Practicum Information Packet

Three Rivers Community College

Criminal Justice Program

Summer 2008

Instructor:
Jeff Crouch, Ph.D
Criminal Justice Program Coordinator
7 Mahan Drive
Norwich, CT. 06360
860-892-5721
Criminal Justice Practicum
Three Rivers Community College
Norwich, CT 06360

GENERAL INFORMATION

Purpose:

To provide students with an opportunity to earn academic credit for learning gained through fieldwork experiences.

Definition:

A practicum/fieldwork experience is defined as direct involvement in a non-classroom setting, sponsored by an institution of higher education, and jointly and cooperatively supervised by agency and college personnel. Academic credit is earned by documenting the achievement of selected learning goals and objectives.

Guidelines for Student Eligibility and Participation:

A. The student must be in good academic standing. The student should have completed a minimum of 30 credits with an overall QPA of at least 2.5 or have the permission of the program coordinator. As part of the 30 credits, the student should have completed and received not less than a letter grade of ‘C’ in CJS 101, Introduction to Criminal Justice; at least two 200 level Criminal Justice courses and ENG 101, College Composition. The student can request a waiver of these requirements from the Criminal Justice Program Coordinator.

B. The student must request permission from the instructor to take the practicum and the two must agree on a suitable placement area. The student is responsible for obtaining a position although the school will pass along all leads it has. Once permission is obtained and a placement area is approved, the learning contract can be completed. The two signatures (student and instructor) at the bottom of this document indicate permission to take the practicum and the approval of the placement area.

C. The learning contract states the written expectations of the practicum in terms of learning outcomes. These outcomes will be used as part of the student’s evaluation. The contract must be signed by the student, the mandatory site-supervisor, the instructor, and the Academic Dean. You cannot register for the practicum until your contract is completed and signed.
D. The student must work a minimum of 90 hours in an approved work situation to earn 3 credits (1 credit per 30 hours worked). However, college policy does allow for up to 6 credits to be earned (180 hours worked) for a single practicum. The work can be on a paid or volunteer basis. Credit is not awarded to students who are simply continuing in their same job. The placement area can remain the same, but the learning experience must be different.

E. Ethics is the process that individuals use to evaluate their conduct in light of moral principles and values. Most professions and many businesses have adopted codes of ethics. These codes generally address competence, confidentiality, integrity, and objectivity. The student is bound by the same code(s) of ethics their placement area follows.

F. Depending on the specific site and/or site-supervisor, the instructor will visit the site a minimum of once a semester. This may not occur if the instructor has frequent contact with the supervisor or the site has been used repeatedly.

G. The student must attend all regularly scheduled classes. The student should individually meet with the instructor during the semester to discuss the practicum. If the student does not request a meeting with the instructor, the instructor may request a meeting to discuss learning objectives and review the student journal to ascertain that everything is going as planned. Although the instructor may request a conference with the student, it is ultimately the student’s responsibility to seek out the needed assistance.

H. The student must maintain journals as follows:

Daily: Time in/out and total hours worked

Weekly: Readings started and/or completed; assignments/jobs started and/or completed; and objectives met.

I. The site-supervisor will provide the instructor with a written evaluation of the student’s performance two weeks prior to the close of the semester. This evaluation will be shared with the student by the instructor.

J. The student’s evaluation will be on letter grade basis unless the student makes arrangement, prior to the start of the practicum, for the pass/fail option. The final grade for the practicum will be determined by the site-supervisor evaluation, the student journal, and the instructor.

Student’s Name: ____________________________ Phone No. __________

Placement Area: ____________________________ Phone No. __________
STUDENT: I have read the General Information document above and fully understand the eligibility and participation guidelines as explained therein. I have received approval from the above acceptable placement area (agency) to complete my practicum with them. If appropriate, I have a copy of an approved eligibility waiver attached to this document.

Signature: _______________________________ Date ______________

INSTRUCTOR: I have verified by the examination of appropriate document that the student has met the eligibility and participation requirements, as outlined in the General Information document above, and understands the requirements thereof. I approve of the placement area selected by the student.

Signature: _______________________________ Date ______________

Original: Instructor
Copy: Student
Criminal Justice Practicum  
Three Rivers Community College  
Norwich, CT 06360  

ELIGIBILITY WAIVER  

Student: ____________________________________________  

Please indicate the eligibility waiver(s) requested by checking one of the following categories:  

☐ Credits/QPA (Complete Section 1) 
☐ Course(s) / Grade(s) (Complete Section 2) 
☐ Both (Complete Sections 1 and 2)  

Section 1 – Credits /QPA  
Credits Earned ____  Current QPA ____  

Please indicate why a waiver should be granted:  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  

Section 2 – Course(s) / Grade(s)  
Please check the course(s) that apply to this waiver:  
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<th>Course</th>
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Please indicate why a waiver should be granted (be specific):  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  

Signatures:  

Student: ____________________________________________ Date ___________________  

Program Coordinator: _________________________________ Date ___________________  

Original: Instructor  
Copies: Student; Criminal Justice Program Coordinator
PRACTICUM LEARNING CONTRACT

Respond in detail to each of the following. Prior to signing this contract, have it reviewed by your instructor for accuracy.

Student’s Name: _______________________________________________________________

Student Id No. ____________________________ Phone No. __________

Address: _____________________________________________________________________

Semester: ____________ Hours/Credits Requested: _______ / _______ CRN___________

1. Practicum Placement:

   Agency Name: ______________________________________________________________

   Agency Address: ___________________________________________________________

   Supervisor: __________________________________________ Phone No. __________

   Work Hours (Days/Times): ________________________________________________

2. Learning Objectives:

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

3. Activities designed to meet objectives (Job Description):

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________
4. Required Readings:
   Assigned text – available at bookstore

5. Required Written Work:

   The student will maintain a journal, in good form, specifying the days and hours worked, assignments/jobs started and or completed, readings started and/or completed, and learning objectives met. Forms are provided for this purpose.

