

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



COURSE OUTLINE

JUST 205 - CRIMINAL JUSTICE SEMINAR

Prepared By: Lisa E. Colbert

**SCHOOL OF SCIENCE, HEALTH, AND CRIMINAL JUSTICE
DEPARTMENT OF CRIMINAL JUSTICE
APRIL 2015**

JUST 205 - CRIMINAL JUSTICE SEMINAR

- A. **TITLE:** Criminal Justice Seminar
- B. **COURSE NUMBER:** JUST 205
- C. **CREDIT HOURS:** 3
- D. **WRITING INTENSIVE COURSE:** No
- E. **COURSE LENGTH:** 15 weeks
- F. **SEMESTER(S) OFFERED:** Fall or Spring
- G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:** 120 hours field practicum *or* 52.5 hours of research and writing.
- H. **CATALOG DESCRIPTION:**

This course is designed to offer the student an opportunity to have a practical field experience with a criminal justice agency of his/her choice. The student observes and participates in the daily functioning of an agency, shares information with other students, and provides the participating agency with a valuable commodity - their time as volunteers. This course may take one of two forms, either a practicum or library research, as agreed upon by both the student and the instructor. The library research option allows the student to conduct research on a criminal justice agency to gain a more in-depth understanding of the function of said agency.

- I. **PRE-REQUISITES/CO-COURSES:** 30 credit hours in the Criminal Justice, Criminal Investigation, Criminal Justice: Law Enforcement Leadership or Homeland Security program or permission of instructor.

J. **STUDENT LEARNING OUTCOMES:**

By the end of this course, the student will be able to:

<i>Course Objective</i>	<i>Institutional SLO</i>
A. Assemble and provide, to the instructor of this course, a dossier that thoroughly addresses their exploration into an area of criminal justice (either practicum or research). This dossier should reflect: <ul style="list-style-type: none">i. individuals contacts with sources of information beyond the classroomii. itemized hourly information with each contact.iii. reliable weekly updating of the dossier of all contacts.	1. Communication Skills 2. Crit. Thinking 3. Prof. Competence

<p>B. Demonstrate through his/her dossier (log) or during class discussion the following attributes applied during the field placement:</p> <ul style="list-style-type: none"> i. motivation and self-starting ability ii. follow-up skills iii. reliability iv. attention to detail v. professionalism/decorum vi. accountability 	<p>1. Communication Skills 4. Inter-Intrapersonal Skills</p>
<p>C. Draw upon the offered field experience or research to write and submit a paper that illustrates the close interactions between theory and experience of criminal justice issues.</p>	<p>1. Communication Skills 2. Critical Thinking 4. Inter-Intrapersonal Skills</p>

A. **TEXTS:** N/A

B. **REFERENCES:** N/A

C. **EQUIPMENT:** N/A

D. **GRADING METHOD:** A-F

E. **MEASUREMENT CRITERIA:**

- a. writing assignments
- b. journal
- c. research paper (for Library Research students only)
- d. completion of practicum hours (for practicum students only)

F. **DETAILED TOPIC OUTLINE:**

PRACTICUM

- I. Student engages in volunteer work with a criminal justice agency.
- II. Student will contract individually with the instructor. Contract will include instructor's expectations, student's expectations, and the expectations of the hosting criminal justice placement. Contract will also include specific days and hours of service as well as specific tasks required by student to achieve a satisfactory grade.
- III. Student will make weekly contact with the instructor, either individually or in a seminar which will be devoted to comparing theory with practical experience.

- IV. Student will maintain a weekly file (log) of each practicum activity (file should answer: who, what, when, where, why).
 - i. Where placements are limited, each student competing for similar placements will undergo an interview.

- VI. In order to maintain high levels of integrity and academic performance, students will be removed from placement for:
 - ii. truancy and/or tardiness at field placement
 - iii. immature or disruptive behavior at field placement
 - iv. noncompliance to rules and demands of hosting field placement D. manipulation of host or interference with their roles

- VII. The instructor has the final and complete authority in removing any student from his or her assignment without notice or explanation.

