

Criminal Justice Department  
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## CRIMINAL JUSTICE PRACTICUM REQUIREMENTS

Courses:		Credits
CJ407W	Seminar: Criminal Justice	4
CJ409Practicum	Criminal Justice	<u>8</u>
		Total 12

Grading method: 407W, A-F; 409s, P/NC

All Criminal Justice majors are required to complete a practicum placement. The practicum is 400 hours of professional experience in the field placement agency. You will arrange your work schedule and work assignment with the field placement agency to meet these requirements. This typically involves 40 hours per week for 10 weeks, although that is not a requirement; the requirement is that you complete the 400 hours. *Please note: Students cannot receive pay for hours that are applied toward academic credit (i.e. practicum placement or field study).*

After meeting with the faculty coordinator, you will be referred to a cooperating agency—unless you have already made such a contact. You make an appointment with the agency representative. After meeting with the agency representative, advise the faculty coordinator of the results of the interview. If you are accepted by the agency, they will usually conduct a personal history check. You are expected to meet all of the requirements of the agency. Once all screening is completed, you will arrange your work schedule with the agency. You are expected to conform to all rules and regulations of the agency in which you are placed. You will then be assigned a faculty supervisor for your practicum.

You must submit academic goals and a schedule for completion of the required hours to the faculty supervisor of your practicum prior to the start of your placement. The academic goals should outline your objectives for the practicum, providing information about what you hope to learn and accomplish during your practicum. For example, describe how the practicum will enhance your academic experience and how your academic experience will enhance the practicum. A list of 4-8 one-sentence goals is preferred, but feel free to use another format. It is recommended that you work on these goals with your agency supervisor. The practicum schedule provides an estimate of: a) your start date; b) the approximate number of hours you expect to complete each week and/or your tentative weekly schedule; c) when you will hand in the draft of your paper and resume (see below); and d) your anticipated completion date.

You are required to contact your faculty supervisor at least once per week via email during the practicum placement. This email should be sent every Monday and it should outline your activities during the previous week and what you expect to do in the coming week. These emails should be similar to—but more concise than—your journal entries (see below). Each email should be a couple of paragraphs long and should include an accurate tally of the total practicum hours completed to date.

Students are also required to maintain a daily journal describing and reflecting on their activities. These journal entries should expand on your weekly email messages (see above).

In addition, students must complete at least two agency-specific writing samples. Any and all official writing that you have done for your agency (reports, etc.) may be included in this portion of the requirements. If you are not assigned such projects, talk to your supervisor and ask for the opportunity. Redacted versions and mock reports are perfectly acceptable.

During the ninth week of placement (or after 360 hours), you are expected to submit a term paper based on your placement experience to both your faculty and agency supervisors. The paper should be 5-10 pages in length and should describe the work performed, relate the work experience to your education and to your academic goals established at the beginning of the practicum, and evaluate the practicum experience. The description will likely be a condensed version of your journal; the evaluation component should discuss how your experience has helped you gain a better understanding of the issues you've learned about (or at least been introduced to) in the various CJ courses you have completed at WOU. Additionally, review your list of goal statements and discuss whether you accomplished these goals and whether there are additional goals that, in retrospect, you could or should have included. The first draft of your term paper is due upon completion of 300 practicum hours. This draft will be reviewed and suggestions for revision will be provided. The paper should be of high academic quality and will be graded and retained in your file for 7 years. Your file will be available to you and to agencies making inquiries during their pre-employment screening process.

The student will also submit a resume that includes the practicum experience, suitable for submission to any potential employer. A first draft of your resume is due upon completion of 200 hours. Your first draft will be reviewed and suggestions for revision will be provided. The final, revised draft of the resume is due one week prior to the completion of your practicum and will be kept in your file in the Criminal Justice Department for future reference.

The student is also required to complete an online evaluation survey during the ninth week of the practicum (or upon completion of 360 hours). More information on the survey will be provided at a later date.

**Field Visit:** You are responsible for coordinating and scheduling a field/site visit that will include, at the least, a face-to-face meeting between you, your field or agency supervisor, and your faculty supervisor. Your faculty supervisor will contact you to initiate this process by proposing some suitable dates and times, along with a request for you to make the formal arrangements for this visit.

The agency is expected to provide an evaluation of the student's performance. This evaluation will include a report or memo on agency letterhead directed to the faculty supervisor and the completion of an online evaluation survey. The evaluation letter should read like a reference letter and should document the work performed, verify the completion of 400 clock hours, and include specific details and evaluative information outlining the quality of the work performance. More information on the survey will be forthcoming and it will be the responsibility of the student to make this information available to the field supervisor. These evaluations are also due after completion of at least 360 hours and will be a major factor in determining the student's final grade.

All formal written assignments will be evaluated as to content, form, organization and style. Students will be given **credit for participating** in the informal writing assignments (daily journal and weekly emails). Any questions or problems regarding the practicum should be directed to the faculty supervisor.

Finally, please keep in mind that your faculty supervisor will also serve as your advocate. One of our goals is for you to have the best possible practicum experience. Of course, you are your own best advocate, so be sure to approach your field/agency

supervisor with requests for specific opportunities or assignments that correspond with your goals. If, at any time, you feel that you are insufficiently challenged (or if you have any other concerns), do not hesitate to contact your faculty supervisor. We will be happy to serve as a “consultant” for purposes of coming up with strategies for you to get the most out of your experience. If necessary, we will also speak with your field supervisor for purposes of promoting your interests and objectives.

Email your faculty supervisor at any time with your questions or concerns. Our major goal is for you to have a very rich, challenging, and enjoyable practicum experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Name and Signature.

\_\_\_\_\_ Date: \_\_\_\_\_  
Agency Representative Name and Signature

Agency Phone number \_\_\_\_\_ E-mail \_\_\_\_\_

Checklist for Practicum: (This list is provided for your convenience.)

- \_\_\_\_\_ Completed practicum application submitted to Criminal Justice faculty coordinator
- \_\_\_\_\_ Photo attached
- \_\_\_\_\_ Completed interview with Criminal Justice faculty coordinator
- \_\_\_\_\_ Contacted agency
- \_\_\_\_\_ Completed agency application
- \_\_\_\_\_ Completed agency interview
- \_\_\_\_\_ Faculty coordinator informed of the results of the agency interview
- \_\_\_\_\_ Registered for classes (CJ407W (4 hr.) and CJ409 (8 hr.))
- \_\_\_\_\_ Faculty supervisor provided with statement of academic goals and work schedule
- \_\_\_\_\_ Establish schedule of regular contact with faculty supervisor
- \_\_\_\_\_ Contact phone # \_\_\_\_\_ email: \_\_\_\_\_ Contact time \_\_\_\_\_
- \_\_\_\_\_ Final paper, agency writing samples, and resume submitted to faculty supervisor; online survey completed
- \_\_\_\_\_ Final evaluations by agency supervisor completed and sent to faculty supervisor