

Northwestern Connecticut

Community College

Criminal Justice Program

CJS 291 Criminal Justice Practicum

Fall 2016

FIELD MANUAL

This manual contains all the information necessary to complete the Criminal Justice Practicum. **It must be carried with you each day** you work at **your** Agency. The Program Coordinator and the Field Site Supervisor reserve the right to inspect this manual anytime during the Practicum. At the end of the semester, this manual will be submitted to the Criminal Justice Program Coordinator and serve as the basis of your course grade.

Revised May 2016

Emanuel

Nondiscrimination Statement

Applicants for admissions and, employment, students, employees, sources of referral of applicants for admissions, field placement and employment, and all organizations holding professional agreements with Northwestern Connecticut Community College are hereby notified that this institution does not discriminate on the grounds of race, color, religious creed, sex, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation, sexual orientation, learning disability, physical disability, including but not limited to blindness, or prior conviction of a crime unless the provisions of sections 46a-60(b) or 46a-80(b) or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in section 46a-60(8) of the Connecticut General Statutes. Although it is recognized that there are bona fide occupational qualifications which provide for exception from employment prohibitions, it is understood these exceptions are to be applied pursuant to section 46a-68-33 of the Administrative Regulations.

Further, the College will not discriminate against any person on the grounds of political beliefs, or veteran status.

Any person having inquiries concerning the College's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Wendy Bovia, Affirmative Action Officer, Administrative Building, 860-738-6325.

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Message from the NCCC

Criminal Justice Program Coordinator

TO THE STUDENT:

Welcome to the Field Work portion of your Criminal Justice studies at Northwestern Connecticut Community College. This is the first step in your search for a career in the field of Criminal Justice. The entire process should be viewed from various perspectives. First, the site selection process is approached much the same as if you were actually applying for an open position at the chosen agency. Always present yourself in a professional manner. Second, this experience gives you an opportunity to evaluate the various tasks involved in actual employment. The information you obtain will assist you in future employment decisions. Third, the agency will have a chance to evaluate your performance. In the future, should you apply for a position at the agency, individuals supervising you will have existing knowledge of your work ethics. Remember during daily tasks that you are not only representing the College, you are representing yourself for future employment. Don't forget to follow all instructions in this manual.

Since this is your final CJ course, it should be your best work, no excuses!

TO THE SITE SUPERVISOR(s):

Thank you for selecting our student to participate in Field Work Experience at your agency. We at Northwestern Connecticut Community College require the highest degree of professionalism and responsibility from participating students. Our hope is that students will participate in a wide variety of daily learning situations at your site. Your input is extremely valuable as a learning tool for students as they research prospective areas of employment in Criminal Justice. It is also important as a method for continuing the relationship between your agency and the College.

Evaluation forms have been provided in this manual for your completion as you monitor the student's progress. They have been designed to provide a minimum amount of additional paperwork for you. They also offer the opportunity for you to actively participate in student learning and evaluation. I will visit your site twice during the semester to observe the student and to consult with those responsible for student supervision. If you should have any additional questions, please contact me at the College at any time.

I thank you for your cooperation

Michael R. Emanuel Jr.

Associate Professor/Program
Coordinator Criminal Justice

860-309-0028 (cell – call or text)
or 860-738-6389 (office)

memanuel@nwcc.edu

GENERAL INFORMATION:

1. Students are to treat the Criminal Justice (CJ) Practicum (also commonly referred to by students as “Internship”) the same as any other college course work.
2. Students working in the field are representatives of Northwestern Connecticut Community College, the Criminal Justice Program and are required to follow all rules and regulations outlined in the NCCC student manual.
3. Students earn 3 college credits for successful completion of their Practicum experience.
4. Students will submit a work schedule at *the end of each entry into E-Portfolio*, (ex. “My next workday will be Monday September 2, 2015 from 8:30 AM to 12:30 AM Include the date & time, and assignment if known)

