



**CRJU 2090—Criminal Justice Practicum
COURSE SYLLABUS
Practicum (Web-Enhanced)
Summer Semester 2016**

Semester: 201616 Summer 2016
Course Title: Criminal Justice Practicum (In Field)
Course Number: CRJU 2090
Credit Hours/ Minutes: 3 / 6750
Class Location: Independent study
Class Meets: Blackboard (Web-enhanced)
CRN: 60075

Instructor: Karann Raines
Office Hours: 2:00-4:30 Monday – Thursday
Office Location: Room 828, Gillis Medical Bldg.
Email Address: kraines@southeasterntech.edu
Phone: 912-538-3219
Fax Number: 912-538-3106

REQUIRED TEXT: None

REQUIRED SUPPLIES & SOFTWARE: Microsoft Office and Internet access (Internet Explorer 7 or higher or Mozilla Firefox 2.0 or higher) is also required for this course.

COURSE DESCRIPTION: Provides experiences necessary for further professional development and exposure to related agencies in the criminal justice field. The student will pursue a professional research project supervised by the instructor.

MAJOR COURSE COMPETENCIES: Criminal Justice Theory Application

PREREQUISITE(S): Program Admission

COURSE OUTLINE:

1. Criminal Justice Theory Application

GENERAL EDUCATION CORE COMPETENCIES: STC has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

STUDENT REQUIREMENTS:

- **Independent Study Project:** Write a 6 to 7 page paper on work experience in current employment. Due date is provided in the lesson plan below. The paper must be submitted electronically in the paper drop-box folder in Blackboard.
 - **The paper's content/organization should include the following information:**
 - Explain why you chose this type of employment.
 - Describe how the agency/department is organized (include its function, mission, organizational hierarchy, historical background, and various divisions within in as much as applicable).
 - Describe the training that is required for your particular position within the department.
 - Describe the work you perform.
 - Describe both positive and negative aspects of the department.
 - Give personal opinion about employment with the department and/or future employment goals.
 - **Paper setup:**
 - Typed on a Microsoft Word document (.doc or .docx)
 - 6-7 pages in length
 - Number each page on bottom right-hand corner
 - Double spaced lines
 - 12" font (Arial or Times New Roman)

- 1" margins (top, bottom, left, right)
- Include a cover letter with your name, course title and number, your place of employment and the date centered on the page. (Cover page does not count toward the 7-8 pages in length.)
- **EXIT EXAM:** All Criminal Justice diploma and Criminal Justice degree students are required to take the Criminal Justice Exit Exam toward the end of the semester the student is enrolled in CRJU 2090. The exam will be administered by the Criminal Justice Instructor and taken as a traditional timed exam. The exam will assess knowledge and skills in all major course requirement areas such as: intro. to criminal justice, law enforcement, corrections, criminal procedure, constitutional law, juvenile justice, ethics/cultural perspectives, and criminal law. **Students are required to score a minimum of 70% on the exam to pass the CRJU 2090 course. This exam can only be taken one time. If a student does not pass the exam with a minimum of 70%, the student will receive a D in the course and will be required to retake CRJU 2090.**
- **Communicate with instructor once per week via email** through the student's school email account. (*Students will advise instructor of progress being made on the paper. Students may also communicate any questions, concerns, etc. to the instructor via email. Students are advised to check their email account at least twice weekly.*)

ATTENDANCE: It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an F in a course. Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at (time) on (Monday, Tuesday, or Wednesday) of each week. (Instructors...fill in the time and choose a day that assignments are due each week). Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

SPECIFIC ABSENCES: Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY: Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

Remember - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal

procedure outlined above.

MAKEUP GUIDELINES: Timesheets and journals can be made up if turned in within a week of the original due date. The exit exam must be taken at the time scheduled between the student and instructor. No makeups are allowed for the exit exam.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--First Offense--

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

--Second Offense--

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

--Third Offense--

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.


