EAST CENTRAL UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES

DEPARTMENT OF HUMAN RESOURCES

Collegiate Officer Program

INTERNSHIP MANUAL

Policies
and
Procedures
Revised Spring, 2010

Ada, Oklahoma  74820

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Program Objectives

The undergraduate degree program in Criminal Justice at East Central University was established in September, 1984. It is administered by the Department of Human Resources under the College of Liberal Arts and Social Sciences, and culminates in a Bachelor of Arts degree in Criminal Justice, with concentrations in adult corrections, juvenile services, and law enforcement.

The primary objective of the undergraduate program is to provide preparation for individuals who desire to pursue a career in a criminal justice field. The program helps students to develop the knowledge and skills to be employed in a variety of federal, state, and local organizations and agencies, both public and private entities, which provide Criminal Justice services. The goals of the program are:

1. To prepare students to pursue careers in Criminal Justice professions.
2. To assist in supplying the human resources needed to staff the increasing number of programs in Criminal Justice.
3. To provide a sound undergraduate education for graduate studies in Criminal Justice professions.

Employment Opportunities

Students completing the Collegiate Officer Program may have an advantage when competing for employment in the law enforcement field because they will have already completed the peace officer training mandates which are established in Oklahoma State Statutes,
Title 70, §3311. Students should be aware that other opportunities for peace officer employment and certification do exist in other areas such as training and officer development agencies.

The Curriculum

The curriculum is designed to meet the requirements of a Bachelor of Arts degree, with a major in Criminal Justice. The curriculum meets all Council on Law Enforcement Education and Training (CLEET) requirements for officer certification. Also, the curriculum is designed to enhance the graduates' opportunities to develop necessary skills, attitudes, and understandings through (1) general education courses, (2) a core of common courses relating to all Human Service occupations, (3) courses and skills training for law enforcement occupations.

Length of COP

The COP will last six (6) weeks and will consist of 8 to 10 hours per day of lecture and/or skills training.

Location of COP

The location of the COP will be at various sites including, but not limited to, classroom lecture on the East Central University campus, Law Enforcement Driving Training (LEDT) at the CLEET training facility, firearms skills training at the designated firing range, and the Ada High school campus for the custody and control training. Other locations will be determined by instructors as needed.

Grading

The assignment of a pass/fail grade at the end of the internship shall be primarily based upon the following:

1. Evaluation of the intern's ability to perform all required skills.

2. Evaluation of the intern's academic efficiency as demonstrated in the classroom.
3. Evaluation of field activities by specific instructors.

**Academic Credit**

Twelve hours of Academic Credit for internship will be assigned upon successful completion of the Collegiate Officer Program.

**Requirements for Collegiate Officer Program**

A student applying for an Internship in COP must make formal application through the Internship Committee of the Department of Human Resources. The following requirements and policy statements apply to all students wishing to participate in the COP training:

1. The student must have senior level standing and have successfully completed 90 or more credit hours of college work.

2. The student must file a *timely* application for internship with the Internship Coordinator in the Department of Human Resources.

   Timely means:

   a. For Summer COP Program, an application must be filed no later than the end of the *second* week of school of the preceding *Fall* semester.

3. The student applying for COP must have an accumulated grade point average of no less than 2.5 for the courses taken during the first three (3) years (approximately 90 credit hours) of college work.

4. Completion of all required core and concentration courses in the Department of Human Resources.

**Application Procedure for Internship**

1. Recommendation for internship placement by a majority of the Internship Committee of the Department of Human Resources. Recommendation for internship will be
based on the student's personal appearance, communication skills, interpersonal skills, punctuality, tolerance, flexibility, dependability, initiative and professional attitude, in addition to meeting the internship requirements as appropriate. Students who have a record of a felony conviction or conviction for a crime involving moral turpitude should not enroll in the Collegiate Officer Program because such convictions will preclude their completion of the program.

2. The advisor for the Criminal Justice concentration will receive applications with a degree check and an unofficial transcript.

3. The appropriate personnel from COP will "present" the applications and make recommendations to the Criminal Justice Internship Committee as to its disposition.

4. **Student's Rights of Appeal:**

   When a Human Resources major files an application for internship, that application is acted upon by the Internship Committee of the Department. The application is approved or denied by the Committee of the Department based upon requirements set forth in this document. The student will be notified in writing by the appropriate personnel of the Department as to the decision of the Committee. If the student feels that the recommendations of the Department Committee is adverse or otherwise does not represent the student's interests, then the applying student may wish to evoke the following appeals process:

   a. The student who feels that s/he has received an adverse decision on his/her application for internship should first file a written petition with the Chairman of the Department within ten (10) days following notification of the decision on the internship application, setting forth those reasons why s/he feels the Committee's
decision was erroneous. Also, at the same time, the student should request to appear before the Human Resources' Internship Committee to appeal the adverse decision. (The Department will make every effort to schedule the student for a "hearing" within two weeks following receipt of the student's petition.) The student will be notified in writing of his/her "hearing" date.

b. If, after an appeal by the dissatisfied student, the Human Resources Committee sustains its initial decision, the student has further rights of appeal through the process set forth by the University. The Human Resources faculty will assist the student insofar as possible in assuring that the student's rights are preserved.

