5264
Contact: Ruby Villanueva

U.S. Southern Command
USSOUTHCOM
Miami-Dade County
Contact: Hector Cadavid or David Twigg
ippcs@fiu.edu
CCJ 4940 - CRIMINAL JUSTICE INTERSHIP SYLLABUS

Department Chair: Elizabeth Barcena, JD, LLM
CJ Academic Advisor: Jelenny Hernandez, MS, MPA
Office Hours: Hialeah Campus, Monday – Friday 9AM – 6PM
Phone Numbers: 305-821-3333 x. 1058 and x. 1013
E-mail: ebarcena@mm.fnc.edu & jhernandez@mm.fnc.edu

Course Description
Students will gain field placement experience in a local, state, federal, or private sector public safety agency.

Learning Outcomes
• Outline the agency’s mission as it relates to the agency in which they are placed.
• Understand the chain of command as it relates to the agency in which the student is placed.
• Define hiring standards of the agency.
• Identify theoretical principles as they apply to the agency.
• Aids students in clarifying career goals.
• Develops practical work related skills.
• Develops contacts and networks for future employment and references.

Requisites: Student must be a criminal justice major at the Bachelors level, with an overall minimum GPA of 2.5, and completion of all lower level core classes.

Recommended Readings


Internship Application Process

1. Students are responsible for arranging their own internships. Students interested in an internship should first choose an agency in the criminal justice system (see Internship Sponsor Agencies or find a relevant one on your own). Please meet with your CJ Academic Advisor to discuss the various options at the student’s disposal.

2. After selecting an agency, you should contact the agency directly to make sure that they are willing and interested in having you as an intern. Once you gain agency approval, complete the Internship Application Form provided by the Department Chair or your CJ Academic Advisor. The department staff will email you once your application is approved.

Internship Requirements

Internship hours – Students are expected to work a specific number of hours per week at the agency: 3 credits = 6 hours per week, 6 credits = 12 hours per week.
**Weekly Journal** – Students must submit a weekly journal that includes an overview of your experience, a comparison of classroom knowledge with your internship experience, and an explanation of how this experience has helped you clarify your career goals. Email your weekly journals as an attachment to jhernandez@mm.fnc.edu.

**Supervisor evaluation** – Students are responsible to make sure the internship supervisor completes and submits the Supervisor Evaluation of Intern Form.

**Deadline and grading** – The final grade (pass or fail) will be based on the quality of the weekly journals (50%) and supervisor evaluation (50%).

**Incomplete grade** – Use of this grade is very restricted and only on the basis of extenuating circumstances in the judgment of the instructor. When a student is not able to complete the course requirements within the length of the course for reasons acceptable to the instructor, the instructor may assign an Incomplete on terms specified by the instructor. After discussing these terms with the student, the instructor will fill out duplicates of the Incomplete Form—one copy for the student, one copy for the Registrar. An Incomplete is valid for only one semester; after this it becomes an F. During the waiting period, an Incomplete is listed as credit hours attempted, but not completed.

The instructor will prepare a modified final exam or an appropriate assignment and leave it in a sealed envelope with the department head or division head. The department head or division head or an instructor designated by them will proctor and score the exam in accordance with FNU policy. The same will apply to written papers waiting to be graded as part of a final grade.

If the student leaves without having contacted his instructor or campus registrar by the day of course completion, the instructor may calculate the course average by using 0 for each of the components of the final grade that has not been satisfied. (The course syllabus will list the components of the final grade for that course, or the instructor will otherwise stipulate these.)
**INTERNSHIP APPLICATION FORM**

This application is to be completed when you have an agency agreeing to sponsor you. You are responsible for making your own arrangements directly with the agency.

<table>
<thead>
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<th>First Name</th>
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<table>
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<th>Supervisor's E-mail</th>
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<th>Semester</th>
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<table>
<thead>
<tr>
<th>Approval Entity</th>
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<tr>
<td>Signature of Department Chair or Academic Advisor</td>
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SUPERVISOR EVALUATION OF INTERN FORM

Intern’s Name
Supervisor Name
Supervisor E-mail
Internship Agency
Supervisor Phone

Please rate by bubbling in how well the intern performed in the areas listed below:

I. Oral Communication
   - Excellent
   - Above Average
   - Average
   - Improvement Needed
   - Poor
   - Not Applicable

II. Written Communication
    - Excellent
    - Above Average
    - Average
    - Improvement Needed
    - Poor
    - Not Applicable

