

Columbia College
Criminal Justice Professional Program Diploma Practicum (CRIM241)
Facilitation 1
Course Outline

Semester Dates: January 2016 – December 2016

Please note that when a holiday falls during the week, your class will be rescheduled for the Friday of that week. Students are required to make arrangements to be present at the rescheduled class.

Facilitator: Lonnie C. Croal MA, ACC, CACE

Email: lonniec @columbia.ab.ca

Class Time: 3:00 PM – 5:00 PM (Tue.)

Room: 805-113

Credit: 3.0

Prerequisite: Successful completion of appropriate
courses as identified by the department

Note: It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Course Description:

This course offers students an invaluable opportunity in developing self-directed learning skills needed for a criminal justice career. It has been our belief that gaining practical experience in an area of specialization provides a key learning experience that will continue long after leaving our college. Students will be engaged in regular scheduled on-campus workshops involving professionals in all aspects of the criminal justice serving Calgary and our province. The practicum program increases the student's potential in their understanding of the complexities of the criminal justice system. Under the supervision of the Director of the Criminal Justice Professional Programs, the practicum program will help the student assess and strategize how they fit into this rewarding career. Attendance at all scheduled workshops and practicum assignments is essential. Prerequisite: Successful completion of assigned courses with a standing G.P.A. of 2.0 and higher. It should be noted that in this course, you may be asked to attend a workshop(s) which will be scheduled during your program and fees involved.

N.B. In this course, you will be required to attend a Crisis Intervention Workshop that will be scheduled during your program or you may be asked to attend this training at another site/agency. There may be costs related to this training.

Learning Outcomes:

As a result of active participation in these sessions, a student can expect to:

- Demonstrate knowledge of organizational objectives and processes used in the workplace setting
- Explain the duties and responsibilities associated with a given occupation and career choice
- Identify opportunities and challenges that may arise in given work situations, and propose appropriate responses that could be taken by a worker in the student's work role
- Apply the criminal justice theory and competencies in actionable next steps
- Understand principles guiding your practice, such as confidentiality policy
- Articulate relationships between classroom topics and situations encountered in the profession
- Communicate in ways and use methods appropriate to a professional environment
- Think critically to solve problems, anticipate outcomes, use and organize information
- Demonstrate appropriate workplace attitudes and behaviours (responsibility, accountability, initiative, trustworthiness, diligence, friendliness, empathy, etc.)
- Work effectively and harmoniously with others to achieve results: Leadership; initiative; motivate others to succeed; deal with difficult situations; reduce conflict.
- Describe insights into one's own preferences, aptitudes, work habits, style of interaction, and learning processes
- Plan a career development strategy that will incorporate learning, achievements, and contacts made through the practicum

Course Format:

This course will bridge classroom methodologies of discussion, personal reflection, experiential exercises, student presentations, role-plays, group activities and especially case studies. Our faculty aims to create a learning environment where the learner is actively engaged in inquiry, critical thinking and problem solving. These assigned workshops provide the student with the opportunity where students are learning from others in a cooperative and collaborative manner.

Students are expected to take an active role in workshop discussions and take responsibility for your own learning. Be a positive and co-operative team member. Columbia College uses a facilitation model of instruction where the facilitator's role is to facilitate your learning. The expectation is that you will come to class prepared with pre-class homework completed. Your facilitator will engage you in activities that are based on your completed homework and readings. Your enthusiasm and positive approach in the classroom will create an atmosphere that will help every student develop the knowledge, skills and attitudes that are needed for success.

How you conduct yourself in our classes will, to a large extent, mirror your conduct in society and your future career. As an example, if you ask questions, challenge the ideas of others in a respectful manner, draw out the best from your colleagues, and encourage both group development and task accomplishment in this class, it is likely you will do the same at work. A high level of student involvement and developing professionalism is expected in the workshops as you work towards your education and career goals.

This field-based course provides students with real-life field experience and assists them in learning from their applied work experiences. It is designed to help students prepare for their future career. The student is expected to meet with the Director Criminal Justice Professional Programs as requested, provide the Director Criminal Justice Professional Programs with the necessary documents to support their placement as required and within the timelines established.

