



North Central State College

**MASTER SYLLABUS**

**2025-2026**

A. Academic Division: Engineering Technology, Business & Criminal Justice Division

B. Discipline: Criminal Justice

C. Course Number and Title: CRMJ2190 Practicum and Seminar

D. Assistant Dean: Brooke Miller, M.B.A.

E. Credit Hours: 3  
Lecture: 1 hour  
Practicum: 14 hours

F. Prerequisites: By permission of CRMJ Faculty

G. Last Course/Curriculum Revision Date: Fall 2025 Origin date: 08/04/2011

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

<b>College-Wide Learning Outcomes</b>	<b>Assessments - - How it is met &amp; When it is met</b>
Communication – Written	“Project Action Paper” - Written Communication VALUE Rubric – End of the term.
Communication – Speech	
Intercultural Knowledge and Competence	Culture Video Activity Exercise – Intercultural VALUE Rubric – End of the term.
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 – throughout the term.
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 – throughout the term.
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 – throughout the term.
4. Incorporate the Criminal Justice course objectives into his/her practicum experience	Evaluation rubric (midterm & final) – throughout the term.
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 – throughout the term.
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 – throughout the term.
7. Identify and describe the cultural barriers/issues that are prevalent in the criminal justice field	Cultural activity (video, response) – end of practicum experience
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 – middle and end of the term.
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 – middle and end of the term.

M. 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

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.\* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences.

Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

\* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

**Important information regarding College Procedures and Policies can be found on the syllabus supplement located at**

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>



**Academic Division:** Engineering Technology, Business & Criminal Justice      **Discipline:** Criminal Justice  
**Course Coordinator:** Dave Koepke  
**Course Number:** CRMJ 2190      **Course Title:** Practicum and Seminar  
**Semester / Session:** Spring 2026      **Start / End Date:** 01/12/2026-05/08/2026

#### **Instructor Information**

**Name:** Dave Koepke

**Phone Number:** 419-755-4839

**Office Location:** 064 Kehoe

**E-Mail Address:** dkoepke@ncstatecollege.edu

**Office Hours:** Tue. – Thur. 10-12 / 2:30-4:00pm by appt.

#### **I. 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

#### **II. Course Assignments: (Subject to Change)**

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

### **III. Grading and Testing Guidelines:**

#### **PLEASE NOTE:**

Participation is essential for course success. In online classes, completing assignments is tangible evidence that students are participating.

You must complete at least one assignment within the first two weeks of the course to be counted as an attending, participating student.

Students who do not complete an assignment by Friday of the second week of the term will be withdrawn from the course for non-attendance.

Any work that is turned in to this instructor to be graded must be grammatically correct and free of spelling errors. Any work that cannot be understood because of poor grammar, run-on sentences, etc. will not be graded and the student will receive a “0”. If you need assistance with your writing skills, contact our student success center for assistance.

You must abide by all due dates to receive full credit. All work must be your own unless you are authorized to work in groups.

If you have any questions, please email me using your NC State email account.

Testing or assignments may be progressive. (Some chapters may be combined), with each exam or assignment worth 10-100 points each. The exams will be completed as an assignment.

For each chapter and topic discussed, there will be individual projects assigned (homework/classwork). The projects will be weighted from 5-100 points each. The projects are located under the "assignments" tab in Canvas on the left of your screen.

Each week will have a separate link that will include the assignments, handouts, PowerPoints, and reading assignments. You will have work that is to be submitted as an assignment, and others submitted as a discussion.

Each week student are required to report on Practicum activities and all time sheets and evaluations must be submitted on time.

Incomplete work will not be graded. If a student is having difficulty with writing skills, please seek assistance from the student success center. This also applies to emails. Students must use proper grammar in all communications.

If you have any questions, please email me using your MYNC State email account. Emails (not canvas inbox messages) come directly to my personal phone.

Private email accounts may not get to my inbox so you should only use your MYNC state issued email account for communication with me.

### **IV. Examination Policy:**

1. The reasons for which a student will be excused from taking an examination or meeting deadlines.
  - a. Hospitalization (with documented verification)
  - b. Death in the immediate family (with documented verification)
  - c. Personal illness or illness in immediate family - (doctor's excuse required).

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**V. Class Attendance and Homework Make-Up Policy:**

There will not be any points assigned for attending this class because it is an online, asynchronous, course. It is the student's responsibility to check the due dates of each assignment and complete it before their due date. To the best of the instructor's ability, grades will be maintained weekly or bi-weekly. This means that if your work is due on Monday, I will do my best to have it graded by the following Monday.

The class's total points will vary, based upon exam, assignment or discussion weights and other variables such as the number of assignments, discussion, research, etc.

**VI. Classroom Expectations:**

Remember, the class sessions simulate meetings and discussion among co-workers in the workplace. To respect the rights of all, please:

- Show respect to your classmates by using positive feedback within the discussion rooms and email. A debate is expected and encouraged as it aids in the learning and exploration process. Please approach debate, questions, and answers in communication, with a spirit of congeniality.
- Negative feedback is wrong. You will receive a warning for the first time. Further use of negative feedback will result in a “0” grade for that assignment. If there is negative feedback on a third occasion, you may be removed from the class.
- Please practice ‘netiquette’ by treating classmates with dignity and respect in all manner of communication. We are working together for a common purpose in the classroom. In the future, you will work with others in the workplace for a shared mission.

Helpful Information: Please read ahead for the assignments that will be due for this course to get a head start! Click on the Assignment Tab to the left of your screen to ensure you complete all the due assignments. (Make sure you click the tab in the upper right corner of your screen to set your monitor to the view of seeing your work listed by each week as this will help you in keeping track of what is due and when and assists you if you are going to work ahead.)