6. Meeting Dates and Places:

   The student must attend all regularly scheduled classes. If the student needs assistance, it is the student’s responsibility to meet with their instructor during the semester. It would be wise to have your journal reviewed periodically for accuracy.

7. Evaluation:

   The site-supervisor will provide a written evaluation of the student’s performance two weeks prior to the close of the semester. The final grade will be based on this evaluation, the journal, book review, and the instructor’s judgment.

Signatures:

Student: ___________________________________________ Date ___________________

Supervisor: ___________________________________________ Date ___________________

Instructor: ___________________________________________ Date ___________________

Dean of Instruction: __________________________________ Date ___________________

Original: Academic Dean
Copies: Student; Instructor; Registrar; Site Supervisor
Criminal Justice Practicum  
Three Rivers Community College  
Norwich, CT 06360  

DAILY JOURNAL/SUMMARY

Student: ___________________________  Page ___ of ___

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Total of hours worked: This Page _____  All pages _____

To the best of my knowledge and belief, I have completed the minimum numbers of hours required by the Learning Contract.

Student’s Signature: ___________________________  Date: _____________

Original:  Instructor  
Copy:  Student
Criminal Justice Practicum  
Three Rivers Community College  
Norwich, CT 06360  

DAILY JOURNAL

Student: ___________________________________________________ Page ___ of ___

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Total of hours worked:  This Page _____   Student’s Initials _________
WEEKLY JOURNAL SUMMARY

Student: __________________________________________

Weekly Journals Attached:

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Summarize Your Journals Below:

Readings:
______________________________________________________________________________
______________________________________________________________________________

Assignments:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Objectives:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

To the best of my knowledge and belief, I have mastered (satisfactorily completed at least 70% of) the objectives outlined in the Learning Contract.

Student’s Signature: ______________________________ Date: _____________

Original: Instructor
Copy: Student
WEEKLY JOURNAL

Student: ___________________________________________ Page ____ / _____

Week Ending: ____ / ____ / ____

Readings started and/or completed:
____________________________________________________________________________
____________________________________________________________________________

Assignments/jobs started and/or completed:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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Objectives met:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
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____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student’s Initials ____________

Site-Supervisor’s Initials __________
Criminal Justice Practicum
Three Rivers Community College
Norwich, CT 06360

EVALUATION BY SITE-SUPERVISOR

Student’s Name: _______________________________________________________________

Supervisor: __________________________________________________________________

Agency : _____________________________________________________________________

Please evaluate the student in each of the following areas. Please read each statement carefully
and select the response which in your judgment best describes the student. If you would like to
make any comments, suggestions, or statement, you may do so in the area provided at the end of
this evaluation form. This evaluation will be shared with the student. Please use ink.

Use the following scale when responding to the statements:

5 = Always  4 = Usually  3 = Sometimes  2 = Rarely  1 = Never

Part I – Cognitive

_____ 1. Was the student able to process information, analyze it and respond appropriately?

_____ 2. Did the student ask relevant questions at appropriate times?

_____ 3. Did the student complete assigned work within the time allotted and at the level
expected by the supervisor?

_____ 4. Upon completion of an assignment/job, if time remained, did the student look for
other work?

_____ 5. Was the student able to take a theoretical foundation and make the appropriate
practical application?

_____ 6. Was the student able to comprehend and work within the organizational structures
present in your agency?
Part II – Communication

_____ 1. In written work, does the student use a clear and concise style, sound sentence structure, proper grammar, punctuation and spelling?

_____ 2. Does the student exhibit good technical writing skills?

_____ 3. Is the student able to locate necessary forms and complete them neatly and accurately?

_____ 4. While speaking, does the student use correct grammar and appropriate language?

_____ 5. Does the student articulate ideas or questions clearly, confidently, and in a concise manner?

_____ 6. Does the student project and use proper intonations?

_____ 7. Is the student able to evaluate attitudes, moods, or meaning from the way others speak?

_____ 8. Does the student handle telephone calls in a professional manner?

Part III – Demeanor

_____ 1. Was the student dependable?

_____ 2. Was the student punctual; such as arriving on time for work, from lunch and/or breaks?

_____ 3. Was the student dressed appropriately, groomed, neat and clean, and personal hygiene at an acceptable level?

_____ 4. Was the student receptive to ideas and able to handle directions courteously?

_____ 5. Was the student respectful of all personnel within the organization and to visitors?

_____ 6. Did the student’s attitude and demeanor reflect a level of maturity adequate for employment in the criminal justice field?
Part IV – Criminal Justice

____ 1. Was the student able to apply criminal justice skills and knowledge to a real-world environment?

____ 2. Was the student able to read, understand, compose, and prepare standard types of criminal justice communications that are clear, concise, complete, and courteous?

____ 3. Did the student possess appropriate skills in the following software applications: Operating system, word processing, spreadsheet, database management, presentation graphics, and integrated office applications?

____ 4. Did the student use appropriate procedures in the areas of public relations, records information management, telephone communications, and incoming/outgoing mail.

Part V – Comments

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Part VI – General

To the best of your knowledge, has the student met the minimum hours required in the Practicum Learning Contract?

Yes ☐       No ☐

To the best of your knowledge, has the student mastered (satisfactorily completed at least 70% of) the objectives outlined in the Learning Contract?

Yes ☐       No ☐

Additional comments of the student’s abilities and/or weaknesses:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Supervisor’s Signature: ___________________________ Date _______________

Original: Instructor
Copies: Site-Supervisor; Student