Required Textbooks and Equipment:

McBride, R. (2015). Criminal justice internships: Theory into practice (Eighth Edition). New York: Anderson Publishing.

Criminal Justice Professional Program Student Practicum Handbook

Personal learning journal (provided by student)

Recommended Readings and Resources:

Students may access these sources from the College and from home.

Career Cruising

- www.careercruising.com
Username: columbia
Password: discovery

ALIS – Alberta Learning Information Service

- www.alis.alberta.ca

Alberta Wage Info (OCCinfo) – Occupations and Educational Programs

- www.alis.alberta.ca/occinfo/

Further Recommended Readings and Resources:

- Internet (Job Banks, industry specific professional associations, and other resources)
- City of Calgary Public Library
- Alberta Career Development Centre
- Canada – Alberta Service Centre
- ProQuest
- Gale (Info-Trac)

Homework Assignment Due for the First Class:

- Read your course outlines and be ready to discuss.
- Please write a reflection/journal about your insights/learning from each previous practicum seminar you attend (300 words typed and double-spaced in a word document). Please try to relate your reflection to your practicum experiences and your inner being. This is your reflection and it is your work. Please submit email your written journals during each practicum seminar. It is your responsibility to submit these journals to the Director of Criminal Justice Professional Programs at the beginning of each workshop/seminar.

Evaluation - Assessment of Student Performance:

The final assessment in the course will be based on the following elements. *Please refer to Appendix A for Assignment Descriptions and further Assessment Information.*

Title of Assignment/Examination	Due Date	Weight
Learning Journal Entries (150 words)	Every Class except the final class	Pass/Fail

Please note that all homework and assignments are due at the beginning of each class.

Practicum Process

1. Students are required to satisfactorily complete the following classroom sections:
 - Attend Orientation week – be engaged and committed
 - Attend and fulfil the requirements of the orientation workshops on the following topics:
 - Resume and cover letter writing (Career Services support)
 - Canadian Workplace Culture (Diversity)
 - Professionalism (Document in Professional Programs Student Services Guide General Information)
 - Attend practicum workshops/seminars as scheduled
2. It is expected that the student will display a high degree of maturity, sense of responsibility, and a good attitude and work ethic. Required attendance at workshops/seminars will be considered, along with the quality of participation at these sessions. All academic coursework must be satisfactorily completed and a minimum G.P.A. of 2.0 maintained. If a student's GPA falls below 2.0, the student will not be permitted to begin or continue a practicum until the GPA is maintained at 2.0 and higher.
3. It is highly recommended that students will undertake their practicum placement on a part-time basis of four to eight hours per week during the second part of their program. Although most practicum placements are performed on a voluntary basis in order to gain valuable experience, some employers may pay a modest hourly wage to the student in line with company policy, but do not expect to be paid. If there is remuneration (payment), the student must inform the Director Criminal Justice Professional Programs in order to secure the correct agreement form.
4. **It is the student's responsibility to arrange a suitable practicum placement.** It is important that the student begin a practicum search within the first 2 – 3 months of the program. Students already employed may complete a practicum placement with their employer, providing the work is clearly program related. The site and the type of work being performed must be approved by the Director Criminal Justice Professional Programs in order to qualify as a practicum placement in terms of this course. Only work performed during the period of study will be considered to meet the requirements of the course. If a student wishes to have previous or current employment considered for practicum experience, please discuss with the Director; Criminal Justice Programs. This work may qualify under a Prior Learning Assessment & Recognition (PLAR) opportunity.
5. If a student is having difficulty securing a practicum site, the Director Criminal Justice Professional Programs will provide support. It is the student's responsibility to ask for help.