LIBRARY RESEARCH

- I. Student engages in library research in specialized criminal justice topics under the supervision of the instructor.

- II. Student will contract individually with the instructor. Contract will include instructor's expectations of the student's research, the student's expectations, and interest. Contract will explicitly define the limits of the research project.

- III. Student and instructor will meet at least once a month in order to:
 - i. provide ongoing assistance to student
 - ii. to modify contract as needed
 - iii. to evaluate student's progress through oral exams or written reports

- IV. Student must maintain a weekly file (log) on activities (it is expected that a student spend at least four hours per week on this course).

- V. Research will culminate in either a paper, a classroom presentation, or a classroom demonstration as deemed appropriate by the instructor.

Q. LABORATORY OUTLINE: N/A

SUNY-Canton
Criminal Justice Department
Criminal Justice Seminar

Seminar Student Agreement
(Practicum Option)

Students participating in the practicum portion of Criminal Justice Seminar, JUST205, at SUNY-Canton are required to spend as much as the equivalent of three weeks of full-time placement, i.e., forty hours per credit hour for a 120 hour total.

There are five course objectives. Upon completing the placement, the intern should be able to: (1) Outline the missions and identify the methods utilized to accomplish the mission of the agency. (2) Identify and discuss the positive/negative factors and conditions that were experienced in the agency. (3) Describe the functions of the agency and how they relate to the mission or task of the agency. (4) Relate the field experience to the academic experience and be able to plan career/educational decisions. (5) Use in the field one or more of the competencies learned in the core Criminal Justice courses.

SUNY-Canton requires the student to complete and submit the following documents for successful completion of this course:

1. Weekly submission of Student Weekly Report (1-2 pages in length);
2. Weekly submission of Journal (1-2 pages in length);
3. Weekly submission of Site Mentor Report (1 page); and
4. Final Report (3-5 pages; the body must be three pages in length).

Weekly forms must be submitted three days (including weekends) after the end of that corresponding week to the faculty mentor. All forms/reports, except Site Mentor Report, must be typed and uploaded in the Angel shell using MS Word. Points will be deducted for improper sentence structure, punctuation, spelling and grammar.

The student's signature on this document is recognition of the requirements for successful completion of this course.

Faculty Mentor (S) _____

Date (D) _____

Student (S) _____

Date
Canton

(S) _____ SUNY-

**Criminal Justice Department
Criminal Justice Seminar**

**Seminar Student Agreement
(Research Option)**

Students participating in the research portion of Criminal Justice Seminar, JUST205, at SUNY-Canton are required to spend as much as the equivalent of three weeks of full-time placement, i.e., forty hours per credit hour for a 120 hour total, engaging in research of a criminal agency in an effort to generate a final paper and/or presentation.

There are five course objectives. Upon completing the placement, the intern should be able to: (1) Outline the missions and identify the methods utilized to accomplish the mission of the agency. (2) Identify and discuss the positive/negative factors and conditions that were experienced in the agency. (3) Describe the functions of the agency and how they relate to the mission or task of the agency. (4) Relate the field experience to the academic experience and be able to plan career/educational decisions. (5) Use in the field one or more of the competencies learned in the core Criminal Justice courses.

SUNY-Canton requires the student to identify a criminal justice agency that they wish to research, conduct research about the agency (which includes an interview of an agency personnel/official), submit weekly Student Weekly Reports, and complete and submit a 20-30 page (the body must be at least 20 pages) paper as a culmination of their research, which will include the following:

1. History of agency;
2. Inclusion of Hierarchal diagram of agency;
3. Missions and goals of agency;
4. Annual budget;
5. Demographics of personnel;
6. Inclusion of last 5 years of statistics showing the performance of the essential duties of the agency, i.e. crime stats;
7. Presentation of opinion of effectiveness of agency; and 8. Identification of any improvements needed to the agency.

