

**Northern Marianas College**  
**CURRICULUM ACTION REQUEST**

**Effective Semester / Session:** Fall 2008

**Type of Action:**


- New
- Modification
- Move to Inactive (Stop Out)
- Cancellation


**Course Alpha and Number:** CJ 299a

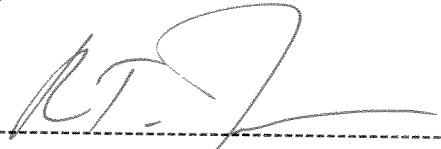
**Course Title:** Internship/Fieldwork


**Reason for initiating, revising, or canceling:**

To give Criminal Justice students extended, practical working experience, and an introduction to possible future employment.

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 8-13-08  
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Proposer Date

 8-13-08  
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Department Chair Date

 9/29/08  
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English and Format Reviewer Date

 9/29/08  
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Dean of Academic Programs and Services Date

# Northern Marianas College Course Guide

Course: CJ 299a Internship/Fieldwork

**1. Department**

Social Sciences and Fine Arts

**2. Purpose**

To move from theory to practice, giving the student hands-on community agency awareness and workforce experience.

**3. Description**

This course will provide the Criminal Justice student with the opportunity of a challenging, realistic learning experience. This course will also furnish the student with career information and the agency with employment options.

**A. Required/Recommended Textbook(s) and Related Materials**

Training materials will be provided by the agency. There is no required textbook.

**B. Contact Hours**

1. **Lecture:** 0 hours per week

2. **Lab:**

3. **Other:** 6 credit hours=168 hours at agency-12 hours seminar advisor

**C. Credits**

1. **Number:** 6

2. **Type:** Regular degree credits

**D. Catalogue Course Description**

This course offers Criminal Justice majors the opportunity to undergo a practical, on-the-job working environment within the CNMI Justice System. Specific agencies are collaborating with NMC to ensure a cooperative and educational experience. Students may elect to take this course for 4, 6, or 12 credit hours. This flexibility in credit hours is necessary to meet both student and agency needs. This course is open to Criminal Justice Degree students only. (Prerequisites: CJ 101, CJ 150, CJ 200, CJ 206 and a 3.5 GPA in CJ classes. English Placement Level: EN 202)

**E. Degree or Certificate Requirements Met by Course**

This course meets the required elective credits for the Criminal Justice Degree.

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### **F. Course Activities and Design**

Students will have an orientation to the agency, agency training and be provided agency materials, a mentor and a workspace. Students will meet with advisor in seminars bi-weekly.

### **4. Course Prerequisite(s); Concurrent Course Enrollment; Required English/Mathematics Placement Level(s):**

Prerequisites: CJ 101, CJ 150, CJ 200, CJ 206 and a 3.5 GPA in CJ classes

English Placement Level: EN 202

Student must not have any felony convictions within the last 10 years.

### **5. Estimated Cost of Course; Instructional Resources Needed**

Cost to the Student: Tuition for a 6-credit course and transportation to the agency.

Cost to the College: Advisor's salary for seminar credit: 1 credit for each 4 and 6 credit student, 2 credits for each 12 credit student plus mileage to agency site for periodic visits.

Instructional resources needed for this course will be supplied by the agency.

### **6. Method of Evaluation**

Student grades will be on a pass-fail basis, determined by the advisor after consultation with the agency mentor. NMC's attendance policy will be followed.

### **7. Course Outline**

This is a topical outline and does not necessarily indicate the sequence in which the material will be presented.

- 1.0 Agency Orientation: Mission and Personnel
- 2.0 Agency History and Structure
- 3.0 Basic Management of the Agency
- 4.0 Agency Policies and Regulations
- 5.0 Laws Governing Agency Operation

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6.0 Processing of Agency Clients

7.0 Agency Reports

### 8. Instructional Goals

This course will introduce students to:

1.0 The agency, its mission, and currently employed personnel;

2.0 The history and structure of the agency;

3.0 The basic management of the agency;

4.0 The agency policies;

5.0 The laws governing the agency operation;

6.0 The processing of agency clients; and

7.0 Agency reports.

### 9. Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1.0 Identify the mission and employees of the agency;

2.0 Describe the history and structure of the agency;

3.0 Analyze the management of the agency;

4.0 Understand and evaluate agency policies;

5.0 Diagram the laws governing the agency;

6.0 Explain and evaluate how agency clients are processed; and

7.0 Write comprehensive, factual and concise agency reports.

### 10. Assessment Measures

Assessment of student learning may include, but not be limited to, the following:

1.0 Discussions with agency personnel regarding to adherence to and

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respect for agency policies is required

- 2.0 Discussions (seminar) with student
- 3.0 Examination of student-originated reports
- 4.0 Examination of attendance records