

Northwestern Connecticut

Community College

Criminal Justice Program

CJS 291 Criminal Justice Practicum

Fall 2018

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 January 2018

Assoc. Prof. Emanuel 860.309.0028 memanuel@nwcc.edu

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.

CJ PRACTIC UM MANUAL CONTENTS

TOPIC	PAGE
Nondiscrimination Statement	2
Message from Program Coordinator	5
General Information	6
Application Process	6
Course Requirements	7
Final Paper	8
Student Conduct	10
Expectations, Course Syllabus	10-12
Attendance, Withdrawal & Grading	11
Evaluation Policy & Grading	14
Mid-Semester Evaluation	15-17
Final Evaluation	19-21
Student Learning Assessment	22-23
Notification Policy & Journals	24-25
Work Schedule (Sample)	26-27
Daily Field Work Journal (Sample)	25
Student Application	29
Statement of Understanding	29
Site Agreement	33
Agency Overview (Due with Mid-term Eval.)	34
FINAL Checklist (SUPER IMPORTANT!)	35

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. Students must REGISTER for this course to receive credit.
4. Students will submit a work schedule at *the end of each entry into the online platform BLACKBOARD* (ex. “My next workday will be Monday September 10, 2018 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 you are **not compensated** for your 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. Have a “Plan B and Plan C”.

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 (*some that contain 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 Blackboard.
- 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 or the employee you worked with that particular shift.

10. Each student is **required** to maintain a daily work journal. **The daily work journal will be entered into the BLACKBOARD 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 BLACKBOARD, **you MUST print a HARD COPY and place 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 17, 2018). Please provide a copy to your instructor and leave the original in your manual.

Evaluation form #2:

The **"Final Evaluation"** is **due on or before Tuesday December 4, 2018**

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 4, 2018)**

- 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:**

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.

For example:

I. “The first concept I will talk about involves community policing. In my *Police and the Community* class at NCCC and from reading our textbook, I learned how the SARA model can be used to problem solve. During my practicum at (ABC organization), I observed how the SARA model was used for a noise complaint (then go on to describe what the incident or observation involved). This should be much more involved with extensive details and descriptions of your experiences.

Another example:

II. “The second concept I will describe deals with stress in law enforcement. During my time at the (ABC Department) I observed how stress, fatigue and schedule can affect an officer on patrol. During one shift, I saw an officer get ordered in to work after working the previous midnight shift, which was from 11:30 PM until 8:00 AM. This officer was very tired and wanted to go home and sleep. However, an officer assigned to the dayshift (8 AM until 4 PM) “called out” sick for that day. I saw supervisors try to fill the slot, in order to have enough officers working the shift, but no one wanted to voluntarily work, even though they would receive 1.5 times the money! After everyone “refused” to come in voluntarily, I saw this officer get ordered in to work. This meant that the officer had to work another 8 hours, until 4 PM that day. That means that this officer would have worked 16.5 straight hours! I later learned that the officer did not sleep prior to coming in to his midnight shift at 11:30 PM. After some quick calculations, I realized this officer was up (without any sleep or rest) for 24 straight hours. In our *Police Organization and Administration* class, we learned about the importance of rest and how a person staying up 24 straight hours without rest is equivalent to a drunk driver. I also

learned that the officer who was ordered in to work the double shift called in sick to work during his next work day, perpetuating the issue. I remember a lecture and discussion in our class where we discussed the “blue flu,” where many officers got together agreed to “call out sick” during their shift as a measure to “get back” the police supervisors and administration for something they did not agree with. This was exactly what I saw during my time in my practicum (internship).

Please note: These are only examples, so your particular experience will vary of course. However, it is **VERY IMPORTANT** that you take the time to take good, detailed notes so that your daily entries into Blackboard are complete.

IF YOU HAVE GOOD ENTRIES, IT WILL BE EASY TO WRITE YOUR FINAL REPORT!

The last page(s) of your FINAL REPORT should include your Personal Opinions and reflections of your experience. Your report can be more than 8 pages long.

Please note that your cover page does NOT count as one of your pages in your final report.

