



North Central State College
MASTER SYLLABUS
2019-2020

- A. Academic Division: Liberal Arts
- B. Discipline: Criminal Justice
- C. Course Number and Title: CRMJ2190 Practicum and Seminar
- D. Course Coordinator: Anne Strouth, Associate Professor, A.A.S., B.S., M.S.
Assistant Dean: Dr. Steve Haynes

Instructor Information:

- Name: [Click here to enter text.](#)
- Office Location: [Click here to enter text.](#)
- Office Hours: [Click here to enter text.](#)
- Phone Number: [Click here to enter text.](#)
- E-Mail Address: [Click here to enter text.](#)

- E. Credit Hours: 3
Lecture: 1 hour
Practicum: 14 hours
- F. Prerequisites: By permission of CRMJ Faculty
- G. Syllabus Effective Date: Fall, 2019
- H. Textbook(s) Title: None
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This course involves placement of the student into an actual work environment within a setting in the Criminal Justice field. The work experience includes job tasks and assignments providing exposure of the functions of the various Criminal Justice fields. The student will complete 210 hours of work experience at the placement site. This work experience provides the foundation for developing the student into a competent criminal justice worker. This course further involves discussions of the operations, issues and events of the placement of the student in a Criminal Justice work environment. This course is graded as Pass (P) or No Pass (NP).

K. College-Wide Learning Outcomes

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	“Project Action Paper” - Written Communication VALUE Rubric - week 15
Communication – Speech	
Intercultural Knowledge and Competence	Culture Video Activity Exercise – Intercultural VALUE Rubric – week 9
Critical Thinking	“Project Action Paper” – Critical Thinking VALUE Rubric
Information Literacy	Project Action Paper” – Information Literacy VALUE Rubric
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall: (all assessments will be conducted)

Outcomes	Assessments – How it is met & When it is met
1. Describe the practicum experience through his/her weekly log sheet and relate the experience to the knowledge obtained from the core criminal justice courses	Weekly Journal/log assignments – weeks 1-15
2. Discuss the practicum experience and explain the different functions of a criminal justice agency	Weekly scenario assignments, discussion question worksheets Journal/log assignments in canvas and final project paper – weeks 1-15
3. Describe the various procedures which can be used at a practicum site for operations	Final action paper, Journal/log assignments, weekly canvas scenario assignments, discussion question worksheets – weeks 1-15
4. Incorporate the Criminal Justice course objectives into his/her practicum experience	Evaluation rubric (midterm & final) – week 8 and week 15
5. Contribute to the classroom learning experience by providing concrete feedback based upon data/facts	Weekly scenario assignments, discussion question worksheets and responses in canvas – weeks 1-15
6. List and describe the ways used by personnel to solve legal, ethical and procedural problems which may arise out of the day-to-day operations of a criminal justice agency	Weekly scenario assignments, discussion question worksheet and responses in canvas and final project paper, ethic rubric – weeks 1-15
7. Identify and describe the cultural barriers/issues that are prevalent in the criminal justice field	Cultural activity (video, response) – week 9
8. Demonstrate good work habits and attitudes through: arriving to the site as scheduled, showing initiative, adapting to change, respecting staff, respecting clients, maintaining professionalism, dressing appropriately, keeping appropriate records, accepting and responding to directions as well as respecting confidentiality.	Site supervisor evaluation, student self-evaluation, weekly log book/time sheets – weeks 8 and 15
9. Develop skill in self-evaluation through: judging personal strengths and weaknesses, participating in evaluation conferences, making personal development plans, and by completing on-going self-evaluations	Site supervisor evaluation, student self-evaluation, weekly log book/time sheets – weeks 8 and 15

M. Topical Timeline (Subject to Change):

1. Establishment of the practicum site
2. Establishment of the practicum site schedule
3. Ethical issues related to the field
4. Relationship of practicum site to other agencies and functions of the criminal justice system
5. Functions and procedures of a Criminal Justice Agencies
6. Legal and procedural issues
7. Cultural barriers
8. Professionalism
9. Judgment

Calendar:

Weeks 1-15: Work 14 hours a week at the approved site

Weeks 1-15: Complete the weekly coursework as assigned in Canvas

Weeks 1-15: Complete the weekly time sheets/activity reports

N. Course Assignments:

1. Completion of 210 hours in the field at the approved practicum site
2. Weekly assignments, reports and scenarios via Canvas
3. Class discussion/activities via Canvas
4. Project Action Paper
5. Discussion Question Worksheets
6. Scenario Evaluations
7. Video Activity
8. Self- Evaluations
9. Employer Evaluations

O. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93-100	A	4.00	Superior
90-92	A-	3.67	Superior
87-89	B+	3.33	Above Average
83-86	B	3.00	Above Average
80-82	B-	2.67	Above Average
77-79	C+	2.33	Average
73-76	C	2.00	Average
70-72	C-	1.67	Below Average
67-69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

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Q. Examination Policy:

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R. Class Attendance and Homework Make-Up Policy:

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S. Classroom Expectations:

Click here to enter text.

T. College Procedures/Policies:

Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>

The information can also be found Choose an item.