The interview of an agency personnel or official must include the following:

1. Title and duties;
2. Length of tenure with agency;
3. Identification of agency goals;
4. Explanation of daily duties;
5. Advantages and disadvantages of job;
6. Explanation of how agency fits into goals of criminal justice system;
7. Personnel's opinion of whether the agency is reaching agency goals and criminal justice system goals;

8. Identification of any obstacles that hinder the success of the agency; and 9. Identification of any suggestions needed to improve the success of the agency.

In addition to the above requirement, the student is required to submit a Student Weekly Report, which outlines their activities for that week. This report must be submitted to their faculty mentor three days (including weekends) after the completion of that week.

All forms/reports must be typed and uploaded in the Angel shell using MS Word. Points will be deducted for improper sentence structure, punctuation, spelling and grammar.

The research paper must be submitted on the last day of instruction for that term. The paper must be uploaded into the Angel shell using MS Word. Points will be deducted for improper sentence structure, punctuation, spelling and grammar. The faculty mentor reserves the right to require an oral presentation of your findings. Such requirement will be stated in the course syllabus.

The student's signature on this document is recognition of the requirements for successful completion of this course.

Faculty Mentor (S) _____

Date (D) _____

Student (S) _____

Date (S) _____

**JUST 205
Criminal Justice Seminar Student
Contact Information**

Name:	Student ID:
Home Phone: ()	Cell Phone: ()
Canton Email Address:	
Major:	Anticipated Date of Graduation:
Course Information	
Faculty Mentor:	
CRN:	Semester and Year:

**SUNY-Canton
Criminal Justice Department
Criminal Justice Seminar**

**Student Weekly Report
(Research Option)**

Name of student:

Date submitted:

Respond thoroughly to each of the following. All headings and sub-headings must appear in your report. Number and letter each entry as indicated below:

1. Description of activities you engaged in this period.
2. Explain how they relate to your research.
3. Discuss any observations you made about the agency during this period.
4. Explain whether you completed the tasks outlined for this period.
5. Provide tasks to be completed for the next week (at least three).
6. Provide the number of hours worked toward completion of this course. Please remember that you must complete 120 hours.

**JUST 205
Criminal Justice Seminar Student
Contact Information**

Name:	Student ID:
Home Phone: ()	Cell Phone: ()
Canton Email Address:	
Major:	Anticipated Date of Graduation:
Course/Site Information	
Faculty Mentor:	
CRN:	Semester and Year:
Site Mentor:	Agency:

**SUNY-Canton
Criminal Justice Department
Criminal Justice Seminar**

Seminar Site Agreement

Students participating in the practicum portion of Criminal Justice Seminar, JUST205, at SUNY-Canton are required to spend as much as the equivalent of three weeks of full-time placement, i.e., forty hours per credit hour for a 120 hour total.

There are five course objectives. Upon completing the placement, the intern should be able to: (1) Outline the missions and identify the methods utilized to accomplish the mission of the agency. (2) Identify and discuss the positive/negative factors and conditions that were experienced in the agency. (3) Describe the functions of the agency and how they relate to the mission or task of the agency. (4) Relate the field experience to the academic experience and be able to plan career/educational decisions. (5) Use in the field one or more of the competencies learned in the core Criminal Justice courses.

SUNY-Canton requires the student to attend an orientation briefing with the faculty mentor prior to the actual agency placement. The host agency would then supervise the student on a regular basis during the assigned period. An additional meeting with the faculty mentor will be held upon conclusion of the placement.

Both the college and the agency reserve the right to terminate the placement, after consultation, should misconduct on the student's part be discovered.

The host agency hereby acknowledges that it will accept and appropriately treat student interns without regard to age, race, creed, sex, ethnic/national background, or physical handicap.

Faculty Mentor (S) _____

Date (D) _____

Site Mentor (S) _____

Date (S) _____

**SUNY-Canton
Criminal Justice Department
Criminal Justice Seminar**

Accountability Agreement

I understand that I am accountable for my conduct during the placement. I also understand that any misconduct on my part may be justification for termination of the placement and receiving the grade of “F” for all enrolled credit hours of the course. Accordingly, I contract with my faculty mentor as follows:

1. Dress

I will dress appropriately for my placement. Appropriate dress means conservative business attire unless otherwise directed by my site mentor.

