

## **Practicum Program Requirements**

1. The Practicum is open to Criminal Justice majors and minors who have met the following minimum requirements: an earned grade of C or better in CRJ300 and CRJ387; 18 years of age; good academic standing; demonstrated maturity, reliability, work ethic, and ability to handle responsibility consistent with a professional position; completion of application and related documents; approval of the Practicum Coordinator.
2. The Practicum runs a minimum of 12 consecutive weeks, and requires the student to work a minimum of 420 hours (35 hours per week). Exceptions to the start/end policy may be made only with the specific approvals of the Practicum Coordinator and the agency supervisor. Students may not work fewer than twelve full-time weeks.
3. The Practicum is to be the equivalent of a full-time job. Time missed because of illness, emergency, or any other reason must be made up. Vacations may not be taken during the Practicum. If the agency reduces your hours, you **MUST** notify your faculty supervisor immediately.
4. Students are not required, nor are they expected to engage in any Practicum activity that involves risk of harm, injury or illness. The University and Department strongly disapprove of any such activity.
5. Prior to the start of the Practicum, a faculty supervisor will be assigned to the student. Work performance will be evaluated by both the agency and faculty supervisors. Factors used to evaluate this performance will include (but not be limited to):

Appearance; reliability; integrity, attendance; oral and written communication skills; judgment and decision making skills; critical thinking skills; general knowledge of Criminal Justice; ability and inclination to learn; professionalism; quality of work; fulfillment of expectations; productivity; relationships with co-workers, superiors, the public and clients; potential in the field of Criminal Justice; and suitability to a position with the agency.

Agency supervisors are generally responsible for making the initial work performance evaluation. Faculty supervisors, however, may make an independent assessment based on any relevant data. Where the two judgments are in conflict, the faculty supervisor's assessment will prevail.

6. Termination for cause from the agency will result in a failing grade for the Practicum. Any student who is so terminated may not repeat the Practicum. This effectively terminates the student's status as a criminal justice major. Depending on the seriousness of the cause for termination, the Department may also seek University disciplinary action.
7. Courtroom observations may comprise part of the hourly requirement when specifically approved by the faculty supervisor, but in no case may courtroom observations comprise more than 10% of the total number of required hours.
8. On-site visit(s) will be made by the faculty supervisor. At that time, the faculty supervisor will meet with the agency supervisor and the student (although not necessarily together) to discuss the student's performance, evaluation and any other relevant matters.
9. Various agencies may have specific rules of conduct, procedure, and/or confidentiality. The student is expected to abide by all of the rules promulgated by the agency. Failure to do so will affect the student's final grade and may result in a failing grade.
10. Bi-weekly comprehensive reports must be completed by the Practicum student. Forms and content of the reports should follow the attached guidelines.
11. Students are responsible for ensuring that all reports and papers are received by the Department on time. Late reports may be penalized.
12. The final research paper must be completed using the guidelines supplied by the faculty supervisor and the Practicum Policy. Late research papers, or papers which do not comply with the guidelines will be penalized.