

CJ-395 Internship

Website: <http://www.as.ua.edu/cj/programs/internships/index.php>
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Prerequisites

All students taking this course must be a Criminal Justice major or minor, must have completed CJ 100 with a grade of C- or higher, and must have permission from the instructor.

I. COURSE DESCRIPTION

Internships provide an opportunity for students to conduct career exploration and build a record of experience in the field. CJ majors are required to complete six hours of internship and may take an additional six hours for a total of twelve hours of credit toward the 120 hours required for graduation. The registration deadline for internships is the end of the first full week of classes in Fall and Spring semesters, and the end of the first week of classes for the Summer.

II. COURSE OBJECTIVES:

The internship is an opportunity for you to extend your knowledge about the inner workings of criminal justice agencies from the classroom to the field. Some specific objectives of this course are:

1. To see how much of what you learned in the classroom is consistent or inconsistent with the actual practice of criminal justice officials who work within criminal justice agencies.
2. To gain experience and contacts that will aid in your search for employment.
3. To give you the opportunity to interact with criminal justice professionals, observe their behavior, and develop oral and written communication skills that will accelerate both your personal and professional development.
4. To enable you to evaluate your interest in pursuing a career in a criminal justice related field.

III. GENERAL OVERVIEW OF THE COURSE

The internship is a very important part of your academic career. Often hiring agencies will contact me or your internship supervisor for an evaluation of your work. In addition, you are earning credit hours toward your degree in criminal justice. As a result, I expect top performance from you both academically and professionally.

IV. RANGE OF INTERNSHIPS

Job descriptions and contact information for all internships available for federal and state agencies are listed under INTERNSHIP OPPORTUNITIES. You can find the complete listing at <http://cj.ua.edu/programs/internships/index.php>. Generally, federal internships are more difficult to obtain and often require you to apply up to one year in advance so keep this in mind if you are interested in obtaining an internship in the federal system.

Students cannot intern at an agency where they have previously been employed, or where one of their family members is an employee.

Students can intern at an agency that is not on our list, as long as they get written permission from Dr. Lankford.

V. COMPENSATION/NON-PAID STATUS OF INTERNSHIP

Students cannot earn academic credit if they receive compensation for their work with the following exception. If the position is listed as a paid internship by the agency, is regularly offered to college and university students, and compensation is designed to cover living expenses during the internship, academic credit may be earned at the discretion of the coordinator of internships.

VI. GRADING POLICIES

Fall 2008

Summary of time schedule - 5 pts	*DUE BY THE END OF THE FIRST WEEK
Weekly log - 20 pts	*DUE BY NOV. 24 TH
Term paper - 40 pts	*DUE BY NOV. 24 TH
Detailed time schedule - 5 pts	*DUE BY NOV. 24 TH
Supervisor's evaluation - 25 pts	*DUE BY DEC. 1 ST
Intern evaluates agency - 5 pts	*DUE BY DEC. 1 ST

Total - 100 pts

Spring 2009

Summary of time schedule	*DUE BY THE END OF THE FIRST WEEK
Weekly log	*DUE BY APR. 20 TH
Term paper	*DUE BY APR. 20 TH
Detailed time schedule	*DUE BY APR. 20 TH
Supervisor's evaluation	*DUE BY APR. 27 TH
Intern evaluates agency	*DUE BY APR. 27 TH

Summer 2009

Summary of time schedule	*DUE BY THE END OF THE FIRST WEEK
Weekly log	*DUE BY AUG. 7 TH
Term paper	*DUE BY AUG. 7 TH

Detailed time schedule	*DUE BY AUG. 7 TH
Supervisor's evaluation	*DUE BY AUG. 14 TH
Intern evaluates agency	*DUE BY AUG. 14 TH

****IMPORTANT NOTE:**

The supervisor's evaluation is worth 25% of your grade, but the bulk of your grade will be determined by the term paper, weekly log, and other assignments. As a result, it is possible for you to receive an "F" in the internship even if you get a very good recommendation from your supervisor. I only mention this here in order to emphasize how important the term paper, weekly log, and assignments are to your grade.

VII. WHERE, WHEN and HOW TO TURN IN ASSIGNMENTS...

All assignments must be typed and turned in on time. You should put a **HARD COPY** of each assignment in my mailbox in the CJ office (432-C Farrah) by the date and time specified. These assignments may be turned in by fax, but make sure you keep a "fax receipt" that shows the date/time you sent the fax and also call the CJ office at 348-7795 to make sure that **ALL** of the pages of your fax came through. In addition, keep a copy of any work you hand in. Points will be deducted for late assignments.