Application Process for C J Practicum

5. After completion of the first year/full-time in the Criminal Justice Program and at least 12 CJ credits, the student is eligible for assignment. The student must have attained no less than a Cumulative Grade Point Average (GPA) of at least 2.0 (C average).
6. The application is submitted in writing to the Coordinator of the Criminal Justice Program prior to semester of assignment. (See deadlines)
7. The application process simulates a job seeking experience. The students make contact with potential practicum sites/supervisors through each of the following:
 - a. **Letter to agency** (if necessary) to include the fact that you are enrolled as a Criminal Justice Student at Northwestern Connecticut Community College (NCCC) and that you are seeking an internship with their organization for 120 hours during the fall semester.
 - b. **Personal interview:**
 - Discuss - Your purpose for assignment and what knowledge you hope to obtain
 - Why you believe it will be a valuable learning experience.
 - Assignments you will be given.
 - Time schedules. Be certain that you fully understand the commitment you will have to make.
 - How your presence will benefit the site agency. Please understand that you are a guest at the organization and they are not compensated for their time and/or efforts. This is their service to the community and possibly as a recruitment tool.
 - c. **Visit to agency. Assignment is not automatic!**

An application to another agency may be required.

Course Requirements

8. TOTAL HOURS:

- a. You are **required** to complete a minimum of **120 hours** of unpaid practicum experience at 8 hours per week (*in no less than 4 hour blocks*) for a 15-week semester, in exchange for 3 credit hours of course work. Your CJ Coordinator will discuss other options if this does not work for the organization.
- b. If you are assigned to a police department, your 4-hour block **MUST** coincide the beginning of a shift, **NOT** once a shift has begun. The schedule must be arranged with the Supervising Agency and submitted weekly via entry into E-Portfolio to the CJ Program Coordinator (**The E-Portfolio website is <http://nwcc.digication.com>**)
- c. You cannot complete the Practicum at your place of employment!

9. You are **required** to maintain a daily work log (included in this manual) which is to be signed by the agency's supervising employee.

10. Each student is **required** to maintain a daily work journal. **The daily work journal will be entered into the E-Portfolio system no later than 24 hours** after each work assignment. Reduction in grade (one letter grade) will result if you do not follow directions.

Each student will keep hard copies of each work journal entry in this manual. This means that once you complete your entry into e-portfolio, **you should make a HARD COPY and put it in your manual. Failure to do so will result in a reduction in grade.** This journal will assist students with the final report. Please refer to the e-mail notification policy *in* this manual for guidance. The Program Coordinator will randomly review the journal.

11. This manual also includes two evaluation forms.

Evaluation form #1:

The **"Mid-term Evaluation,"** to be completed and submitted to the Program

Coordinator during the **8th week of the semester** or your practicum (no later than October 21, 2016).

Evaluation form #2:

The **"Final Evaluation"** is due **on or before December 8, 2016**

If you have a practicum commencing during the summer, please see the criminal justice coordinator.

12. Each participant is required to submit a **final report** during the final week of the semester. **The report will be submitted in the following format (DUE no later than December 8, 2016)**

- a. **Cover page with;** *Name of College,
Name of the course,
Name of Agency where Practicum is completed,
Name of Student,
Date submitted.*
- b. **Body of Report:** No less than 8 typed pages (double spaced).

Body of Report

To Include:
functions

Identify functions performed by the agency and specific functions performed by you (1st two pages)

Identify at least **5 CJ concepts** learned in other courses and observed in the field. *{Very Important!}*

(Use at least 1 page for each concept {5 total} and use Roman Numerals I,II,III,IV,V to identify each individual concept).

Identify & define each concept, then explain in detail, how you observed each concept in action.

The last page should include your Personal Opinions and reflections of your experience

- c. **Copy of your report:** A copy of your report must be posted to your E-Portfolio account

by noon on Wednesday December 8, 2016. Place a hard copy of your report in your Field Manual. Your manual is to be handed in during our final meeting/evaluation on either December 5, 6, 7, or 8, 2016. (by appointment only)

- d. **Additional Format Use Microsoft Word/MS Word only** for your final report.
Issues: Evaluate and proofread the report prior to submitting.

13. Should the Sponsoring Agency require any additional paperwork, it will be the students' responsibility to complete all necessary paperwork.

14. **Appropriate dress is always required.** If the agency/organization has a dress code, the student must follow that code while in attendance. If there is not an established code, students will follow a professional dress code. *No Jeans, no T-shirts, no sweatshirts, no sneakers, etc.*

15. Your schedule will establish the places and times that you will be required to work. Become familiar with your schedule. Direct any questions concerning your assignment to your Agency/Organization Supervisor.

16. **Be punctual!** Tardiness and absences will leave a negative impression with

your Agency Supervisor. Remember, you are being evaluated for your attendance.

