



***PRACTICUM (FIELD STUDY) & INTERNSHIP GUIDE***  
**FOR THE AGENCY**

For More Information or questions, please contact:

**Dr. Shawna Cleary**  
**Director of Practicums (Field Studies) & Internships**  
School of Criminal Justice  
100 N. University Drive, Box 182  
Edmond, Oklahoma 73034  
Telephone: (405) 974-5841  
Facsimile: (405) 974-3816  
E-mail: [scleary@uco.edu](mailto:scleary@uco.edu)

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## **CRIMINAL JUSTICE PRACTICUM AND INTERNSHIP (AGENCY INFORMATION)**

### **Introduction:**

Thank you for allowing our criminal justice majors at the University of Central Oklahoma to complete a practicum or internship at your agency. This experience satisfies an important component of our program curriculum in four ways. First, students are afforded an opportunity to gain first-hand experience in the criminal justice field. Second, many students pursue career opportunities with their practicum or internship agency or similar agencies. This opportunity can provide students with a valuable reference for future employment inside or outside the criminal justice system. Third, UCO's Criminal Justice Program is one of the oldest, largest (if not the largest) and best programs in the State of Oklahoma and your evaluation of our students renders important assessment data that is crucial to the appraisal of our curriculum. Finally, your assessment can assist the student in acquiring a positive referral prior to seeking employment.

### **About the Hours:**

Students are allowed to enroll in one (1) to four (4) credit hours of practicum or internship. For each credit hour, the student is required to complete 40 hours of work with your agency. It is the responsibility of the student and agency supervisor to determine a work schedule that is amenable to both parties. A form is included in this packet to record the student work-hours. Please note, if a student plans to complete the internship in one semester, **all** work-hours must be completed and reported to my office by the following dates: Last **Monday in November** (Fall semester), **April** (Spring semester) and **July** (Summer semester).

Submission of the work-hours and the agency evaluation (see below) must be completed by the above dates in order for the student to obtain credit in that semester (if not completed, this results in an incomplete for the student for this course if not received on time – it is recommended that a copy of the original log of hour and evaluation forms, which are signed by your agency and sent to me directly, be given to the student to attach to his/her report). Any forms received after the above dates will be posted to the student's transcript the following semester. This can be problematic to students receiving financial aid, since they have to maintain a minimum number of hours per semester to maintain eligibility. Occasionally, the student is confronted with unexpected obstacles that may impede him/her from completing the anticipated hours. In such cases, you may arrange an alternative schedule to complete the requirements the following semester. Please let me know if a student is unable to complete the hours and retain the forms (record of hours worked and evaluation) until the completion of all required hours.

### **About the Evaluation:**

As stated, we ask the agency supervisor to complete and submit an evaluation of the student's performance. It is important they be evaluated according to the criteria provided (see **Explanation on Grading Terminology**). Your feedback is one of three variables in the assignment of a final grade. Other criteria include a written summary (4 to 6 pages) which is only for the practicum/internship director's use and is not distributed elsewhere. In the event that a problem occurs or clarification is needed, please contact the director of practicums and internships immediately by e-mail or phone.

## **Frequently Asked Questions:**

There are many questions regarding practicum (field studies) and internships, including purpose, duties, and differences between the three experiences. The following information serves to address some of these questions.

First, the practicum (or field study) is an integral part of the student's criminal justice experience; it is required in order to obtain a criminal justice degree from UCO and represents an opportunity to become familiar with an agency the student has selected. Although specific work for a practicum (field study) or internship (an elective practicum) is not outlined here (this is determined at the discretion of your agency), you should be familiar with the differences between the three experiences. Second, duties such as phone operator, filing papers, custodial work, etc., for the **entire** practicum or internship are discouraged. The exception to this rule is when a student is working with an agency that does not have sufficient personnel to perform such tasks. However, such tasks are only acceptable on a limited basis. You should always discuss with students the extent of their duties prior to enrollment.

### **What is a Practicum or Field Study?**

A student in a Practicum will receive a letter grade based upon receiving 81% of the criteria presented in the matrix. The practicum is designed to give the student a cursory view or an introduction to your agency. Students should experience the breadth of the organization, as they will be acquainted with a variety of components of your agency. This will provide them with valuable information when deciding on a career path. Some students decide to work for two different agencies. This is acceptable, and in some cases encouraged. The Field Study is an older version of practicum differentiated only by being graded on a pass/fail basis; it has been phased out and is currently only used for students who began their studies prior to 2016.

### **What is an Internship?**

An elective internship is designed to give the student further opportunity beyond the practicum to experience the depth of your agency; the student can assume greater responsibility for assigned tasks should they be designated. The student's responsibilities can be more important, as he/she represents your agency, serving in the capacity as a protégé, mentor or peer to other students. The internship experience should allow him/her to observe the agency as an insider. The student will only be allowed to enroll in an internship after he/she has completed a the required practicum.