III. Ability to Meet Deadlines
     - Excellent
     - Above Average
     - Average
     - Improvement Needed
     - Poor
     - Not Applicable

IV. Computer Skills
    - Excellent
    - Above Average
    - Average
    - Improvement Needed
    - Poor
    - Not Applicable

V. Interpersonal/Teamwork Skills
   - Excellent
   - Above Average
   - Average
   - Improvement Needed
   - Poor
   - Not Applicable

VI. Problem Solving/Decision Making Skills
    - Excellent
    - Above Average
    - Average
    - Improvement Needed
    - Poor
    - Not Applicable
VII. Attitude Toward Assignments
- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

VIII. Punctuality
- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

IX. Judgment
- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

X. Dependability
- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

XI. Quality
- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

XII. Overall Performance
- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

How many hours did the intern complete per week during the semester? 

Are there any other comments you would like to make?

This form was completed by the Internship Supervisor.

Supervisor Signature
Upon entering FNU, each freshman is advised to see their Criminal Justice Academic Advisor. In addition, each of the offices listed below provides advisement in its field of responsibility to all students as appropriate. These offices are:

The Admissions Office  
The Financial Aid Office  
The Campus Dean  
The Student Services Office  
The Registrar’s Office  
The Advising Center  
The Academic Advising Center

- Advising new and current students who are in a career/program.  
- Explain and review academic requirements.  
- Once student has completed successfully their first 4 terms they are transferred to a faculty advisor of their chosen career.

What is the purpose of Academic Advising?

The primary purpose of academic advising is to assist students in the development of meaningful educational plans that are compatible with their life goals.

Based on their program of studies, students should contact their Division Head for advisor’s name and contact information. The instructors advise their student’s concerning academic progress as well as academic matters. The Office of Student Services has information on other colleges, universities, and scholarship.

The ultimate responsibility for making decisions about life goals and educational plans rests with the individual student. The academic advisor assists by helping to identify and evaluate the alternatives and the consequences of decisions. The academic advisor will be able to direct the student in the right direction depending on his/her life goals and offer recommendations in the following areas:

- Career options  
- Program Choice  
- Course Scheduling

Set up an appointment as soon as possible with your Criminal Justice Academic Advisor:

Jelenny Hernandez MS, MPA  
Criminal Justice & Paralegal Academic Advisor  
Military Education Specialist  
Florida National University  
4425 West 20th Ave  
Hialeah, FL 33012  
(305) 821-3333 x. 1013  
jhernandez@mm.fnc.edu

All Criminal Justice Degree program students are strongly encouraged NOT to engage in “self advising” (this happens when students do not meet with their advisors on a regular basis and take it upon themselves to make course and career decisions and end up failing classes). Please visit your academic advisor on a regular basis. *
If you remember the **Number One Rule**, nothing else will matter: Plan as if anything that could go wrong will go wrong! Never assume that things will go according to plan. The only thing that is certain in life is uncertainty. Prepare yourself for power outages, computer-crashes, jammed printers, lost Internet connections, hurricanes, changes in work schedule, lost pets, sick children, hospitalized parents, illnesses, dead car batteries, natural disasters, and any other catastrophe that our creative imagination can concoct. The point is: No “emergency” in the world, well, other than death, should prevent a college student from meeting his/her obligations to instructors. The most successful students are the ones who never once have to explain their “emergency” to faculty. Those are the students who prepared and planned in advance to ensure that all deadlines were met, no matter what. That’s right, no matter what! You must always be on top of your game as a student!

In case you are just learning how to plan in advance for catastrophes, here are some pointers:

**COMMUNICATING**

- The best form of communication is through email. You should provide an accurate email address to your instructors in the first week of every term. Check your emails daily. Use that email address as the primary form of communication with your instructors, advisors, and department head. The email addresses to all CJ and Legal faculty members, the department head, and your advisor are provided in the Handbook.
- Phone calls and messages can be used to supplement an email, but should never be the primary form of communicating with instructors, advisors, or department heads. If you wish to speak with someone, the best approach would be to send an email asking for an appointment. That way you will have a specific day and time to speak with someone and a confirmation to rely upon for your records should something go array.
- Remember, in the real world it is always your word against everyone else. The best way to ensure results is to protect yourself and your interests. Things that are in writing are reliable and will always serve as proof; things that are spoken can never be used to resolve a conflict. This is true for your education, but your careers as well.