17. If for some reason it becomes necessary for a you to miss a day's assignment, you **must notify the agency immediately** and explain the situation. You must also write this in your E-Portfolio weekly journal. **The E-Portfolio website is <http://nwcc.digication.com>**

Remember, you are required to complete **120 hours**. Excessive and/or unexplained absences will lead to dismissal from the assignment and a failing grade which may prevent you from graduating on time.

18. The Agency Supervisor is directly responsible for supervising your Practicum (aka Internship). He/she is required to report any deficiencies that may occur in your work performance to the CJ Program Coordinator. When a deficiency is reported, you will be asked to confer with the Program Coordinator for appropriate remediation.
19. Be certain that you understand all field assignments given to you. Your ability to communicate with Agency representatives is very important. Give your full attention to all assignments.
20. Medical coverage for any illness, accident or injury arising from this placement is to be provided through the individual students insurance carrier and any coverage provided by the college. (Contact Dean of Administration for information)
21. Remember that you represent the College, Criminal Justice Program, your CJ Coordinator and yourself!
Always act in a professional manner. You may seek employment from the Agency in the future or request a letter of recommendation. Be courteous to everyone you come in contact with and use good judgment in all your decisions.
22. The CJ Program Coordinator ***must be notified immediately*** of any problems that arise from your assignment. You may also call the coordinator with any additional questions. Mr. Emanuel can be contacted sooner on his cell phone at 860-309-0028 (voice or text) if the need arises.
23. Each student will be **required to** schedule three meetings (1st meeting at beginning of semester, 2nd meeting during your 7th or 8th week and the final meeting to turn in all of your assignments during the week of December 5, 2016.

YOUR FINAL DEADLINE FOR TURNING IN YOUR FINAL ASSIGNMENT IS **NO LATER THAN** December 8, 2016 in order for the CJ Program Coordinator to evaluate your Field Manual.

Failure to comply with ANY of these requirements may *cancel your pending practicum assignment, leading to a possible* withdrawal, reduction in grade or failure. Withdrawal or failure may impede student graduation in a timely manner. You must receive a minimum of a “C” for a grade in the CJS291 Practicum in order to graduate.

24. Several sites (organizations) have asked to have the following procedures included in the Field Manual:
- A. *Do not use site computers to check/access personal email accounts.*
 - B. *Do not make personal calls while on duty (with site phone or cell phone).*
 - C. *Do not engage in text messaging while on duty.*

These are non-negotiable issues. Please take these issues seriously. Failure to follow recommended policies ca result in grave academic consequences.

25. FALL SEMESTERS ONLY: **We will only meet on September 1, 2016 at 5 PM in** Greenwoods, Room 304).

Syllabus

CJS 291: Criminal Justice Practicum

Semester- Fall 2016

Section _____ Day TBA Time TBA Room # N/A

Instructor: Michael R. Emanuel Jr. Office: FH Annex, Rm. 308 Phone # 860-738-6389, 860-309-0028

Course Overview

This course is designed to support the student through a field Practicum experience in the performance of work directly related to the Criminal Justice Program. Class work, if needed, will provide an opportunity for discussion of work related issues and problems, and class topics will be presented to enhance the career exploration and professional skills of class participants. Students may also be required to complete a Myers/Briggs test to assist in personality/career compatibility.

Course Objectives

The student should be able to:

1. Develop a skills foundation essential to work effectively in a Practicum experience.
2. Analyze theoretical concepts acquired in class and previous course work, and be able to implement them effectively in the Practicum experience.
3. Acquire skills and concepts needed to obtain employment and advance in the student's chosen area.
4. Structure a conceptual framework used to evaluate his/her own work performance, evaluate strengths and weaknesses, maximize and minimize each respectively.
5. Analyze traits, characteristics, and skills needed for effective leadership.
6. Apply rational thinking skills to work related issues.
7. Enhance and build on the skills necessary for success in the workplace.
8. Gain insight and understanding of self in relation to the world of work.

Suggested Reading

1. Selected handouts from instructor
2. Learning From Working, Barbeau and Stall, Southwestern Publishing
3. The Seven Habits of Highly Effective People.
4. Stephen R. Covey

ATTENDANCE

Your attendance and participation are expected and significant to your learning as well as the learning of others in class. Personal experience cannot be made up. This is an experience-oriented class with high involvement and interaction, impossible to capture through someone else's notes.

