
CJ 409: PRACTICUM
WESTERN OREGON UNIVERSITY
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SECTION I – COURSE OVERVIEW

Course Description: Practicum (Course Catalog 2023-2024: 280-281)

Combines hours spent working at criminal justice agencies, with students' own identified academic goals to enhance an understanding of how criminal justice agencies function. Students learn about and are exposed to the ethical practice and professionalism inherent in their chosen practicum agency. Upon completion of practicum, students will be able to describe the role of the practicum agency, understand professional and ethical practices of criminal justice practitioners, and understand the relationship between the practicum agency and other criminal justice agencies. Students are required to complete 4 credits at 33 hours per credit (132 hours), and up to 8 credits at 33 hours per credit (264 hours). May be repeated for up to 8 credits (Prerequisite: Consent of instructor).

Course Goals:

Course Goals	CJ Program Outcomes	WOU Undergraduate Learning Outcomes	GELO Outcomes
1. Students will be able to describe the role of the practicum agency.	[CJ-PO1] Explain and analyze the role of each component of the criminal justice field and how they relate to each other.	Integrative learning	Integrative learning
2. Students will understand professional and ethical practices of criminal justice practitioners.	<i>Course Specific</i>		
3. Students will understand the relationship between the practicum agency and other criminal justice agencies.	[CJ-PO1] Explain and analyze the role of each component of the criminal justice field and how they relate to each other.	Integrative learning	Integrative learning

Criminal Justice Practicum:

For more information, please visit at [CJS Practicum](#).

Course Requirements:

As a practicum student in CJ409, you are required to complete and submit a) a list of goals or things you would like to learn or accomplish while in practicum, b) a practicum schedule, c) submit bi-weekly journals (total of 5 journals), d) complete a Practicum profile, e) submit student practicum evaluation, f) request agency evaluation, and g) complete a substantive overview of your experience. Moreover, everyone involved (you, your field supervisor, and faculty supervisor—me) will have a brief meeting at the beginning of the Practicum to be on the same page and request extensive field experiences.

You are required to complete and submit the following:

- A) The following should be done **within the first two weeks** of your practicum. To make that happen, you must start asking your supervisor's availability for the meeting.
- 1. Agreement Form:** Please submit the agreement form between you and WOU.
 - 2. Initial meeting:** Schedule a brief meeting among all involved no later than the end of the second week.
 - 3. Contact Information Exchange:** Submit your supervisor's contact information and provide my contact information to your site supervisor.
 - 4. Prepare for the list of attainable goals you wish to accomplish while in practicum.** You must set the list of goals before this meeting and bring the goal statement to the meeting. You will finalize the goals in consultation with your agency supervisor during the meeting and get a signature from your agency supervisor.
 - 5. A tentative schedule of your practicum.** This should be a simple plan of how you complete your hours and when you are not available.

Those above will be completed before or at the initial meeting.

B) During your practicum.

- 1. Bi-weekly journals (total of 5 journals).** Submit a bi-weekly journal with the date/time you ring in and out to let me know how things are going. The purpose of this journal is simply to check in and update your faculty supervisor on your progress, any issues or concerns that may arise, any questions related to your practicum experience, etc. **At the very least, your journal should contain the number of hours you have completed to date, what you have done in detail, any difficulty/challenge, how you overcame such challenges, the biggest takeaway, and anything else you wish to share or inquire about regarding your practicum experience.** Please write at least "full" **two pages** (without date/time). This eventually helps you complete the overview of your Practicum experiences. Please note that I may request redoing if your journal is not sufficient.

C) Toward the end of your Practicum.

1. A complete and substantive of your practicum experience.

This should be around 5 or 6 double-spaced pages. It is best to write up this summary as you are completing the practicum in your agency. This summary will be submitted once when you are done with your hours. Please be sure to connect what you have learned in previous courses to your experience. More instructions and an example will be provided. Visual aids are always welcome.

2. A one-page 'profile' of you and your practicum experience.

In essence, this will just be a very short summary describing your practicum trajectory (e.g., who you are, how you landed the internship, what it entailed, etc.). This profile will be very useful for other students who may be considering completing a practicum in the same agency. *Note: Please let me know if you would like to keep your profile private and not have it shared. This is also due upon completion of hours.

3. Student evaluation.

This form will be provided for you and is due upon completion of your hours. It is important that you place a large amount of effort in this evaluation. If the evaluation is not comprehensively completed, you will have to redo it until reaching the satisfactory level. This will be retained in your records.

4. Agency supervisor evaluation.

Your host agency supervisor will complete an evaluation upon completion of your hours. This evaluation will also be retained in your records. Please let your host agency supervisor know in advance that they will need to complete the evaluation upon completion of your hours because you will not receive a passing grade until this evaluation is received (Please have your field supervisor send the form directly to me).

Course Grades: Satisfactory Grading

These requirements above are not suggestions, as with any other course, you will not receive a passing grade (even if you complete the hour requirement) unless you completed these assignments as required by the course (=CJS).

Role/Expectations of Host Agency (Field) Supervisor(s)

Your host agency supervisor is expected to work with you in accordance with the list of goals you wish to accomplish and your schedule, and guide your overall practicum experience at the agency. Your field supervisor will also complete an evaluation of your performance and accomplishments during your practicum.