**ASSIGNMENTS**

- Keep electronic copies of every assignment, email, and communication between you and educational personnel.
- A good way to store your files is to save them to the desktop or documents, then email them to yourself as attachments. Email servers rarely, if ever, crash. So storing your documents in an email folder ensures that you can retrieve them from any computer that has Internet access. This is the free way to store.
- Another method would be to invest in an online storage locker. Those sites allow you to upload your files to a “cloud”, and then retrieve them from any computer that has Internet access.
• Another, but not so reliable method would be to save your files to a USB flash drive. Remember, plan for catastrophes. What happens if you spill your coffee or cocktail on it? Yes, that’s right; you will lose your assignments. Since you’ve been warned, you are now not permitted to use the “my flash drive got damaged” excuse for missing a deadline.

• A final and horrible way to save your files would be to your computer. Guess what, computers crash! Yes, I know it’s hard to believe, but even your Mac can have a seizure and lose your files. Never, ever, ever save your files to a computer expecting them to be safe. Always back them up to a secondary source. Again, you've been warned, so assignments lost through computer crashes are never a valid excuse for missing a deadline.

ATTENDANCE
• Always contact your instructor before you miss a class, or as soon as possible after class. However, absent some extreme circumstance, you should never wait more than 24 hours to contact an instructor after missing a class.
• In today's connected society, there is no valid reason, other than death or a serious health condition requiring sedation and hospitalization, for waiting more than 24 hours to contact an instructor after missing class.
• Make plans now. What plan will you have in place to contact instructors in case of an illness, lost phone, damaged computer, or any other event that prevents you from making contact with your instructor? Make a plan now so that you don’t have to excuse yourself later. Remember, you’re here to succeed, no matter what!

LEARNING
• Any issues you are having with a course must be directed to the instructor.
• Not only are your instructors there to help you, but several departmental faculty members have various office hours every term. You can reach out to them for assistance as well. Just contact the department head for more details on those hours.
• You also have academic advisors at each campus who are there to assist. You can reach out to them for help with your assignments.
• Every campus has tutors who are available to help you free of charge. There is tutoring in English, math, and science. Check with Student Services for the days and times.
• Online resources are also a great tool for students. The use of Google can provide students with resources on absolutely any topic that is covered in your courses. Students ultimately bear the responsibility of learning. Take charge, and learn. The information you need is out there, you just have to grab it.
TEXTBOOKS
• In an accelerated program like ours, students must have the textbook by the first day of class. We provide textbooks for sale in the bookstore or for in-house use at our libraries. Students opting to purchase books from outside sources bear the sole responsibility for receiving them by the first day.
• Extensions cannot, and will not, be granted to students who do not have the book on time. If you’re book is late, and this is something that should be planned for (right?), then you must make arrangements to use the books on reserve in the libraries. This might include spending less time with your family, waking up earlier, or going to bed later. The point is that late deliveries of books are never a reason for missing deadlines. Plan in advance to work around any delays that may arise.

TECHNOLOGY
• Whether you’re pro or against technology the fact is that it is here to stay. No credible educational program in the world today will offer a degree without the implementation of technology.
• Students must bear the responsibility of learning how to use the technological resources that are needed to succeed academically and professionally.
• The basics are: email, Internet searches, library database searches, Microsoft Word, Microsoft Excel, and Microsoft Power Point. Paralegal and Legal Studies students must also master Westlaw, which will be covered in your core classes.

ENGLISH SKILLS
• English communication skills, both written and oral, are the number one asset you can possess in today’s competitive job market.
• Students must invest a substantial amount of time to developing English skills. The use of proper grammar and spelling is crucial to your success. Speaking well is as important.
• The best way to master these skills is through practice, practice, practice, and more practice. There is no shortcut, so just put the time in and you will get results!
• We offer tutoring and assistance through the Writing Lab. Online resources are also available through a simple “Google” search, for example, the Purdue OWL site.
RULES OF CITATION

• College and university students must master the art of citing. This means nothing more than letting readers know where your information came from. The goal of the university is to prepare well-rounded, analytically-sound individuals. You cannot support your points of view with a statement that sounds like this: “I’m right because I said so”. That is the building block for ignorance, and it has no place in a civilized world.

• Criminal Justice students will format citations to APA (American Psychological Association). Assistance can be found through Purdue’s OWL.

• Paralegal and Legal Studies students will format citations to the Uniform Bluebook of Citations. Assistance can be found through Cornell’s Law Institute.

RESOURCES

Purdue OWL: http://owl.english.purdue.edu/
Cornell Law Institute: http://www.law.cornell.edu/
Approaching your professors

The following information should be used to help you to communicate effectively and comfortably with your professors during in-class and outside of class communication.