****IF YOU MISS A DEADLINE FOR AN ASSIGNMENT OR PAPER....**

All papers and assignments must be completed by the due date. You may have a deadline extended due to serious illness or significant family crisis (e.g., death). However, it is **your** responsibility to contact me **WITHIN THREE DAYS** of the missed deadline and to also provide documentation to back up your claim. **IMPORTANT NOTE...You will be penalized 20% on your grade for late papers and assignments FOR EACH DAY YOUR PAPER IS LATE.** So, for example, if a paper or assignment is due by Friday and you show up after the main office is closed on the day it is due, the **BEST** grade you can get on that paper is an 80%. You lose another 20% at 4:45 PM the next day...etc., etc.

THERE IS NO EXTRA CREDIT

VIII. GRADING SCALE

A+	98% and above
A	93-97%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%

C	73-76%
C-	70-72%
D+	67-69%
D	63-66%
D-	60-62%
F	Below 60%

IX. OTHER ISSUES

If there are any other issues or problems regarding your internship, please contact me so that we can resolve them as quickly and effectively as possible.

Your workload depends on the number of credits you signed up for... The requirements for the weekly log are the same. However, your term paper should be 5 pages for every 3 credits of internship. So, for example, if you enrolled for 6 credits, you turn in a 10-page paper, but if you enrolled for 12 credits, it's a 20-page paper.

Also, **the greater the number of credits, the greater the number of hours you must work for the agency.** Specifically:

- 3 hours credit --- 140 hours in the agency (approximately 10 hours per week)
- 6 hours credit --- 280 hours in the agency (approximately 20 hours. per week)
- 9 hours credit --- 420 hours in the agency (approximately 30 hours per week)
- 12 hours credit --- 560 hours in the agency (approximately 40 hours per week)

COURSE ASSIGNMENTS

- I. DUE BY the end of the first week of the semester for Fall 2008 and Spring 2009 (Due by the end of the first week for Summer 2009) is the SUMMARY OF TIME SCHEDULE which gives me a tentative outline of your schedule of when you will be working at the agency.**

Meet with your supervisor during the week before classes begin or during the first week of the semester in order to set up your work schedule. Then fill out the form, get it signed by your supervisor, and you sign it. Make 3 copies of the form. Give me the original, keep one for yourself, and give one to your supervisor.

- II. DUE BY NOV. 24th for Fall 2008 (Due April 20th for Spring 2009, and August 7th for Summer 2009) is the DETAILED TIME SCHEDULE. Turn in a detailed accounting of your time spent working at the agency.** Fill out the DETAILED TIME SCHEDULE, get it signed by your supervisor, and then you sign it. Make 3 copies of the form. Give me the original, keep one for yourself, and give one to your supervisor.

- III. DUE BY NOV. 24th for Fall 2008 (Due April 20th for Spring 2009, and August 7th for Summer 2009) is the THE WEEKLY LOG**

FORMATTING OF THE WEEKLY LOG:

- A. COVER PAGE(S). The Weekly Log should have a cover page that includes:
1. WEEKLY LOG (so I know what's inside)
 2. Your name and telephone number, both home and work
 3. Name and address of agency
 4. Name and title of your supervisor
 5. Agency office telephone number
 6. Number of credit hours that you are registered for
 7. Total number of hours you worked at the agency
- B. Typed (12 font), double-spaced, number your pages in the upper right hand corner (typed or in pencil).
- C. Make sure you number and date each entry into your weekly log. For example, the first entry would be WEEKLY LOG ENTRY #1: 6/11 - 6/18...and so on.
- D. Your weekly log must have at least 12 weekly log entries even if you complete your internship in less than 12 weeks (see the FREQUENTLY ASKED QUESTIONS document at <http://cj.ua.edu/programs/internships/index.php> for more details).

CONTENT OF THE WEEKLY LOG:

I would suggest that you write down notes on your activities or interesting events immediately after each day you spend at the agency.

I expect at least a one-page entry for each weekly entry.

You MUST include:

1) WHAT IS OCCURRING:

A basic explanation/description of experiences, training or activities. Here you are simply reporting what is occurring during your internship.

2) WHAT IT TEACHES YOU ABOUT THE CRIMINAL JUSTICE SYSTEM, FROM A SCHOLARLY PERSPECTIVE:

An analysis of what is occurring and how it relates to the broad issues, challenges or problems in Criminal Justice. This should incorporate what you've learned as a student at the University of Alabama.