- c. **Copy of your report:** A copy of your report must be posted to your BLACKBOARD account **no later than 11:59 PM on Tuesday December 4, 2018.** Place a hard copy of your report in your Field Manual. Your completed manual (with your best work) is to be handed in during our final meeting/evaluation on either December 3, December 4, or December 5, 2018 (by appointment only)

Remember that ALL of your daily entries must be printed out and placed into your manual.

I would highly suggest that you obtain a 3 ring binder and organize your final work product to look professional. Your instructor should not “struggle” to look for certain areas (i.e. daily entries, final report, student learning assessment, etc.

- d. **Additional Format** Use Microsoft Word/MS Word or PDF 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. Unless told by your agency/organization's supervisor, *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 Blackboard weekly journal.

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 student's 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 a meeting during the week of December 4, 2018. You can meet with your instructor to turn in your completed manual on either December 4, 5, or 6, 2018.

YOUR FINAL DEADLINE FOR TURNING IN YOUR FINAL ASSIGNMENT, your completed manual and ALL OF YOUR ASSIGNMENTS IS NO LATER THAN DECEMBER 4, 2018 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 can result in grave academic consequences.

25. Class meets only one time, on Tuesday, August 28, 2018 in the classroom (Founders Hall Room FH201) from 5:00 P.M. until 6:21 P.M in FH 201. If you have another class during that time frame, then I will meet you at another time... If you do not have an organization (to intern with) picked out by the first class, you have some work to do!

Mandatory meeting on May 22, 2018 at either 10 AM or 6 PM in Room FX108.

Syllabus

CJS 291: Criminal Justice Practicum

Semester-Fall 2018

Section TBA 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

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. Please refer to your “Student Handbook” under “Policy on Student Rights,” the Section entitled “Student Discipline,” or the College catalog for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Daneen Huddart, Disabilities Counselor. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is dhuddart@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College’s website at www.nwcc.edu. Students may also call the College directly at **(860) 738-6464** to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

Use of Electronic Devices: Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.

Course Withdrawal: If you are thinking about withdrawing from this class, ***SPEAK TO YOUR INSTRUCTOR*** first. Your instructor will be able to give you an idea of how you are doing overall and may be able to offer you suggestions for improvement and explain other options available. BEFORE you withdraw, consider the following:

- Withdrawing from a class can have an impact not only on your current funding (e.g. Financial Aid, Veteran’s benefits or Scholarships, etc.) but may also impact your FUTURE funding
- Withdrawing from a class will make you ineligible for Dean’s List Honors for that semester
- Too many W’s on your transcript can impact your ability to transfer to a four-year institution, acceptance into a particular degree program and/or acceptance into graduate school

Sexual Assault and Intimate Partner Violence Resource Team: NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim’s needs.

SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The NCCC team members are:

Ruth Gonzalez, Ph.D.	860-738-6315	Green Woods Hall Room 207
Sarah Bement, Ph.D.	860-738-6382	Founders Hall Annex Room 214
	860-496-3138 (VP)	
Susan Berg	860-738-6342	Green Woods Hall Room 223
Michele Better	860-738-6305	Founders Hall Annex Room 308
Michael Emanuel	860-738-6389	Founders Hall Annex Room 308
Seth Kershner	860-738-6481	Library
Jane O’Grady	860-738-6393	Joyner Health Science Center Room 205
Robin Orlomoski	860-738-6416	Business Office Room 201
Michelle Roberson	860-738-6451	Founders Hall Annex Room 315
David Ferreira, Ex-Officio	860-738-6319	Founders Hall Room 103

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.

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. November 12, 2018 is the last day to withdraw, but by that date, the majority of your practicum should be complete.

Evaluating and Grading

Grading Policy:

Grading is based on a 1000 point system.

Here are the grading categories at the end of the course/semester:

900-1000 Points (A- to A)
 800-899 Points (B- to B)
 700-799 Points (C- to C)
 600-699 Points (D- to D)
 Below 600 points = F (Failure)

Attendance and Participation	50 pts
Mid-Semester Employer Evaluation	100 pts
Final Employer Evaluation	100 pts
Journal Entries (weekly Blackboard)	450 pts
Final Report	250 pts
Student Learning Assessment	50 pts

TOTAL 1000 POINTS...