STATEMENT OF NON-DISCRIMINATION: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY	GRADING SCALE	TCSG GUARANTEE/WARRANTY STATEMENT:
Paper 60% Exit Exam 40% 100%	A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: 0-59 *Grade of D or below results in student repeating the class.	<i>The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.</i>

**CRJU 2090 – Criminal Justice Practicum (In Field)
Summer Semester 2016 Lesson Plan**

Date	Chapter/ Lesson	Content / Assignments	√	*Competency Area **General Education Competency
<u>May 18-22</u>	Week 1	<ul style="list-style-type: none"> Initial contact w/ Instructor (review syllabus/lesson plan, rules, regulations, completion of forms) Log onto Blackboard to see CRJU 2090 course Begin working on paper assignment 		*1 **a,c
<u>May 23-29</u>	Week 2	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 		*1 **a,c
<u>May 30- Jun 5</u>	Week 3	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 		*1 **a,c
<u>June 6-12</u>	Week 4	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 		*1 **a,c
<u>June 13-19</u>	Week 5	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 		*1 **a,c
<u>June 20-26</u>	Week 6	<ul style="list-style-type: none"> Continue working on paper assignment Study for exit exam Contact instructor by email for weekly attendance 		*1 **a,c
<u>June 27 – July 3</u>	Week 7	<ul style="list-style-type: none"> Submit paper in the paper drop-box folder in Blackboard no later than midnight Sunday July 10. Study for exit exam 		*1 **a,c
<u>July 4-10</u>		<ul style="list-style-type: none"> July 4th Holiday Week 		
<u>July 11-17</u>	Week 8	<ul style="list-style-type: none"> Contact instructor to schedule day/time to take EXIT EXAM – Last day to take this exam is Wed. July 27. 		*1 **a,c
<u>July 18-27</u>	Week 9	<ul style="list-style-type: none"> Contact instructor to schedule day/time to take EXIT EXAM – Last day to take this exam is Wed. July 27. 		*1 **a,c

* COURSE COMPETENCIES:

(1) Criminal Justice Theory Application

**GENERAL EDUCATION CORE COMPETENCIES

- (a) The ability to utilize standard written English.
- (b) The ability to solve practical mathematical problems.
- (c) The ability to read, analyze, and interpret information.

Need assistance in preparing a resume or information on current job openings? Please contact:

Lance Helms --- lhelms@southeasterntech.edu
Director of Career Services

CRJU 2090 Practicum (In Field) – Grading Rubric for Paper

The paper's content/organization should include the following information:

- Explain why you chose this type of employment.
- Describe how the agency/department is organized (include its function, mission, organizational hierarchy, historical background, and various divisions within as much as applicable).
- Describe the training that is required for your particular position within the department?
- Describe the work you perform.
- Describe both positive and negative aspects of the department.
- Give personal opinion about employment with the department and/or future employment goals.

Paper should be setup as describe below:

- Typed on a Microsoft Word document (.doc or .docx)
- 6 to 7 pages in length
- Number each page on bottom right-hand corner
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- Include a cover letter with your name, course title and number, place of employment and the date (centered). (Cover letter does not count toward the length of the paper.)

	"A" Paper	"B" Paper	"C" Paper	"D" Paper	"F" Paper	Points
	30	24	18	12	6	
Organization (30%)	Good organization; events are logically ordered, sharp sense of beginning and end. Details are placed in a logical order and presented effectively to keep the interest of the reader.	Organized; details are properly provided but events are somewhat jumpy.	Some organization; events jump around; start and end of ideas are unclear.	Very little organization; events jump around; details are not in a logical order, and this distracts the reader.	No organization; lacks transition; makes no sense.	
	50	40	30	20	10	
Content (50%)	All required and relevant information (key issues) listed in the syllabus were sufficiently identified and supported.	Most of the required and relevant information (key issues) listed in the syllabus were sufficiently identified and supported.	Information regarding several key issues were not supported or provided.	Information regarding most key issues were not supported or provided.	No key issues were provided or supported in the essay.	
	10	8	6	4	2	
Grammar/Spelling/Punctuation (mechanics) (10%)	Almost entirely free of spelling, punctuation, and grammatical errors (0-4 errors).	Contained only a few errors, which may annoy the reader but not interfere with understanding (5-8 errors).	Contained several mechanical errors, which may temporarily confuse the reader but not interfere with the overall understanding (9-12 errors).	Contained either many mechanical errors or a few important errors that block the reader's understanding and ability to see connections between thoughts (13-15 errors).	Usually contains so many mechanical errors that it is impossible for the reader to follow the thinking from sentence to sentence (More than 15 errors).	
	10	8	6	4	2	
Paper Setup (10%)	Writer followed all paper setup instructions completely.	Writer makes 1-2 errors in paper setup.	Writer makes 3-4 errors in paper setup.	Writer makes more than 4 errors in paper setup.	Writer did not follow any of the paper setup instructions.	
					TOTAL	