Non-attendance, frequent or unexplained absences may be cause for a faculty initiated withdrawal!

Withdrawal Policy

In accordance with the college policy in the NCCC catalogue. April 13, 2016 is the last day to withdraw, but by that date, the majority of your practicum should be complete.

Evaluating and Grading

Attendance and Participation	15 Points
Mid-Semester Employer Evaluation	15 Points
Final Employer Evaluation	15 Points
Log/Journal Entries(weekly)	25 Points
Final Report	30 Points

TOTAL 100 POINTS...

**Adjustments or exceptions to
this policy must be negotiated
with the instructor!**

**Northwestern Connecticut Community College
Criminal Justice Program**

**Criminal Justice Practicum Evaluation Policy
Mid-Term**

INSTRUCTIONS: Each student is required to be evaluated by a Sponsoring Agency supervisor/employee. It is required that the Sponsoring Agency supervisor/employee complete the Mid-term Evaluation forms on pages 12 & 13. *Please rate the student's performance using the rating scale listed below.* Place the completed evaluation in a sealed envelope and mail to the College or the student may hand deliver it to the Coordinator. This evaluation will be one of the methods used in considering the student's grade and your attention to this matter is greatly appreciated.

Rating Scale

- | | |
|----------------------|--|
| (E) Excellent | Indicates that the student's performance was <u>exceptional</u> in the area measured. |
| (G) Good | Indicates that the student's performance was <u>above average</u> in the area measured. |
| (F) Fair | Indicates that the student's performance was <u>average</u> in the area measured. |
| (P) Poor | Indicates that the student's performance was <u>below average</u> in the area measured. |
| (N/A) | Indicates that the area to be measured was not observed. |

Criminal Justice Practicum
Mid-Term Evaluation
Areas of Measurement

Student Name _____ Semester _____

1) Attendance: Was the student punctual in reporting for and completing assignments?

Attendance Rating: _____

Comments _____

2) Appearance: Did the student dress appropriately and present a professional appearance?

Appearance Rating _____

Comments _____

3) Writing: Did the student complete reports in a manner acceptable to the Agency?

Writing Rating _____

Comments _____

4) Communication: Did the student speak clearly and listen effectively?

Communication Rating _____

Comments _____

5) Did the student understand instructions given?

Comments _____

6) Interaction w/public: When dealing with the general public, did the student display courtesy, respect and concern for issues?

Interaction Rating _____

Comments _____

Mid-Term Evaluation Page 2

Problem Solving: Did the student demonstrate a good sense of judgment
Rating ____ and reasoning when dealing with problems?

Comments _____

Knowledge: Did the student demonstrate appropriate knowledge of
Rating ____ the Criminal Justice issues relating to the Agency?

Comments _____

Interest: Did the student demonstrate enthusiasm and motivation?
Rating ____

Comments _____

Additional Comments _____

Evaluator's Name & Signature

Date _____

Agency Name _____

Mail this evaluation to: Associate Professor Michael R. Emanuel Jr.,
CJ Program Coordinator
NCCC
Park Place East Winsted, CT.
06098-1798

Northwestern Connecticut

Community College Criminal Justice

Program

Criminal Justice Practicum Evaluation Policy

Final Evaluation

INSTRUCTIONS: Each student is required to be evaluated by a Sponsoring Agency supervisor/employee. It is required that the Sponsoring Agency supervisor/employee complete the Final Evaluation forms on pages 15 & 16. Please rate the student's performance using the rating scale listed below. Please place the completed evaluation in a sealed envelope and mail to the College or the student may hand deliver it to the Coordinator. This evaluation will be one of the methods used in considering the student's grade and your attention to this matter is greatly appreciated.

Rating Scale

- | | |
|---------------|---|
| (E) Excellent | Indicates that the student's performance was <u>exceptional</u> in the area measured. |
| (G) Good | Indicates that the student's performance was <u>above average</u> in the area measured. |
| (F) Fair | Indicates that the student's performance was <u>average</u> in the area measured. |
| (P) Poor | Indicates that the student's performance was <u>below average</u> in the area measured. |
| (N/A) | Indicates that the area to be measured <u>was not</u> observed. |

Criminal Justice Practicum

Final Evaluation

AREAS of MEASUREMENT

Student Name _____

Semester _____

Attendance: Was the student punctual in reporting for and completing

Rating ____ assignments?