6. A student who has identified an organization in which they would like to obtain their practicum experience will be responsible for informing the Director Criminal Justice Professional Programs of the necessary information and securing approval from the Director Criminal Justice Professional Programs for the placement site prior to beginning to work at the practicum placement. This may mean that the Director Criminal Justice Professional Programs will need to visit the placement host site prior to granting approval.
7. Once approval is secured, the student will arrange for signing of the practicum agreement with the company and the College prior to the start of any practicum placement. This is necessary due to the legal conditions surrounding a practicum placement. The agreement for a non-paying practicum placement includes Workers' Compensation coverage provided by Columbia College. Without a signed agreement, Worker's Compensation coverage is not available to the student, and the student is working at his/her own risk.
8. Should the student be working at the practicum placement without all documents completed, the student does this as volunteer work that will not be counted towards his/her Practicum hours. Columbia College assumes no responsibility for this decision.
9. **The student is responsible for ensuring that the mid-point evaluation is completed at 50 hours and the final evaluation at 100 hours.** Evaluations are to be handed in to the Director Criminal Justice Professional Programs at per established timelines. Log Hours are to be handed in with the Final Evaluation.
10. If a student does not complete his/her practicum course by the end of their program, the student will not be able to graduate. The student may request an extension of two months by submitting the Practicum Extension Form. The fee for the extension is \$300. Payment must be made at the time the form is submitted to the Registrar's Office. A request to have the fee waived may be made by the student if the student has demonstrated every effort from the first month of the program that he/she has been seeking a practicum placement but has been unable to secure one, and has asked for assistance from his/her Director Criminal Justice Professional Programs or that the host site has not been able to accommodate the student with enough hours due to circumstances beyond his/her control. The Director Criminal Justice Professional Programs must support this request which is made to the Manager Student Services. The student will fill out the practicum extension form and submit it to their Director Criminal Justice Professional Programs for endorsement. The form will then be given to the Manager, Student Services for approval. This form is available on Columbia's website under Student Services & Forms, the Administration Office in Building 802, or the Director Criminal Justice Professional Programs in Building 805.
11. If a student does not complete his/her practicum course by the end of the extension period, the student will be required to repeat the course and pay the tuition fee as assessed by the program. In unusual circumstances, a further extension may be permitted.
12. At the end of the practicum experience, the student should write a Thank-You letter to the work site supervisor. **This may be a formal letter directed through the Director of the Criminal Justice Professional Programs.**

Grading:

Grading in this course is on a pass-or-fail basis, subject to the student's satisfactory completion of the practicum requirements as outlined in this course syllabus. The Employer Evaluation and the Program Director's overall evaluation of the student's participation in such areas as demonstrating initiative in securing a Practicum placement, attendance at appointments, attendance at practicum seminars, participation at these meetings, general professional behaviour, provision of documents and journal entries, all play a significant role in the evaluation of the student. The student should demonstrate personal growth through the practicum experience.

In order to meet all requirements, the student must attend all meetings, workshops; provide the Director Criminal Justice Professional Programs with the two practicum evaluations (at mid-term and final) signed by the practicum supervisor, and a practicum supervisor signed record of log hours. These documents must be submitted by the last day of the final semester of the student's program.

Submission and Completion of Assignments:

You are expected to submit any assignments by the due date. If you are unable to submit an assignment on the due date, you must request an extension **before** the due date by filling out an Application for Assignment Extension form (SSPP-F012) that is to be submitted to the Director of Criminal Justice Programs for approval. This form is available on Columbia's website, Bldg. 802 – Main office and from the Practicum Supervisor.

Attendance Requirements:

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the course facilitator in advance. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements.

Academic Integrity:

Columbia College believes that students are committed to their program and learning experiences. However, it is understood that there are times when students may be absent. Any absences can be viewed as a potentially serious disruption of the learning process and necessary achievement of the learning objectives. Being late is also considered unacceptable as it interferes with the learning opportunities of others. Unavoidable absences or lateness must be reported to the Director of Criminal Justice Programs in advance. Please refer to Columbia College's *Attendance Policy and Regulations (ADM-P151)* for detailed information on Attendance Requirements. **Attendance for all practicum workshops is mandatory and attendance is recorded.**

Student Conduct:

The student may find that the hosting practicum organization may or may not have clear policies surrounding ethical guidelines and conduct. In many situations, you will have to make your own judgments based on college and professional expectations and the student's core values. This may not be an easy process or without careful consideration. The Criminal Justice student remains a representative of Columbia College and the organization with which they are engaged as a practicum student. The moral and ethical conduct reflects on all who are associated with. At all times, the student will conduct themselves with the highest degree of moral and ethical practice. During the student's practicum he/she may witness or be tempted by the following:

- acceptance of meals at a discount or without payment;
- receipt of merchandise from merchants at discount rates;
- admission to sporting and entertainment events without charge or discounted benefit;
- questionable use-of-force;
- acceptance of gifts;
- use of confidential information for private gain or to impress others;
- operating motor vehicles and other equipment illegally;
- accessing mail, email, copiers, computers, and other services for personal use.

