

## **Practicum/Criminal Justice (CJSA 2265)**



**Credit:** 2 semester credit hours (20 hours lab)

### **Course Description**

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

### **Required Textbook and Materials**

1. No textbook required

### **Course Objectives**

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

### **Course Outline**

- A. Welcome to Practicum:
  1. Introduction of faculty and students
  2. Explanation of practicum experience
  3. Describe the process
- B. LIT
  1. Policies
  2. Academic calendar
  3. Physical facilities
  4. Rules and Regulations
- C. Assignment of an agency
  1. Contact the agency
  2. Set up the meeting with contact person
- D. Begin the application of the practicum
  1. Make sure a schedule is made for agency and student
  2. Listen to and follow agency directions
- E. Research the history and profile of the agency
- F. Locate, discuss and follow the safety procedures of the agency.
  1. Learn, discuss and understand the confidentiality rules of the agency.
  2. Follow all rules of the agency
- G. Record Journal notes
  1. Write summaries of daily and weekly practicum activities
- H. Record key learning of the practicum experience
  1. Asking and answering questions using Successful Intelligence
  2. Gather information
  3. Analyze and clarify information
  4. Evaluate information

Approved 07/2019

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### **Course Syllabus**

5. Improve creative thinking
6. Practical thinking skills
7. Making decisions
- I. Supervisor's Evaluation
- J. Turn in course journal, complete essay and oral exit presentation

### **Grade Scale**

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

### **Course Evaluation**

Final grades will be calculated according to the following criteria:

1. Agency Supervisory rating	25%
2. Instructors Evaluation	25%
3. Course Notebook/Journal	25%
4. Essay/Oral Exit Presentation	25%

### **Course Policies**

1. Be assigned to agency to complete the practicum
2. Follow the rules of LIT and participating practicum agency
3. No late assignments will be accepted
4. Follow attendance policy of agency. Complete the weekly hour schedule and call instructor and agency if there is an attendance problem.
5. Student must complete the practicum at the agency to receive a passing grade. Dismissal from an agency with cause will result in a grade of F in this course.
6. Successful completion of the practicum journal/essay/oral exit/evaluations
7. Additional class policies as defined by the individual course instructor

### **Technical Requirements (for courses using Blackboard)**

The latest technical requirements, including hardware, compatible browsers, operating systems, software, Java, etc. can be found online at:

[https://help.blackboard.com/en-us/Learn/9.1 2014 04/Student/015 Browser Support/015 Browser Support Policy](https://help.blackboard.com/en-us/Learn/9.1%2014%2004/Student/015%20Browser%20Support/015%20Browser%20Support%20Policy) A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of the online technology and resources.

### **Disabilities Statement**

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an

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accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building. You may also visit the online resource at <http://www.lit.edu/depts/stuserv/special/defaults.aspx>

### **Student Code of Conduct Statement**

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at [www.lit.edu](http://www.lit.edu) or obtained in print upon request at the Student Services Office. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document

### **Starfish**

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