Comments _____

Appearance: Did the student dress appropriately and present a

Rating ____ professional appearance?

Comments _____

Writing: Did the student complete reports in a manner acceptable

Rating ____ to the Agency?

Comments _____

Communication: Did the student speak clearly and listen effectively?

Rating ____ Did the student understand instructions given?

Comments _____

Interaction w/: When dealing with the general public, did the student
Public display courtesy, respect and concern for issues?*Rating* ____

Comments _____

Final Evaluation – continued

Problem Solving: Did the student demonstrate a good sense of judgment
Rating ____ and reasoning when dealing with problems?

Comments _____

Knowledge: Did the student demonstrate appropriate knowledge of
Rating ____ the Criminal Justice issues relating to the Agency?

Comments _____

Interest: Did the student demonstrate enthusiasm and motivation?

Rating ____

Comments _____

Additional Comments _____

Evaluator's Name and Signature

Date _____

Agency Name _____

Mail this evaluation to: Associate Professor Michael R. Emanuel Jr.
C J Program Coordinator
NCCC
Park Place East Winsted,
CT. 06098-1798

NCCC
Criminal Justice Program
CJ Practicum CJS291
Student Learning Assessment

Continued

5. In what ways did your Practicum experience develop your and sense of responsibility? Describe any other personal rewards.

Has your site/employer offered you a long-term position or other employment /career help after graduation ? Please explain.

- 7.* What do you think are the strengths and weaknesses of the practicum course ?

8. Would you recommend your work site placement to other students? Explain why or why not.

Any other comments or suggestions?

NCCC Notification Policy and Projected Practicum Schedule:

One of the Criminal Justice Program Coordinator's Practicum responsibilities include site visitation. This is necessary to ensure that students are actively completing site duties and responsibilities and Field Manual entries, in accordance with all Practicum policies. Site visits also serve to continue the positive partnership between the College and Practicum sites for present and future Criminal Justice students.

Site visits will be performed on a random basis, depending upon the student's work schedule. Since all student schedules vary, depending upon each site's hours of operation, it is necessary for all participating Practicum students to notify the C. J. Coordinator of their schedule for the upcoming week via their weekly journal on E-Portfolio.

Please POST your practicum schedule (dates and times) on E-portfolio or email Mr. Emanuel if this cannot be accomplished.

It is your responsibility to maintain an Email address for the duration of this course in the event that we need to contact you!

Other notifications may be made by telephone.

Leave a voicemail message at: **860-738-6389 and 860-309-0028 if you need to contact Mr. Emanuel.**

Daily Field Work Journal:

All Field Work students are required to submit a Field Work Journal Entry via E-Portfolio (website is <http://nwcc.digication.com>) within **24 hours of completing each work assignment.**

Each student is required to keep a hard copy of this Journal Entry in this Field Manual for inspection by the Field Supervisor and/or CJ Coordinator. The individual entries will assist the student with the required end of semester final report.

The top of each E-Portfolio journal entry must include

- 1) **Your name**
- 2) **Day #** of work,
- 3) **Date**
- 4) **Hours** worked, (see ex. below).

Use spell check and pay particular attention to your sentence structure.

Remember, this should be your best work. No excuses!

<u>Example:</u>	John Jones	(student name)
	Day #2	(Day # of work)
	September 2, 2016	(Date worked)
	11:00am - 7:00pm	(8 Hours worked)

Followed by a detailed account of what you completed on this day.

Don't forget to include the next time you are scheduled to work, the number

of hours, along with your assignment.

Do NOT include victim(s) or suspect(s) names in your report (confidentiality rules)

Each student must submit (to the CJ Program Coordinator) a schedule of dates and times once a site (organization) has been secured. (DUE on or before your first week)

Example:

John Jones (NCCC student) XYZ Police Dept.

Schedule:

9/2/15 0800-1200 hours Orientation

9/6/15 1200-1600 hours Training Division

9/10/15 1600-2400 hours Evening shift
Patrol Division

And so on...

12/10/15 0800-1200 School resource officer...

(see next page for internship log that can be improved by each student)

Include your assignment (training division, SRO, traffic division, detective bureau, etc).

The person you worked with for that day at your organization should sign your log/tracking sheet.