When should you meet with your professors?

- Before class
- After class
- During office hours
- By appointments

Professors not only teach courses, they also work on research in their respective field, prepare for class lecture, and grade assignments. Most are involved with professional associations/organizations, write books and articles, work on committees and projects on campus, and last but not least, advise students. To do your part in class, you should complete the homework assignments, read your text, show up for class, ask questions, take notes, seek help when needed, follow the syllabus, take responsibility for learning the information, and participate in meaningful and scholarly conversations.

Few students make it through college without seeking assistance from a professor for help at one time or another. In fact, it's important to seek help rather than let problems fester and intensify. So, how do you approach a professor for a meeting?

**Why Seek Help?**

What are common reasons why you might seek out professors for assistance?

- You've fallen behind in class because of illness
- You've failed a test or assignment and do not understand the course material
- You have questions about the requirements of a given assignment
- You need advice on the subject of your major
- You cannot reach the class teaching assistant during his or her posted hours
- You need clarification on policies and/or schedules

**Why Do Students Avoid Seeking Professors' Help?**

Sometimes students avoid asking for assistance or meeting with their professors because they're embarrassed or intimidated. What are common anxieties experienced by students?

- Feeling "out of the loop" after missing several classes
- Fear of confrontation
- Discomfort over approaching a professor of a different age, gender, race, or culture
- Tendency to avoid interactions with those in authority
- Fear of asking a "dumb question"
- Shyness
Approach Your Professor (Politely and Respectfully)

• Contact – Determine the preferred mode of contact; check the course syllabus as professors indicate their preferred methods of contact and related information. Ask yourself: Is this urgent? If so, then contact by phone or stopping by his or her office during office hours is probably the most logical step. Otherwise, you can try e-mail. Wait a few days for a response (remember that teaching is a professor’s job, so don’t expect replies over evenings, weekends, or holidays).

• Plan – Check the syllabus for the professor’s office hours and policies before you make your request so that you are already familiar with their schedule. If the professor requests that you return at another time, do your best to meet at a time which is convenient for him or her (e.g., during office hours). Don’t ask a professor to go out of his or her way to meet you at a time that is inconvenient because professors have many more responsibilities than teaching (e.g., lots of meetings within the department, university, and community).

• Ask – Asking is the only way to learn your professor’s preferences.

Prepare for Your Meeting

Pull your thoughts together beforehand (as well as all of your course materials). Preparation will permit you to remember to ask all of the questions that you need answered and arrive with confidence to your meeting.

• Questions – If you are anxious at all about talking with your professor, prepare a list of your questions beforehand. Be efficient and try to accomplish everything in one meeting, rather than coming back time and time again with further questions.

• Materials – Bring your class notes and syllabus with you to refer to, if you have questions specifically related to course materials, so that you have all the details you need. If you need to refer to a text book, bookmark the pages that you will need to refer to so you can get to them quickly.

• Notes – Come prepared to take notes (i.e., bring a pen and paper to your meeting). Notes will help you record and remember the responses to your questions and prevent you from asking the same questions later in the course.

At the Meeting

• Be punctual – Punctuality signifies respect for your professor’s time. Do not arrive early or late. Most professors are pressed for time. If you need to meet with your professor again, ask him or her if you can set up another appointment, following the suggestions above.

• Address – Unless your professor has indicated otherwise, address him or her by last name and with the appropriate title (e.g., Professor, Doctor).

• Gratitude – Always thank the professor for his or her time and express any gratitude that you feel is appropriate for the specific help that he or she has provided. This rapport will leave the door open for future appointments.
Graduate School Information

Planning for graduate school: You should begin studying for your Graduate Record Examinations (GREs) in your junior year of undergraduate studies. This will give you plenty of time to read, complete GRE example exams, and re-take GRE example exams. In other words, you want to complete practice exams as often as possible so you will score high enough to be accepted into most graduate degree programs. Information pertaining to GREs can be found online at http://www.gre.com. In addition, you should start reviewing different graduate programs that meet your interests. You can use http://www.Google.com or http://Graduateschools.com to review graduate programs (e.g., rankings, tuition, degree offerings, etc.).

Conclusion

It is our hope that you are now well prepared to start your academic career. We have provided you with the academic and personal interest(s) related resources that you will need in your future endeavors. If at any time you need assistance, please do not hesitate to contact the CJ faculty and staff members. Again, welcome aboard!

“The administration of justice is the firmest pillar of government”
George Washington