Some suggestions for issues/topics you can write about, which I consider particularly interesting:

- a. You can react (give your opinions) to conversations, events, experiences, etc., from the perspectives of:
 - i. The agency as an operating structure, and its goals/services
 - ii. The staff/supervisor
 - iii. The public or the clients (plus those in his/her "social world" -- such as the family, staff, you, etc.)
- a. You can consider ethical issues that you have been confronted with during your internship experience (i.e., observing someone using their position for personal gain) [FYI, this is not an exercise in dishing up dirt. Rather, all professionals face situations that bring up ethical dilemmas. I'd like to know not only what happened, but how the situations were handled.]
- b. You can analyze how the behavior of criminal justice actors changes over time as they become acclimated to your presence
- c. You can evaluate how state or federal politics affect the operation of your agency
- d. You can assess any internal political factions within your agency and how and why they conflict with one another

**** Some agencies will require you to keep information confidential. This is not an excuse to not turn in your weekly log. You will not breach confidentiality as long as you do not use names or other identifying characteristics of suspects or clients. Remember that most information in the criminal justice system is open to the public. If you are having trouble filling a page, incorporate reflections from previous criminology classes.**

Weekly logs will be graded on formatting, organization, clarity of writing, correct use of citations (where applicable), and quality of both the description of what is occurring during the internship and the analysis of how it relates to the broad issues, challenges or problems in Criminal Justice.

IV. DUE BY NOV. 24th for Fall 2008 (Due April 20th for Spring 2009, and August 7th for Summer 2009) is the TERM PAPER

The paper should tell me what you learned, how your course work helped prepare you for the job, how the job helped you understand the course work, and what recommendations you would make for the improvement of our courses so that future students will be better prepared for the job market. Incorporate specific examples of your experiences from the internship into your paper when applicable. In addition, read 5 peer reviewed articles or books and incorporate them into your paper. Please use APA style to write your paper (see the Citing References - Using APA Style document)

In this paper, you should draw from references every time possible. Cite references fully. These references are identifying (for agencies similar to yours) some of their leading major issues/problems (which you may have raised -- or which you did not encounter). Your selection of several major and current issues/problems helps me give you credit for knowing some of the literature.

My suggestion would be to complete the weekly log first and then look at interesting experiences that you have had over the course of the semester. Then go to the library and read some research about your agency (e.g., police department) or workers in your agency (e.g., discretionary decision making by police officers).

Select recent books and journal articles located in the library which deal with similar clients, services, or the structure of a similar type of agency with which you were involved. Books and journal references (as recent as possible) must total **AT LEAST 5** - of which at least 3 must be journal references. No magazines (i.e. Newsweek), popular literature, or agency materials count as part of the 5. You may use Brett Spencer at Gorgas library (dbspence@bama.ua.edu) to familiarize yourself with peer-reviewed journals in the field of criminology and criminal justice.

HOW TO WRITE THE TERM PAPER IN ORDER:

1) THE RESEARCH PROCESS.¹

Consider this: When you perform research, you are actually going through a series of steps that take you from the initial topic that you have to research to the paper that you hand in to a professor. There are specific steps in the research process. The information below will help you understand how to integrate the resources and tools available through the library into that process.

The first thing you need to do is determine what topic you are researching. One of the best things you can do is to write down a series of questions you have about your topic. Be sure to move from general to specific questions. Once you've come up with a series of questions about your topic, it's time to start finding out what resources are available to help answer those questions.

- The research process has a lot in common with the writing process. That's because often during your research you have to revise and edit your original questions and concepts. After you perform your preliminary research, it's time to do the first revising. Look at your original questions. Do they still make sense? Have you found that there are new questions to ask? Are some questions already answered? Ask librarians to help you revise your research strategy based on the information you've gathered so far.
- Don't forget that as you work through the research process, you need to keep notes not only on the information you find but also on where it came from. You'll need to cite the resources you used in your research.
- Not all the information you locate is going to be useful to you. You'll need to evaluate the quality of the information as well as its value in answering the questions you have about the topic. You must be able to separate the sense from the nonsense.

¹ This information on the research and writing process is derived from James D. Lester and James D. Lester, Jr., *Writing Research Papers: A Complete Guide*, 10th Edition (Longman, 2002). See also <http://www.researchnavigator.com/index.html> (last accessed 3/14/03).