NCCC Practicum Student Name _____

Agency Name _____

Agency Supervisor Name _____

<u>Date</u>	<u>Hours worked</u>	<u>Supervisor/Employee</u>	<u>Student's initials/duties</u>
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Daily Practicum/Field Work Journal

Use a notepad for documenting your involvement and observations while working at your selected site. This journal is to be completed **each workday** and your notes will assist you in completing your e-mail journal entry. Take a few minutes at the end of your shift to outline your entry. There should be an entry for each date you report to your site and submitted within 24 hours of completion. Each date will correspond with your work/ Practicum schedule. This entry should replicate an official agency report. Each entry should include as much detailed information as possible. Names of individuals observed are not required. Confidentiality issues may apply. You should include the name of agency employees if applicable. You will find this a valuable asset for completing the required final report.

If, for some reason, you are unable to report at your scheduled time, you must notify the agency as soon as possible, then you must notify your professor that you are unable to report as scheduled. This is proper procedure for each Agency. Your Professor also needs to know in case a visit to your site was scheduled on that day.

Note: Don't forget that the Journal entries are to be also printed out of the Journal notification to the CJ Coordinator. Print out a hard copy of your journal notification (E-Portfolio) and place it at the end of your Field Manual, in chronological order and up to date.

Use **spell check, proper grammar and sentence structure.**

Use **New Times Roman or Arial in #12 font.**

If you require assistance in this area, please contact NCCC Academic Skills Center at 860-738-6351

E-Mail Notification Address: mmanuel@nwcc.comnet.edu and mcmanuel@snet.net

REMEMBER...Since this is your final CJ course, it should be your best work, no excuses

Northwestern Connecticut Community College

Criminal Justice Program

CJ Practicum

CJS291

Student Application (*Due Prior to Placement*)

General Information

Date: _____ Expected Graduation Date _____

Name:

Last

First

Middle Initial

Address: _____

Street

City

State

Zip

Home Phone # _____

Cell Phone _____

Banner ID Number

Current GPA

(Use Web Site)

Placement Information

Semester _____ Year _____

Do you have a special area of interest?

When are you available to start?

What days and hours can you work?

Do you have any transportation restrictions? YES ___ NO ___

Do you have any events planned i.e. vacations, that will interfere with your ability to complete the Practicum experience? Explain _____

Student Signature _____

Date

Demographic Information: Optional

This information will be kept confidential and will be used only for reporting purposes.

Age: _____

Sex: Male Female _____

White
Black
Hispanic
American Indian
Asian
Multiracial
Other

Do you have a disability which might limit your Practicum Options?
i.e.: physical, visual, hearing, reading, perceptual etc.? NO

YES_

*** **RETURN THIS FORM TO THE PROGRAM COORDINATOR**

**Northwestern Connecticut Community College
Criminal Justice Program
CJ Practicum CJS291**

Statement of Understanding *(Due prior to placement, see deadlines)*

General Information

Please complete this form (print/type) and read each item prior to signing.

Course #CJS291 Criminal Justice Practicum

Student Information:

Last _____

First _____

Middle _____

Semester and Year of practicum

Home Address _____

City/State/Zip _____

Student Id # _____

Email address:

Best phone number to reach you (and can you receive texting?):

Statement of Understanding

Northwestern Connecticut Community College
Criminal Justice Program
CJ Practicum: CJS 291

It is understood by both the College and the student that the following terms of registration are in force:

1. I have been advised that a placement is not guaranteed and to be prepared to substitute another location/site if permissible.
2. I understand that I am responsible for all the information covered in the Field Manual.
3. I agree that I must be placed in an approved site by September 2, 2014 or withdraw from the course. To receive a tuition refund I must have the authorization to withdraw.
4. I agree that I cannot drop this course during the add/drop period without written authorization required below. (*Financial aid students take note*)
5. I agree that if my status in my placement situation changes, it is up to the discretion of the Program Coordinator to determine whether or not I may withdraw from the course.
6. I understand that I will be responsible for the completion and return of required forms and that failure to do so will result in an incomplete or a lowered grade.
7. I agree that in order to enroll in the CJS 291 / Practicum, I must have attained at least a cumulative Grade Point Average (**GPA**) of 2.0 (C average).

Student's Signature _____ Date _____

Print Name _____

Authorization to Register

The student listed above has permission to register for CJS 291, Criminal Justice Practicum.

Program Coordinator

Date

Authorization to Drop/Withdraw

The student listed above has the permission to drop/withdraw from CJS 291, Criminal Justice Practicum. The tuition refund will be made in accordance with the College catalogue.