2. Chain of Command

I will observe the authority structure at my placement site.

3. Fraternization

I will not 'fraternize' with fieldwork personnel, clients or anyone indirectly related to or affected by them.

Fraternization means any kind of socialization that might bring the school or fieldwork site into disrepute. For example, fraternization includes but is not limited to drunkenness, other substance abuse, sexual activity, or any other kind of inappropriate behavior. Relationships established at the field work site are of a professional nature only and should not be expanded until the placement is completed.

4. Media

I will have no contact with the media. Only the appropriate agency spokesperson represents the agency. Professional conduct requires that contact with the media be limited to that person, unless my site mentor tells me to do otherwise.

5. Attitude

I am at the site to learn. I will be respectful and courteous to field personnel, clients and anyone else I encounter.

6. Attendance

I will be prompt for fieldwork and appointments with my faculty mentor. I will not be a “clock puncher” and I will not miss my other time-based obligations including prompt submission of required reports.

7. Misrepresentation/abuse of authority

While I will become an active member of my assigned team, I will participate only when asked to do so. I have no official authority.

8. Confidentiality

At the site: One vital aspect of the justice system is its ability to maintain confidentiality. People and agencies have been harmed by breaches of confidentiality. Anything that I learn during my fieldwork is confidential, and I will not divulge it unless I am told otherwise by my site mentor.

9. Extent of My Obligation

I understand that my obligations of media contact and confidentiality, as stated above, do not end when I leave the agency, the classroom or the course, or graduate. They extend indefinitely.

Student: _____

(Please Print)

Signature: _____ Date: _____

Faculty mentor _____ Date: _____

Signature

Site mentor _____ Date: _____

Signature

**SUNY-Canton
Criminal Justice Department
Criminal Justice Seminar**

Site Mentor Memo

TO: Site Mentors
FROM: SUNY Canton Criminal Justice Department
DATE: _____
RE: _____, Student

We would like to take this opportunity to thank you for volunteering as a site mentor for one of our Criminal Justice students. We sincerely appreciate your interest and support. We believe that this experience will be a positive one for you and your agency.

Please **sign, date, and return** the following documents:

- a) The enclosed Seminar Site Agreement
- b) The Accountability Agreement.

If you wish, you can provide these documents to the student, who in turn, will mail/fax them to their faculty mentor.

Please remember that the student is functioning at the beginning level and certainly cannot be expected to perform with the same expertise in the role as you.

The student will be able to perform a variety of support functions within your agency. These functions would be a combination of what you feel able to safely supervise and what the student feels comfortable doing. The student's academic experience has included courses in various aspects of criminal justice. You may desire to assign a project to your student that would utilize their special skills. The student could complete your assigned project as well as work in the day-to-day operations of your agency.

Students will be responsible for the completion and submission of reports which are enclosed in this handbook, **except the weekly Criminal Justice Seminar Progress Report which is completed by the site mentor**. This report should take no more than a few minutes of your time to complete. The other forms included in the handbook are for your information only. **Please fax (or email) the Criminal Justice Seminar Progress Report to the student's faculty mentor on a weekly basis.**

The student's faculty mentor is available to you at any time. Please feel free to contact the mentor at:

Phone: _____ OR E-mail: _____@canton.edu

Thank you again for mentoring a student. We appreciate the time and effort you spend making the internship a valuable learning experience.

**SUNY-Canton
Criminal Justice Department Criminal
Justice Seminar**

Final Report

Name of student:

Date submitted:

Agency:

Period worked - (Include dates and times)

Total hours worked: (This will be a cumulative indication of hours worked during entire seminar period.)