FYI: How to un-enroll from Practicum?

If you enroll in CJ409 but ultimately change your plans or fail to secure a placement agreement with a host agency, it is your responsibility to drop (or unenroll) CJ 409 by the applicable course-drop deadline (please refer to the WOU Registrar's Office website for details).

***Please communicate with me **before** taking action. We may be able to work with you in case that you are not able to finish practicum by the time you initially planned (e.g. incomplete grade). Also, if you are taking CJ 407 and 409 together, these are separate courses. You could unenroll from 409 but continue to take 407.

Course Policies:

A) Assignments Submission/Preparation

Please take notes while working with the agency. This way, you won't forget important experiences, thoughts, and questions.

Your assignments must be typed and double-spaced in Times New Roman 12-point font with one-inch margins.

B) Statement on Academic Honesty

The university adopts academic honesty policy outlined in the Code of Student Responsibility (<http://www.wou.edu/studentconduct/files/2017/10/CSR-09.01.17.pdf>). Academic dishonesty includes cheating, fabrication, facilitating dishonesty, and plagiarism, etc. In simple terms, academic dishonesty includes any attempt to gain academic credit dishonestly (6-7).

Any forms of academic misconduct will be reported to the Academic Affairs.

Students proven to have violated WOU's academic honesty policy may experience a wide range of consequences, from receiving a grade of zero on a particular assignment to being expelled from the university. WOU reserves the right to choose the harshest penalty even for a first-time offender.

C) Incomplete Grade

An incomplete ('I') is given in specific circumstances and at the instructor's discretion. The student must be passing at the time of the request and must have submitted work deemed satisfactory by the instructor. If the work is not completed within the agreed-upon time frame following the award of the 'I', the grade will become an NC (no credit). **For CJ409, the most important thing is communicating with me if you are not able to complete the requirements of CJ409 during the term. My goal is to work with you and help you successfully complete your practicum.**

D) Course Website

Canvas will be used for announcement, assignment submission, and a bulletin board.

E) Course Policy on E-mail Communication

An official WOU e-mail account has been set up for each registered student, each faculty member, and each staff member. All Practicum communications must be sent from your WOU e-mail account. You are responsible for checking your WOU e-mail account on a regular basis. Additional rules regarding e-mail communication for this course include:

1. I will not discuss grades via e-mail—this is a violation of FERPA guidelines. If you have a particular concern, please see me in person or on Zoom.
2. You should include the course title & number in the subject line; otherwise, I might accidentally delete the e-mail without opening it or might delay my reply.
3. Please promptly respond to your agency supervisor and write in a professional manner (e.g. use a proper title and photo ID, greetings, etc.).

F) Accommodations

Reasonable accommodations are available for students who have a documented disability. Please notify the instructor during the first week of class of any accommodations needed for the course. Late notification may cause the requested accommodations to be unavailable in a timely fashion. Please contact the Director for the Disability Access Services (DAS) if you need further information.

G) Personal Emergencies and Student Absence Notification

It is sometimes inevitable that some of you will have personal emergencies throughout the term, but you are still responsible for your schoolwork. I understand that these issues take priority over school; therefore, I will work with you when these situations arise. Please take the initiative to make appropriate arrangements.

1. Notify me of the situation as soon as possible. You can email me (or have someone else do it) or call Student Affairs. The Student Affairs office will officially notify all of your professors of the nature of your absence in a timely manner.
2. Changed due dates must be confirmed with me in writing. I will be flexible in extreme situations but cannot grant unlimited time for make-up assignments.

In addition, if for some reason you are absent due to an extenuating circumstance or medical situation, the instructor may ask you to report the incident through official channels before making exceptions to missed or late work. You can submit a request by going to www.wou.edu/advising/absence, or by contacting the Student Success and Advising Office (Advising Center) at 503-838-8428.

SOME KEYS TO SUCCESS:

Issues/Difficulties in Practicum

Please keep in mind that if the hardship arises, I will be available to serve as your advocate. One of our goals is for you to have the best possible practicum experience. Of course, you are your own best advocate; so, be sure to approach your field/agency supervisor with requests for specific opportunities or assignments that correspond with your goals. If, at any time, you feel that you are insufficiently challenged (or if you have any other concerns), do not hesitate to contact me. I will be happy to serve as a “consultant” for purposes of coming up with strategies for you to get the most out of your experience. If necessary, I and other CJ faculty together will also speak with your field supervisor for the purposes of promoting your interests and objectives.

Email me any time with your questions or concerns. Our major goal is for you to have a very rich, challenging, meaningful and enjoyable practicum experience.

Academic Performance

If the instructor determines your performance in your practicum is placing you at academic risk, you may be referred to the Student Success and Advising Office. An assigned advisor will offer to work with you to address issues and develop a student success strategy. Regardless of whether a referral has or has not been made, you are ultimately responsible for tracking your own progress in this course. If you would like to discuss with me regarding any academic struggles you are experiencing, please contact me or the Student Success and Advising Office.

The Writing Center

One-on-one or small group assistance with writing is available free of charge to WOU students at the Writing Center, located in APSC 301 (online appointment is also available). Although walk-in consultations may be available, students with appointments will receive priority assistance. Please visit at <https://wou.edu/writingctr/> for more information.