



WACO, TEXAS

**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**FORENSIC INTERNSHIP**

**CJSA\_2389\_75**

**DR. SUZANNE BALDON**

**NOTE: This Is a 16-week Course**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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## **Course Description:**

Students work in internships as volunteers to increase their understanding of the operation and administration at a crime scene, police and court procedures, and/or field work. Through placement in a variety of local agencies, guest speakers and field participation, students may learn first-hand about crime scene investigation, chain of evidence custody, the working conditions in a criminal investigation lab, victims' services, education, and/or methods for community improvement. Students may gain valuable skills by working with social or medical service providers and crime victims. Experience may be obtained by assisting and/or observing emergency service personnel, investigators, and other professionals in the criminal justice system and in our community.

## **Prerequisites and/or Corequisites:**

Permission of Instructor or Program Director

## **Course Notes and Instructor Recommendations:**

Your instructor recommends that you start early with your internship and maintain diligence in the performance of your duties with your agency(ies) and with your documentation paperwork for your portfolio. Please let me know if you have questions or need help getting the hours necessary. You should have 120 hours total and may receive up to 5 hours for possible class participation, work on your portfolio during the semester, and turning in a well organized portfolio, at the discretion of the instructor. You may accumulate hours by working in several venues.

## **Instructor Information:**

Instructor Name: Suzanne Baldon

MCC E-mail: sbaldon@mclennan.edu

Office Phone Number: 254.299.6505; Cell and Text Phone 254-230-3595

Office Location: ESEC 216

Office/Teacher Conference Hours: By appointment to schedule a conference time. Please check with me to make sure that I haven't already scheduled another appointment at the time you want to speak with me. Appointments may be held by phone.

Other Instruction Information: Advising by appointment; call Glenda at 254.299.6502 to make an appointment.

## **Required Text & Materials:**

NONE

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**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

Primarily, the students will learn through their development of and participation in their internships and their production of notebook/journals containing written reports and evaluations. Guest lectures and discussion groups may be held during class time for Forensic Science II, as well. Many internship students, but not all, are co-enrolled in Forensic Science II. Check with me for alternative scheduling. If needs must and we have meetings online, and when we find additional opportunities for internship hours, I'll keep you informed through Announcements in Brightspace.

**Course Objectives and/or Competencies:**

Depending on the agency or agencies with which the student is interning, upon successful completion of this course, students should be able to exhibit knowledge in areas of criminal justice, such as demonstrate proper use of laboratory instrumentation; demonstrate proper technique for evidence gathering, analysis and protection of the evidence; utilize appropriate safety techniques and equipment; apply scientific techniques for identification of unknown substances; advocate for crime victims and children; and/or assist/observe law enforcement, probation officers, or other criminal justice, military, and community development/improvement professionals.

**Course Outline or Schedule:**

<u>Date</u>	<u>Subject</u>
August 22	Syllabus, Introductions, and Internships
August 29	Check in for Internships
Sept 12	Check in for Internship progress
Oct 3	Check in for Internship progress
Nov 7	Check in for Internship progress
Dec 5	Last Day of Class. Notebook/Journal for Internship due!

We will have discussions of Internship progress as needed, as we will be meeting for the Forensic Science II course on Mondays and Wednesdays from 11:10-12:30 and from 1:00-2:00. Specified discussion dates will give us an opportunity to establish and maintain the Internships. If you need to talk with me at any time, please ask. **If you are not registered in the Forensic Science II class or we have returned to online instruction, please check in with me on those dates, either by phone, by email, or in person to tell me what and how you are doing toward working on your Internship. Ask me anytime if you have questions. Thank you!**

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The instructor reserves the right to make changes to our syllabus and schedule or course outline as needed for the benefit of the course and students and with appropriate notice given to the students. Changes will be announced in class, posted on Brightspace, via email, and/or by phone/text.

## **Course Grading Information:**

The following criteria will determine your grade in this class:

- 1) Maintain regular progress reports to your instructor on your internships. (25%)
- 2) 120 hours (can include up to 5 hours credit for your satisfactory journals and documentation) with agency/agencies and each agency's evaluation of your work. You may work with more than one agency. (50%)
- 3) Notebook/journal containing proper forms, evidence of minimum required hours, and summaries of your work experiences, including field notes of your activities with your agency(ies). (Proper forms will be available the first day of class and posted on Brightspace). Professional appearance of this journal will count in the grade. (25%)
- 4) Student Learning Outcome for assignments: Develop proper writing and public speaking skills.

## **Grading:**

The following grading guidelines will prevail for all work. Please see Academic Integrity Statement.

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D

59 - 0 = F

## **Late Work, Attendance, and Make Up Work Policies:**

Students are responsible for making up any missed work and for obtaining information about classes missed. If the responsibilities of the internship course are met in a timely and adequate manner, there should be no late penalties. Please discuss any make-ups or missed classes with your instructor.

Failure to attend class or to report on your progress is not tantamount to dropping a course. Students should consult with their instructor or advisor before dropping a course or assuming that they have been dropped.

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## **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. These instructions apply to your agency(ies), also. If I hear complaints from your agency(ies), it may affect your grade, depending on the circumstances.

## **[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.



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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/student-email](http://www.mclennan.edu/student-email).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).



**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.