Try to use recent sources. A book may look valuable, but if its copyright date is 1955 the content has probably been replaced by recent research and current developments. Scientific and technical topics always require up-to-date research.

Scholarly books : If it is published by a University Press (ex: Columbia University Press), it is a scholarly book. If you're not sure about the scholarly merit of a particular book, ask me.

Scholarly articles: To access scholarly articles:

- 1) Go to <http://www.lib.ua.edu/>
- 2) Click on "Extreme Search"
- 3) Click on the box next to "Criminal Justice"
- 4) Type in your keywords, or author, or title, etc., and click "Search"

2) COVER PAGE should include:

- A. RESEARCH PAPER (so I know what's inside)
- B. Your name and telephone no. (home and work)
- C. Name and address of agency
- D. Name and title of your supervisor
- E. Agency office telephone number
- F. Number of credit hours that you are registered for.
- G. The total number of hours you worked at the agency.

3) FIRST SECTION

For the FIRST PART of your research paper, describe your agency and the people that work within it (approx 1-2 pgs). You could focus on things such as description of basic services, goals, and type of clients. I would like to see how you use your own words to describe the agency.

For example, what does your agency do? Who are the supervisors and what do they do? What are supervisors concerned about? Describe some of the front line workers (i.e., the lowest ranking workers in the agency that do most if not all of the actual work). What do they do and what are they concerned about?

4) MIDDLE SECTION

Next, you are to integrate the research that you uncover from your library search and the interesting experiences from your weekly log. Here are some suggestions:

- A. You could take those experiences and relate them to content that you covered in your coursework. This shows me that you are applying your field experience from your internship to material that you learned in the classroom.

- B. Another thing that you could do is to compare and contrast your agency with the research that has been written about it. How is your agency the same/different than those described in the research? For example, if you took organization and management, you could talk about communication breakdowns between supervisors and front line workers that you witnessed and relate those back to research that has been done in this area. Or how not all high ranking officials in your agency have the respect of front line workers and why.
- C. One final suggestion is to do some library reading on discretionary decision making by criminal justice actors and then compare/contrast that research with your experience at your agency this semester.

5) CONCLUSION

6) REFERENCES

Citing References - Using APA Style

APA style is governed by the Publication Manual of the American Psychological Association. This style has gained wide acceptance in the social sciences, and versions similar to it are used in the biological sciences, business, and the earth sciences.

The information on this site is based on the fifth edition of the Publication Manual of the American Psychological Association, published in July 2001. The APA style highlights research and the accurate reporting of research results.

Incorporating Reference Citations into Your Paper APA style uses these conventions for in-text citations:

- Cites last names only.
- Cites the year, within parentheses, immediately after the name of the author. A specific day precedes the year in textual citations, but follows in bibliography entries.
- Cites page numbers with a direct quotation, seldom with a paraphrase.
- Uses "p." or "pp." before page numbers.

Author and Year

An in-text citation in APA style includes the last name of the author and the year of publication, as shown:

Devlin (1999) has advanced the idea of combining the social sciences and mathematics to chart human behavior.

If you quote the exact words of a source, provide a page number and use "p." or "pp." The page number can be placed either after the year (e.g., 1999, p. B4) or at the end of the quotation, as shown:

Devlin (1999) has advanced the idea of "soft mathematics," which is the practice of "applying mathematics to study people's behavior" (p.B4).

Two or More Authors

When a work has two or more authors, use and in the text but use & in the citation, as shown:

Werner and Throckmorton (1999) offered statistics on the toxic levels of water samples from six rivers.

It has been reported (Werner & Throckmorton, 1999) that toxic levels exceeded the maximum allowed each year since 1983.

For three to five authors, name them all in the first entry (e.g., Torgerson, Andrews, Smith, Lawrence, & Dunlap, 2001), but thereafter use "et al." (e.g., Torgerson et al., 2001). For six or more authors, employ "et al." in the first and in all subsequent instances (e.g., Fredericks et al., 2001).

Two or More Works by the Same Author

For citing more than one work by an author, use lowercase letters (a, b, c) to identify works published in the same year by the same author, for example, "(Thompson, 2000a)" and "(Thompson, 2000b)." Then use "2000a" and "2000b" in your Reference list.

Internet Sources

An online source is cited in the same way as a print source. Provide the name of the author(s) followed by the year of publication: (Schino, 2001). If no author is given, begin with the name of the document: (*Animal Intelligence*, 1999).