### **What is the difference between graduate and undergraduate Internships?**

A graduate student is expected to complete assigned tasks in an internship at a level of competency that exceeds that of undergraduate students. It is also required that the student inform your agency of his/her graduate status. In such cases, it is expected that graduate students will be assigned tasks that are more meaningful and have a greater degree of responsibility than undergraduate students.

## Explanation of Grading Terminology:

- 1. Dependability:** This refers to punctuality, compliance to the work schedule (does he or she arrive on time, call when they are ill, etc.), completion of assigned tasks, availability in assisting the agency when needed.
- 2. Adaptability:** This indicates the student's ability to move from task to task without difficulty. It also implies the willingness and ability to learn new procedures, materials, operations, etc. with a relative degree of ease.
- 3. Cooperation:** If the student eagerly and willingly completes oral and written tasks for the agency and does so in a friendly and self-motivated manner, he/she is manifesting cooperation. On the other hand, argumentative or contentious attitudes with a supervisor or other personnel, complaining about the assigned tasks, or obstreperous behavior should be interpreted as uncooperative.
- 4. Sociability:** The student should be able to relate to others in a friendly manner. He/she is expected to be able to converse with others, occasionally join agency personnel for meals, and manifest civility toward the public, clientele, and agency personnel.
- 5. Temperament:** This term might refer to any of the following: A student who is paranoid, overly sensitive, easily offended, overly aggressive, overtly hostile toward others, displays an inappropriate authoritarian attitude toward the public/clientele, allows personal problems to interfere with his/her practicum, displays of anger and other unacceptable emotions. Conversely, the student may demonstrate tolerance, patience, respect, accepts directions, etc.
- 6. Follows Instructions:** This area analyzes the ability of the student to follow instructions requested by the agency. Some students may be anxious about their competency; therefore, written instructions to the student from the supervisor are encouraged, especially for complex tasks. The supervisor should document cases in which a student intentionally disobeys instructions.
- 7. Appearance:** The agency should assist the student by analyzing his/her initial interview appearance. This allows the supervisor to guide the student on issues related to appropriate attire, personal appearance, and overall demeanor. This also provides the supervisor to inform the student of the agency's expectations. However, keep in mind that many students have limited funds and clothing while in school.
- 8. Initiative:** This component refers to self-motivation. The student should show an eagerness to perform stated tasks. The student should not have to be told and/or reminded to complete assigned tasks (especially after the student has developed some familiarity with his/her duties).

**AGENCY EVALUATION FOR CRIMINAL JUSTICE FIELD STUDY (PRACTICUM) OR INTERNSHIP STUDENT**

**AGENCY LOG SHEETS AND EVALUATION FORM DUE DATES:** LAST MONDAY IN NOVEMBER (FALL), APRIL (SPRING), and JULY (SUMMER)

Mail original copy to:

**Dr. Shawna Cleary**  
**Director of Field Studies (Practicums) & Internships**  
 School of Criminal Justice  
 100 N. University Drive, Box 182  
 Edmond, Oklahoma 73034  
 Telephone: (405) 974-5841  
 Facsimile: (405) 974-3816  
 E-mail: [scleary@uco.edu](mailto:scleary@uco.edu)

Students Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Thank you for taking the time to supervise our criminal justice field study (practicum) or internship student. It is necessary that a grade be assigned to the student for his/her work at your agency and we appreciate your diligent effort in assisting us with this process. This will not be the sole determinant for the student's grade but it will be an important factor. Please mark the appropriate rating box for each category below. A description of each variable is found on the page titled "Explanation of Grading Terminology." **NOTE: A student enrolled in the Field Study (Practicum) will need a total of 81 Points in order to pass the course.**

Rating Number:	1	2	3	4	5	6	7	8	9	10	11	12
Dependability	F	D-	D	D+	C	C+	B-	B	B+	A-	A	A+
Adaptability	F	D-	D	D+	C	C+	B-	B	B+	A-	A	A+
Cooperation	F	D-	D	D+	C	C+	B-	B	B+	A-	A	A+
Sociability	F	D-	D	D+	C	C+	B-	B	B+	A-	A	A+
Temperament	F	D-	D	D+	C	C+	B-	B	B+	A-	A	A+
Follows rules and instructions	F	D-	D	D+	C	C+	B-	B	B+	A-	A	A+
Appearance	F	D-	D	D+	C	C+	B-	B	B+	A-	A	A+
Initiative	F	D-	D	D+	C	C+	B-	B	B+	A-	A	A+

**Written Comments:**

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*The above information will be confidential unless you designate otherwise and will only be shown to the student.  
 UCO and I appreciate your cooperation and help in this valuable learning experience for this student.*

**Address of Agency:**

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Training Supervisor's Name (please print): \_\_\_\_\_

Training Supervisor's Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Training Supervisor's Signature: \_\_\_\_\_