Northwestern Connecticut Community College
Criminal Justice Program

Criminal Justice Practicum Evaluation Policy

Mid-Term 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 Mid-term Evaluation forms on pages.

Please rate the student's performance using the rating scale listed below. Place the completed evaluation in a sealed envelope and mail/email it 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/Email this evaluation to: Associate Professor Michael R. Emanuel Jr.,
 CJ Program Coordinator
 Northwestern CT Community College
 Park Place East
 Winsted, CT 06098

Cell (860.309.0028)

Email: memanuel@nwcc.edu

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.

Please rate the student's performance using the rating scale listed below. Please place the completed evaluation in a sealed envelope and mail/email it 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 EvaluationAREAS 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/Email this evaluation to: Associate Professor Michael R. Emanuel Jr.,
 CJ Program Coordinator
 Northwestern CT Community College
 Park Place East
 Winsted, CT 06098
 Cell (860.309.0028)

Email: memanuel@nwcc.edu

Student Learning Assessment (due on or before 12/4/2018)Please type and submit to your instructor

Student Name _____ Site _____ Date _____

Please answer all the questions below with a *detailed explanation*. Your answers and the examples you provide will be valuable in evaluating the Practicum experience and your specific placement experience. Use additional paper, if necessary.

Note: This form must be submitted to the Program Coordinator before credit can be awarded.

1. What did you use or observe in your placement that you learned in your classes?

2. What did you learn through actual experience that you don't think you could have learned in the classroom?

3. What skills did you develop in your Practicum experience?

4. How did your placement assist you in exploring or testing career interests?

Student Learning Assessment (please type) 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 in Blackboard.

Please POST your practicum schedule (dates and times) on Blackboard or email Mr. Emanuel at memanuel@nwcc.edu 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 to the Criminal Justice Coordinator.
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 Blackboard within **24 hours of completing each work assignment.**

Each student is required to keep a hard copy (printed version) 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 Blackboard 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 4, 2018	(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 you first week)

Example:

John Jones (NCCC student) XYZ Police Dept.

Schedule:

9/4/18 0800-1300 hours Orientation

9/6/18 1100-1600 hours Training Division

9/10/18 1600-2400 hours Evening shift
Patrol Division

And so on....

11/10/18 0800-1100 hours 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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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: Signatures are required when total hours have been completed = 120 Hours

Daily Practicum/Field Work Journal

Use a notepad/journal 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 Success Center at 860-738-6351 (also known as the Tutoring Center)

E-Mail Notification Address: memanuel@nwcc.comnet.edu

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 CJS 291**

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 # CJS 291 Criminal Justice Practicum

Student Information:

Last _____

First _____

Middle _____

Semester and Year of practicum

Home Address _____

City/State/Zip _____

Student Id # _____

Email address: _____

Please print CLEARLY!

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

Secondary phone number where you can be reached:

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 4, 2018 or withdraw from the course. To POSSIBLY 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 August 28, 2018)**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 16, 2018 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 department 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 date: 8/28/18)</i>
Statement of Understanding	<i>(Due date: 8/28/18)</i>
Field Work Schedule	<i>(Due date: 8/28/18)</i>
Site Agreement	<i>(Due date: 8/28/18)</i>
Mid-term Evaluation	<i>(Due date: 10/17/18)</i>
Agency Overview	<i>(Due date: 10/17/18)</i>
Final Evaluation	<i>(Due date: 12/4/18)</i>
Student Learning Assessment	<i>(Due date: 12/4/18)</i>

All Journal Entries (Must be entered in Blackboard no later than Sunday of each week on or before 11:59 P.M. AFTER completing your shift, and you must also print out each entry and put in your manual)

Final Paper	<i>(Due date: 12/4/18)</i>
Copy of Thank You letter to Agency/Supervisor	<i>(Due date: 12/4/18)</i>
Copy of Resume (Up to Date)	<i>(Due date: 12/4/18)</i>
Completed Field Manual	<i>(Due date 12/4/18)</i>

Northwestern CT Community College (NCCC)

Practicum Manual

Student Name: _____

Fall 2018

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 _____