If an article on the Internet shows numbered pages or numbered paragraphs, include that information in the citation:

The Insurance Institute for Highway Safety (1997) emphasizes restraint first, saying, "Riding unrestrained or improperly restrained in a motor vehicle always has been the greatest hazard for children" (par. 13).

If there is no author, use a short form of the title of the article or the title of the Web site:

Important new guidelines have been established and must be followed for any Project receiving federal funding (*Web Accessibility Initiative*, 2001).

Preparing the References List

Use the title "References." Alphabetize the entries and double space throughout. Every reference used in your text should appear in the alphabetized list of references at the end of the paper. You can consult the APA Web site (<http://www.apastyle.org/elecref.html>) for more information.

Books

Author's Name

List the author (surname first with initials for given names), year of publication within parentheses, title of the book in italics and with only the first word of the title and any subtitle capitalized, place of publication, and publisher. In the publisher's name, omit the words *Publishing*, *Company*, or *Inc.*, but otherwise give a full name: Florida State University Press; HarperCollins.

McGraw, P. C. (2000). *Life strategies: Doing what works, doing what matters*. New York: Hyperion.

Two or More Authors

List books with two or more authors as follows:

Parker, S. T., & McKinney, M. L. (1999). *Origins of intelligence: The evolution of cognitive development in monkeys, apes, and humans*. Baltimore: Johns Hopkins University Press.

When a book has six or more authors, list the first six, followed by et al. to indicate the remaining authors:

Smith, R. V., Florez, J. D., Chin, H. J., Johansen, E. I., Mathis, T. E., Jameson, M. P., et al. (2001). *Studying animal intelligence: Seventy-five years of field research*. Johnson, TN: Johnson State University Press.

Two or More Books by the Same Author

List two or more books by the same author chronologically, not alphabetically; for example, Fitzgerald's 1999 publication would precede his 2000 publication. References with the same author in the same year are alphabetized and marked with lowercase letters (a, b, c) immediately after the date.

Cobb, R. A. (1999a). Circulating systems.

Cobb, R. A. (1999b). Delay valves. . .

Chapter or Part of Book

List author, date, chapter or section title, editor (with name in normal order) preceded by "In" and followed by "(Ed.)" or "(Eds.," the name of the book in italics, page numbers to the specific section of the book cited (in parentheses), place of publication, and publisher.

Hill, R. (1999). Repatriation must heal old wounds. In R. L. Brooks (Ed.) *When sorry isn't enough* (pp. 283-287). New York: New York University Press.

Periodicals

Journals

List author, year, title of the article without quotation marks and with the first word (and any proper nouns) capitalized, name of the journal italicized, volume number italicized, inclusive page numbers not preceded by "p." or "pp."

Meinz, E. J. (2000). Experience-based attenuation of age-related differences in music cognition tasks. *Psychology and Aging, 15*, 297-312.

Magazines

List author, date of publication (year, month without abbreviation, and the specific day for magazines published weekly and fortnightly), title of the article without quotation marks and with the first word capitalized, name of the magazine italicized, the volume number if it is readily available, and inclusive page numbers preceded by "p." or "pp." only if you do not provide the volume number. If a magazine prints the article on discontinuous pages, include all page numbers.

Cameron, W. B. (2001, September 17). Downsizing at the dinner table. *Time, 158*, 105.

Newspapers

The examples below illustrate a signed newspaper article, an unsigned article, and a letter to the editor.

Bollag, B. (2001, June 15). Developing countries turn to distance education. *The Chronicle of Higher Education*, p. B29.

Reviews

Jenkyns, R. (2000, August 28). Leprous spawn [Review of the book *Bosie: A biography of Lord Alfred Douglas*]. *The New Republic*, 223, 38-40.

Internet Sources

Include the following information:

1. Author/editor last name, comma, initials, and a period.
2. Within parentheses, date of publication (year, month date), followed by a period.
3. Title of the article, not within quotation marks, with only the first word of the title and subtitle and proper nouns capitalized.
4. Name of the journal or complete Web site, italicized.
5. Volume number, italicized; issue number in parentheses if given (not italicized).
6. Page numbers, if given.
7. The word "Retrieved," followed by the date of access, followed by the source (e.g., World Wide Web or Telnet) and a colon.
8. The URL. There is no period after a URL at the end of a citation so that readers will not think the period is part of the URL. If you need to divide the URL, do so only after a slash or before a period.