At no time will students representing themselves, Columbia College and the host organization engage in questionable practices that will reflect poorly on the professionalism of the program and themselves. It is the responsibility of each student to uphold the expectations and responsibilities outlined in the *Student Code of Conduct Policy (ADM-P229)* and any additional requirements established by your program.

Generally, each student will:

- be respectful and courteous toward others;
- demonstrate appropriate and supportive communication skills, and coach, assist, advise and otherwise support other students in their studies;
- manage any personal stress and conflict in a positive and resourceful manner, and assist others to do the same;
- be dressed in a manner appropriate for their workplace or learning environment, as established by the program;
- conduct themselves in a professional manner with regard to their communication with others and their behavior in class;
- conduct themselves with academic integrity in all of their learning activities, tests, exams, and assignments
- keep up with day-to-day classroom and course expectations.

Important Dates:

Description	Date
Last to add/drop courses	5 school operating days from the start of the semester OR before the third scheduled class, whichever is greater
Last day to withdraw without academic penalty	50% or less of the semester has been completed
Final Examination	A final exam may take many formats. If a final exam is scheduled, it will be taken in an assigned room under the supervision of a Test Proctor. <u>Students must be on time as they will not be permitted to enter once the exam has started.</u> Exam dates, times, and location are posted by the main office Bldg. 802 and by the library in Bldg. 4. <u>It is the student's responsibility to check this exam posting.</u>

Appeals:

Please refer to the *Student Appeal Policy (ADM-P177)*.

Students with Temporary or Permanent Disabilities:

Students with temporary or permanent disabilities may apply for accommodations. To be considered for an accommodation, a student must register with Columbia College's Disability Services by making an appointment with a Disability Services Advisor – Main Office – Bldg. 802 or emailing disabilityservices@columbia.ab.ca. The Department Chair or facilitator is not able to provide you with any accommodations without you taking this step. Please refer to Columbia College's website to review *the Accommodation Policy and Handbook (ADM-P188)*.

Student Support:

Students should be aware that Life Coaching, Career and Disability Services, and Student Support Services (i.e. tutoring, academic strategists, etc.) are provided by Columbia College. Inquire how to request these services at the Main Office in building 802. It is the student's responsibility to discuss their specific learning needs with the appropriate service provider.

Class Schedule/Overview:

Please note that this schedule is subject to change. Any changes or cancellations will be emailed to you. It is your responsibility to check the email address you have given to the school on a daily basis for any messages from the Department Chair/designate, facilitator or College Administration. It is the student's responsibility to be familiar with the information contained in the Course Outline and to clarify any areas of concern with the facilitator.