Using the entire site experience, respond thoroughly to each of the following questions. All headings and sub-headings must appear in your report. Number and letter each as it is listed here:

1. Summarize your activities and reactions during your last 40 hours.
2. Summarize activities you engaged in during your internship.
 - a) Did your activities and/or responsibilities increase over time? If so, how? If not, why do you think this was the case?
 - b) Were you supervised during these activities? If yes, what level and type of supervision did you receive? Was it helpful to learning? If no, why were you not supervised and what effect did the lack of supervision have on you and your experience?
3. What did you **expect** to learn from your internship?
 - a) Related to your agency
 - b) Related to “professionals” within your agency with whom you had contact
 - c) Related to other “professionals” and other agencies with whom you had contact
 - d) Related to agency clients
4. What exactly did you learn through these activities?
 - a) Related to your agency
 - b) Related to “professionals” within your agency with whom you had contact
 - c) Related to other “professionals” and other agencies with whom you had contact
 - d) Related to agency clients
- 5) What did you NOT learn through these activities, and why?
 - a) Related to your specific agency
 - b) Related to “professionals” within your agency with whom you had contact
 - c) Related to other “professionals” and other agencies with whom you had contact
 - d) Related to your clients
6. What were the two BEST points of your placement, and why?
7. What were the two WORST points of your placement, and why?

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Criminal Justice Department Criminal
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Weekly Progress Report

Fax: 315-386-7919

Office: 315-_____

Faculty E-Mail: _____@canton.edu

To be completed by the site mentor.

Please fax this report upon the completion of **each 40 hour segment** of the placement.

Site Mentor Name: _____ Agency: _____

Return to:

Faculty Mentor: _____ Intern's Name:

Please study the rating scale below. Mark in the space preceding each statement the number which best expresses your feelings about that statement.

Strongly Disagree		Agree		Strongly Agree		Not Applicable
1	2	3	4	5		X

- _____ 1. The student has attended all assigned days/hours.
- _____ 2. The student is available for consultation when necessary.
- _____ 3. The student has applied him/herself and has been cooperative.
- _____ 4. The student seems genuinely interested.
- _____ 5. The student is well prepared for sessions.
- _____ 6. The student is prompt for assignments.
- _____ 7. The student has completed all assigned tasks and duties.
- _____ 8. The student is professional and mature regarding assignments.
- _____ 9. The student is appropriately dressed for assignments.
- _____ 10. The student understands and complies with agency rules
- _____ 11. I would recommend this student for employment with my agency.

Please make any comments you feel might better express your thoughts regarding the student and/or the work performed. Attach a second page, if necessary.

**SUNY-Canton
Criminal Justice Department Criminal
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Student Weekly Report

Name of student:

Date submitted:

Agency:

Period worked – (Include dates and times)

Total hours worked: (This will be a cumulative indication of hours worked during entire internship.)

Mentor: (Name and title of person directly supervising you at any time during this reporting period).

Respond thoroughly to each of the following. All headings and sub-headings must appear in your report. Number and letter each entry as indicated below:

1. Description of activities you engaged in this period.
 - a. Describe your activities in detail.
 - b. Include your reactions to these activities and to your clients and peers.
 - c. Were you supervised during these activities?
 - i. If yes, describe the supervision and include your reaction to your supervisor and supervision.
 - ii. If no, describe your activities when you were not supervised and your reactions.
2. What exactly **did** you learn through these activities?
 - a. Related to your specific agency
 - b. Related to other “professionals” with whom you had contact
 - c. Related to your clients
3. Can you identify any specific patterns or practices found at any agency during your work?
 - a. Describe the patterns or practices found at each agency.
 - b. Is the pattern/practice useful for the agency? Is it ethical?
4. What activities do you expect to be engaged in during the **next** 40 hours of internship work?
5. What do you **expect** to learn through these activities?
 - a. Related to your specific agency
 - b. Related to other “professionals” with whom you had contact
 - c. Related to your clients
6. What do you **want** to learn? Have you communicated this to your supervisor?

**SUNY-Canton
Criminal Justice Department Criminal
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**(A WEEKLY REPORT IS DUE IN THE TO YOUR FACULTY MENTOR WITHIN THREE
DAYS OF THE COMPLETION OF THE REPORTING PERIOD.) (Portions in parentheses do**

not have to be included in your report. They are merely provided for your information and guidance.)

