

Prepared by the Department of Social Science & Human Services

Date of Departmental Approval: October 4, 2005

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Effective: Fall 2006

1. **Course Number:** CRJ261
Course Title: Criminal Justice Cooperative Work Experience
2. **Description:** A supervised work/learning experience in a local criminal justice agency combined with a seminar component for student feedback and evaluation. The student must complete 150 hours of supervised work.
3. **Student Learning Outcomes:**
The criminal justice cooperative work experience provides real work experience for students so they may:
 - Apply their classroom knowledge and acquire new knowledge
 - Analyze employment environments and the need for work-related interpersonal communication skills
 - Demonstrate flexibility and the ability to do required quality work under supervised direction
 - Communicate by written summary, a report of the experience, the job, the organization, the activities performed, as well as a critical analysis of the experience
 - Develop intellectual skills of logic, reasoning, critical thinking in the work environment, as well as develop good written and oral communication skills.
4. **Credits:** 3 credits
5. **Satisfies General Education Requirement:** No
6. **Prerequisite(s):** All level one Criminal Justice courses
7. **Semester(s) Offered:** Fall, Spring, Summer
8. **Suggested General Guidelines for Evaluation:** The student is evaluated based on their journals, papers, and the employer's completed Student Evaluation Report. The completed journals are worth 25% of the final grade. The final paper is worth 15% of the final grade, and the employer's evaluation is worth 60% of the final grade.
9. **General Topical Outline (Optional):**
Week 1: Preparation of Resume; Job Interview Scheduled
After completion of 1st 30 hours: Journal due*
After completion of 2nd 30 hours: Journal due*
After completion of 3rd 30 hours: Journal due*
After completion of 4th 30 hours: Journal due*
After completion of 150 hours: Journal due*; Final Report Due**

*Journal – the student must keep a journal of their experiences. The journal is to contain an entry for each date worked. The entry must state the hours worked, the work performed and the experiences of the student on that date. The journal is to be submitted at the end of each of the five 30 hour increments.

**Final Report – the student must submit a typed report of 5-7 pages. The report is an evaluation of the work experience including, but not limited to:
 1. The effectiveness of the employer – address all issues of training, supervision, and opportunities provided.
 2. The student's evaluation of their own preparedness for the job.
 3. Learning experience – did the job help confirm the student's interest in a career in Criminal Justice? What were the most significant things learned? What had the student expected to learn, and did they achieve that expectation?
 4. Conclusion and recommendation – How can the cooperative work experience in Criminal Justice be changed to provide the maximum learning and skill improvement? After this experience, would you want to work for the agency that provided your cooperative work experience? Why or why not?