Program Coordinator

Date

*** RETURN THIS FORM TO THE PROGRAM COORDINATOR

Site Agreement (Due on or before September 1, 2016)

Student Information Last Name: _____

First _____

Practicum Start Date _____

Practicum End Date _____

I have agreed to work _____ hours per week @ \$ _____ per hour or \$ _____ per week or **No pay** (student to initial here) _____

Site Information

Company/Agency/Organization _____

Supervisor's Name _____

Title _____ Best Phone # _____

Mailing Address _____

City _____

State _____ Zip _____

Email Address: _____

Criteria For Participation

The on-site supervisor agrees to provide meaningful assignments and guidance related to the academic program of the student and to assist the student in identifying learning objectives for the work experience. The site will allow visits by the student's academic advisor as needed and agrees to complete an evaluation form provided by the college that will assist the advisor in assigning a grade. In addition, the site agrees to adhere to all federal and state regulations regarding employment, safety, worker's compensation, child labor laws and other applicable regulations pertaining to employment of a student.

The student agrees to adhere to all standards of conduct, performance, ethics, and respect for Confidentiality that is appropriate to the profession and the site location.

Student's Signature

Date

Supervisor's Signature

Date

Northwestern Connecticut Community College
Criminal Justice Program CJ Practicum

**(Due by October 21, 2016 along with
Mid-term Evaluation)**

Agency Overview

Agency Name:

Address:

Email Address: _____

Site Supervisor:

Mission Statement:

Area Served: Town(s), square miles, boundaries, etc.

History: (year established _____, # of employees

sworn _____ civilian _____

Entry level salary \$ _____

Budget Info: \$ _____

Where does money come from?

Where does it go? What each Dept receives. Re:org. flow chart)

Please note that you should type this information on a separate document (do not write it on this paper)

Copy of **Organizational Flow Chart** (*if one does not exist, create one*)

CHECKLIST

This checklist was created to ensure that you have completed all of the necessary grading items. Be sure that all of the following items have been completed and check off each item. Schedule an appointment with the Coordinator for December 8, 9, or 10, 2014 to submit the completed Field Manual to the CJ Program Coordinator. The completed Field Manual is to be **delivered in person** and the contents will be reviewed at that time by the student and the Coordinator in order to ensure that you receive an accurate grade. Missing items will result in a reduced or failing grade.

<u>SUBJECT</u>	<u>Check if completed</u>
Student Application	<i>(Due prior to 9/1/16)</i>
Statement of Understanding	<i>(Due prior to 9/1/16)</i>
Field Work Schedule	<i>(Due by 9/1/16)</i>
Site Agreement	<i>(Due on or before 9/1/16)</i>
Mid-term Evaluation	<i>(Due by 10/21/16)</i>
Agency Overview	<i>(Due with Mid-term Evaluation by 10/21/16)</i>
Final Evaluation	<i>(Due during the week of December 5, 2016, but no later than 12/8/16)</i>
Student Learning Assessment	<i>(Due during week of December 5, 2016)</i>
All Journal Entries	(Must be entered in E-Portfolio within 24 hours of completing your shift, but must also be printed out and put in your manual)
Final Paper	<i>(Due week of 12/5/16)</i>
Copy of Thank You letter to Agency/Supervisor	<i>(Due week of 12/5/16)</i>
Copy of Resume (Up to Date)	<i>(Due week of 12/5/16)</i>
Completed Field Manual	<i>(Due week of December 5, 2016, but no later than December 8, 2016).</i>

CJ PRACTICUM- SCORE SHEET TOTALS
(SAMPLE Sheet for CJ Program Coordinator)

SCORE

TOPIC _____ POINTS

ATTENDANCE & PARTICIPATION

Comments

MID-TERM EVALUATION

Comments

FINAL EVALUATION

Comments

LOG/JOURNAL/EMAIL

Comments

Final Report

Comments

Northwestern CT Community College (NCCC)

Practicum Manual

Student Name: _____

Fall 2016

If found, please contact CJ program coordinator:

Associate Prof. Michael Emanuel at 860.309.0028 or email: memanuel@nwcc.edu

I, _____ (print name), have received a copy of the
"Student Injury Insurance Plan," designed especially for the student of Connecticut
Community Technical Colleges.

Signature _____

Date _____