Session	Date	Topics	Pre-Class Readings
1	January 19 th 2016	<ul style="list-style-type: none"> Workshop expectations About learning journals & homework assignments Why practicums Practicum Goals 	<ul style="list-style-type: none"> Student arrives with Learning Journal (LJ) for journaling and notes Homework (HW) – Student prepares cover letter and resume in first draft completed for next class presentation
2	January 26 th 2016	<ul style="list-style-type: none"> Preparing for your practicum Cautions and encouragements Resumes; posting and social media What if? 	<ul style="list-style-type: none"> LJ – Student arrives with cover letter and resume in first draft completed for presentation HW – Student opens a professional social media account and posts cover letter and resume for next class presentation
3	February 23 rd 2016	<ul style="list-style-type: none"> Choosing an appropriate organization Resume writing Practicum interview Background screening Liability and insurance 	<ul style="list-style-type: none"> LJ – Student arrives with a professional social media account, posted cover letter and resume for presentation HW – Student completes the practicum interest form and emails it as an attachment prior to coaching session
1 hour - booked by student with faculty ***Practicum Applications Should Be Initiated Now***		Guiding and coaching meeting. Book an appointment with your practicum advisor	SARA project design and plan
4	March 22 nd 2016	<ul style="list-style-type: none"> Planning your practicum Your role as a practicum learner Experiential stages to your practicum Participant – Observer 	<ul style="list-style-type: none"> N/A
5	April 19 th 2016	<ul style="list-style-type: none"> Practicum supervision Faculty supervision and coaching Peer support 	<ul style="list-style-type: none"> N/A
6	May 24 th 2016	<ul style="list-style-type: none"> Ethics in practice Student Code of Conduct Ethical standards for the emerging professional Justice and fairness 	<ul style="list-style-type: none"> N/A
7	June 28 th 2016	<ul style="list-style-type: none"> Organizational characteristics Formal and informal structures Government, private and public settings 	<ul style="list-style-type: none"> N/A
8	July 19 th 2016	<ul style="list-style-type: none"> Organizational mission, vision and value statements Agency effectiveness Agency relationship building 	<ul style="list-style-type: none"> N/A

Session	Date	Topics	Pre-Class Readings
9	August 23 rd 2016	<ul style="list-style-type: none"> Using information and technology as a tool Future use of technology in professional practice Training needs assessment 	<ul style="list-style-type: none"> N/A
10	September 27 th 2016	<ul style="list-style-type: none"> Assessing your practicum experience Personal growth and professional development Field and faculty supervisors evaluations 	<ul style="list-style-type: none"> N/A
Coaching & Development		Continuous from the end of Workshop 9 and into Workshop 10	Opportunity to meet with faculty for one-on-one coaching and development
11	October 25 th 2016	<ul style="list-style-type: none"> Assessing your practicum experience Personal growth and professional development Field and faculty supervisors evaluations Assessing your practicum agency Leveraging your practicum into planning and executing a job search SARA project development and progress 	<ul style="list-style-type: none"> N/A
12	November 15 th 2016	<ul style="list-style-type: none"> Field and faculty supervisors' evaluations SARA project poster presentation assignments and schedule 	<ul style="list-style-type: none"> N/A
13	December 06 th 2016	<ul style="list-style-type: none"> SARA student project poster presentations Practicum host organization acknowledgements and presentations Concluding remarks and student awards 	<ul style="list-style-type: none"> N/A

Participation & Engagement in Seminar/Workshops:

Students are expected to be prepared for each seminar and be actively and thoughtfully engaged. Please see the attached rubric.

Appendix 1 Assignment Outlines

Journal Paper

Due Date: Every class, starting for Workshop #2

Weight: Pass/Fail

Description: Write/journal on the relevance to the classroom discussion, your thoughts as they relate to the workshop, points to ponder and experiences. You will be asked to apply critical thinking by synthesizing knowledge, skills and behaviours from the classroom experience, practicum experiences, issues in the media and current and global events in criminal justice studies. The rationale for this exercise is that you will understand yourself better and you will gain insight, new knowledge, professional attitudes and skills that are required expected by employers and our community. Write a reflection/journal prior to each workshop:

- Handwritten journal – Please submit your journal at the end of the scheduled workshop

SARA Project

Due Date: Workshop 13 – Student Poster Presentations

Weight: Pass/Fail

Description: This practicum experience places the student researcher in partnership with the practicum host organization. Through interviews, media, relationships and your personal experience the student will identify a problem that he/she will apply the SARA problem-solving model against. This process of identifying a problem, gap or issue and working through to possible solution(s) is a requirement for success in this course but **is not the focus of your practicum**. Each student will be required to present, for assessment, their process (what they did), the results (what happened) and recommendations (what needs to happen next). Accompanying the poster board will be summary handouts of your project and opportunities to respond to questions from peer students, faculty and invited guests. This will take place on the final practicum workshop date (as per the workshop schedule). A SARA project handbook will be provided at the first scheduled practicum workshop.