**Student Readiness**

A student entering the COP must give evidence that s/he is properly motivated at the time of his/her assignment and that his/her personal and family situation is stable, and unencumbered so as to assure successful completion of this important phase of professional education.

**The Role of the Student**

During the course of the internship, the student will conform to all COP policies, such as 100% attendance, dress, and holidays. Any minor exceptions must be cleared through the COP director, and all major deviations will be handled on a case-by-case basis with the instructor and faculty advisor. The student must conform to the dress code in the same manner as outlined by the COP director.

The student should adhere to, and follow these general guidelines:

1. Assume responsibility for actions and activities.
2. Work cooperatively with supervisors and field instructors.
3. Approach new situations with a positive attitude and eagerness to learn from the
experience of others.

4. Apply knowledge learned in the classroom to practical situations.

5. Develop professional rather than personal relationships.

6. Treat training information with strict confidentiality.

7. Be **PUNCTUAL** and thorough in completing and submitting all assignments and skills.

8. Show willingness to accept and profit from constructive criticisms and suggestions.

9. Exhibit ability to remain flexible in whatever day-to-day situations occur and use creativity in finding solutions to new problem situations.

The Role of the University

In the description of the internship program, the role of the University refers primarily to the role of the COP director assigned by the University to supervise the program and skills course instruction.

The internship is considered part of the curriculum. The COP director will thus assume overall responsibility for insuring that the student receives maximum benefit from the program, and that the University requirements are completed.

Specifically, the director and the University will be responsible for the following:

1. Selection and approval of the internship packet.

2. Clear interpretation to the student of the course requirements, role expectations, nature of assignments, and the method of grading.

3. Orientation of the student regarding University and COP objectives, procedures, and policies.
4. Coordination throughout the internship of all participants, and dealing with special situations which arise.

Educational Requirements:

Collegiate Officer Program students are required to meet certain course pre-requisites and other program conditions. The criminal law courses are prerequisites for all other courses. The COP skills courses are 8-10 hours per day, Monday through Friday. The skills courses will begin on the date designated by the COP director. **Skills training courses require 100% attendance. First Aid courses are also required with a letter grade of a “B” or higher.**

Before a student will be allowed to take the peace officer certification exam they must successfully complete the COP program, and their educational transcript must show the following courses with **a minimum of a “C” letter grade:**

- Introduction to Law Enforcement (legal block)
- Police Function (patrol/traffic block)
- Criminal Investigations I and II
- Police Administration

Statutory and Rule Requirements

In addition to certain educational and training requirements, Title 70, § 3311 of Oklahoma State Statutes prescribes that peace officers have the following:

1. Have a psychological examination by a state licensed psychologist using a psychological instrument approved by CLEET. A psychologist evaluates the assessment instrument and certifies that the applicant is suitable to serve as a peace officer. This instrument Minnesota Multi-Phasic Personality Inventory (MMPI) will be conducted prior to specific skills training courses.
2. The student has no record of a conviction of, and is not participating in a deferred sentence agreement for, a felony, a crime involving moral turpitude, or a crime of domestic violence. To meet this requirement, the COP director will conduct a mandatory background investigation including, but not limited to, Oklahoma State Bureau of Investigation and local court records check. **Any student, after beginning the COP program, who is charged or indicted for any criminal offense will be terminated from the program. If the student is later cleared on any wrongdoing, he/she may apply for a subsequent COP program.**

3. The consumption of an alcoholic beverage or use of medications (not required by physician) will be considered grounds for **immediate suspension** from the COP program at the discretion of the COP director or field instructor.

4. CLEET administers the qualification exam approximately four times per year (check website for exact dates and times). In order to take the exam, the student must have completed the COP program and all required degree courses, and must submit the following documents at least **fourteen (14) days prior** to the exam:

   - CLEET Advisement Form (Form 15-5)
   - CLEET Completion Form (Form 15-6)
   - MMPI Report
   - **Official College Transcript** (final that shows graduation)
Appendices

Collegiate Officer Program Personal Information…………………………Attachment A
East Central University Collegiate Officer Program Integrity Affirmation……Attachment B
CLEET Collegiate Officer Program Form 15-6…………………………………Attachment C
ECU Collegiate Officer Program Health Survey………………………………Attachment D
CLEET Collegiate Officer Program Enrollment Application Form 15-5……….Attachment E