Dow, J. (2000). External and internal approaches to emotion: Commentary on Nesse on mood. *Psychology*. Retrieved September 23, 2000, from the World Wide Web:
<http://www.cogsci.soton.ac.uk/cgi/psyc/Newpsy?3.01>

Online Publications with Print Equivalent

If the online publication duplicates the print version, simply add the description [Electronic version] after the title of the article:

Schino, G. (2001). Grooming, competition, and social rank among female primates: A meta-analysis. [Electronic version]. *Animal Behavior*, 62, 265-271.

Online Journals or Magazines without Print Equivalent

Knox, S. L. (2001, May). The productive power of confessions of cruelty. *Postmodern Culture*, 11(3). Retrieved September 21, 2001 from
<http://www.iath.virginia.edu/pmc/current.issue/11.3knox.html>

SOME SPECIFICS ABOUT GRADING CRITERIA FOR THIS ASSIGNMENT.

This is what I'm looking for...

- 1) In general, your paper will be graded on:
 - a. well-organized and coherent thoughts
 - b. clarity of writing
 - c. correct use of citations, where applicable

- 2) Cover Page(s) (***)THIS PAGE DOES NOT COUNT TOWARD THE 5 PAGES OF RESEARCH PAPER FOR EVERY 3 CREDITS OF INTERNSHIP(***)
 - a. Required information
- 3) Description of the Agency
 - a. accurate description
- 4) Body of your term paper.
 - a. accurate identification of issues
 - b. clear statement of your arguments
 - c. proper use of journal and book references
 - d. enough book and journal references used
 - e. length of paper (5 pages for every 3 credit hours)
 - f. how well you integrate the cited materials. As a general rule, there should be no more than 10% of the text that are direct quotes from your sources.
- 5) References (FYI, the reference page **is not** included in the 5 pages per 3 credits for your internship)
 - a. correct APA format
 - b. all references in paper are included on a separate page for REFERENCES
 - c. most recent literature cited
 - d. are your sources journal citations or from magazines? I am looking for journal citations.

If you don't know what they are, talk to Brett Spencer at Gorgas Library (dbspence@bama.ua.edu).

V. DUE BY DEC. 1ST for Fall 2008 (Due April 27th for Spring 2009, and August 14th for Summer 2009) is the SUPERVISOR'S EVALUATION

Fill out the front page of the SUPERVISOR EVALUATION FORM (you can download this form at <http://cj.ua.edu/programs/internships/index.php>) except for the sections about "type of experiences to which student was exposed" and the signature of your supervisor. Then, you need to sign the last page of this evaluation sheet and give it to your supervisor. I NEED TO RECEIVE THAT DOCUMENT FROM YOUR SUPERVISOR BY THE DUE DATE. IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT I GET IT BY THAT DATE. YOUR SUPERVISOR SHOULD MAIL IT DIRECTLY TO ME. Check to make sure that your supervisor meets the deadline. Also, give the supervisor this form shortly before it is due (i.e., about 1 week), not way in advance (i.e., 8 weeks in advance).

VI. DUE BY DEC. 1ST for Fall 2008 (Due April 27th for Spring 2009, and August 14th for Summer 2009) is the INTERNSHIP EVALUATION

Here is your chance to give some feedback about your internship. Fill out the form INTERNSHIP EVALUATION and tell me how it went this semester with your agency of choice.

VII. PLAGIARISM

For a detailed discussion of plagiarism, go online at:
<http://gervaseprograms.georgetown.edu/hc/index.html> to read "What is Plagiarism."
It describes what plagiarism is and how to avoid it by citing correctly.

You may also go through the anti-plagiarism tutorial developed for the CJ department at:
<http://www.lib.ua.edu/tutorials/playitsafetutorial.swf>

The document Citing References - Using APA Style gives more general information about how to cite and reference using APA style. Ignorance is not an excuse and plagiarism is a serious offense that could result in a "zero" for the assignment or disciplinary action for academic misconduct.

Turnitin.com service: The University of Alabama is committed to helping students uphold the ethical standards of academic integrity in all areas of study. Students agree that their enrollment in this course allows the instructor the right to use electronic devices to help prevent plagiarism. All course materials are subject to submission to Turnitin.com for the purpose of detecting textual similarities. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. Turnitin.com will be used as a source document to help students avoid plagiarism in written documents. If you have any questions or comments about Turnitin.com, please contact either Dr. Marilyn Staffo (348-3993, mstaffo@frc.ua.edu) or Dr. Julia Hartman (348-1328, jhartman@as.ua.edu).