Seminar Journal

Introduction

Oftentimes, the day of a law enforcement supervisor provides little time for reflection. However, reflection is necessary in improving skills and techniques.

You will maintain a seminar journal in which you will keep notes **each day** about your activities as these will be the basis for your weekly reports. You will submit your journal, as part of your binder, to your faculty mentor at the conclusion of your internship. You may handwrite your journal or type it. The choice is yours. If you handwrite it, it must be legible, etc.

Use these journal notes to reflect critically on what has happened in your “workday”. In each journal entry, discuss the implications of what you and your colleagues are doing. Consider the political climate and consequences, the organizational environment, effects of economics, the social ramifications, and the ethics or morals involved in what you observe.

When you are writing, remember that the reader, your faculty mentor, may know very little about your internship site. Provide a detailed description of events and circumstances, analyze them and draw conclusions.

As you progress through the internship, reread your journal entries and reevaluate the events. Sometimes, after a longer tenure at the site, you will come to different conclusions. Discuss these differences.

Be careful to preserve confidentiality in your journal entries, identifying neither specific clients nor colleagues. Use pseudonyms and general descriptions, few specifics and never actual names. Always write as if your journal might be read by your site mentor or to a jury. While it is unlikely, it is possible that your journal could be subpoenaed.

1) Here is an example of an **acceptable** journal entry in which critical thinking is shown:

Something happened today which troubled me. It was not a big event but it did raise questions about police corruption. The law enforcement officer I worked with stopped for a cup of coffee. The restaurant owner tried to give us free coffee. We refused. I saw, however, how easy it would be to begin to take gratuities. Little things could lead to bigger things. [The student then could write a longer discussion of police corruption and its effects on policing and community relations.]

2. Below, you will find an example of a **mediocre** journal entry:

I answered phones and took complaints. Not much interesting happened.

[The student could have discussed the effect boredom has on the work being done and the goal of the agency, or what workers do to pass the time]

Sometimes, try thinking about what happens from the point of view of the client or citizen. For instance, in considering a prosecutor's actions, discuss them as they might be seen by the person being prosecuted.

Some ideas for your journal:

- a. What agencies did you consider for your internship? Why did you consider them? What did you expect to learn?
- b. How did you feel when making your initial phone call? How did you feel after making that contact? Did your phone reception encourage or discourage your interest? How might a client feel if he or she received the same reception on initial contact?
- c. What was your reaction your first day? Was it inviting or threatening?
- d. With whom did you meet at the agency? Will this person be your supervisor? What was your reaction? Were you comfortable, tense? Were your ideas for the internship elicited or did your interviewer do all the talking?
- e. How did you feel before leaving for the first day in the field? What do you anticipate that you will do? How did you decide what to wear?
- f. How did you feel after your first day? What did you do? What did you learn? What are your initial thoughts when thinking about your next day in the field? Be honest. These notes are only for you.
- g. What theories and goals provided the basis for establishing your agency? (You may find this in the charter or official manual of your agency). How will you observe the way in which these principles are applied in the organization and functioning of your agency?
- h. What knowledge did you hope to gain about the formal organization and structure of your agency? Include an understanding of the roles, education and career possibilities of agency employees.
- i. What is the specific role you would hope to take in your agency and the tasks you would like to be involved with during your internship? Include any areas of special interest.
- j. Which skills did you hope to develop and/or enhance during this placement? Were your hopes fulfilled?
- k. How do you hope to expand your knowledge beyond your specific agency to enhance your understanding of how your agency and its staff relate to other community members and resources?
- l. What do you want to learn from this experience which will help you refine your career goals?
- m. Remember, you are to answer these questions with specifics, not generalities. What skills, knowledge, or theories do you wish to explore?

SUNY-Canton
Criminal Justice Department Criminal
Justice Seminar

Seminar Student Agreement
(Practicum Option)

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The student's signature on this document is recognition of the requirements for successful completion of this course.

Faculty Mentor (S) _____

Date (D) _____

Student

(S) _____

Date

(S) _____