



UNIVERSITY OF CENTRAL OKLAHOMA

School of Criminal Justice

FIELD STUDY (PRACTICUM) & INTERNSHIP GUIDE

FOR

THE STUDENT

For More Information or questions, please contact:

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CRIMINAL JUSTICE FIELD STUDY (PRACTICUM) AND INTERNSHIP

READ THE FOLLOWING BEFORE SEEKING ADVISEMENT ON A FIELD STUDY (PRACTICUM) OR INTERNSHIP

Introduction:

A field study (practicum) or internship is an integral part of your criminal justice curriculum. It grants you the opportunity to experience the work of a criminal justice agency. You should strive to satisfy three goals. First, this experience allows you to measure your desire for a career in the criminal justice field. This provides you with information that can eliminate wasted time moving from career to career. Second, a field study or internship gives you the opportunity to obtain a valuable reference for employment, within or without the criminal justice field. Finally, the agency will complete an evaluation of your performance. This evaluation is one of three variables that determine your grade. It is in your best interest to perform your very best. Often, the simple matters make a difference. For example, showing up to work on time, listening to your supervisor, conscientious work, interest, deference, civility, character, etc., are areas a supervisor will examine very closely. You should seek an agency that best fits your interest in criminal justice. The School of Criminal Justice does not have any prearranged field studies (practicums) or internships as each agency will determine whether it will allow you to complete a field study (practicum) or internship at its agency.

DESCRIPTION OF GENERAL EXPECTATIONS FOR THE CRIMINAL JUSTICE FIELD STUDY (PRACTICUM) OR INTERNSHIP STUDENT

The evaluation categories used by the agency are found in the Explanation on Grading Terminology. In addition, you should ask the agency about its dress code. Again, you should remember that professionalism requires compliance to policies, punctuality and enthusiasm. We expect this of all students. If you are uncertain of a task, always seek clarification with your agency supervisor.

Candidates for the Bachelor of Arts in Criminal Justice are required to complete three hours of field study (practicum) for students entering the program after Fall, 2005. Students in field study (practicum) are given either a "P" (Pass) or "F" (Fail). Students must achieve 81 points on the grading matrix in order to obtain a "P" in the field study (practicum). An internship is optional after completing a field study (practicum) and a letter grade is given to student taking an internship and is based upon the same grading matrix in this packet. For each college credit hour enrolled, you are required to complete 40 hours of work at the agency. You must determine a work schedule with your agency supervisor and each agency decides through its screening process whether to accept you for placement. In addition, you will be required to submit a comprehensive summary of the field study (practicum) or internship experience. This should include information about the agency, functions, the nature of the work you were assigned, your observations of the work, and your assessment of the overall experience. You are expected to complete the summary in approximately five to eight typed, double-spaced pages. The grading rubric for the summary will include the thoroughness of the summary, grammar and the depth of your observations.

In addition, you should work with the agency to ensure that the "agency evaluation" and the "work log" are submitted on time to my office. **Due dates for the log, evaluation by the agency and summary paper are the last Monday in November (Fall), April (Spring) and July (Summer).** Your written summary is to be submitted at the same time that the agency's evaluation and work log are due. The preferred submission method is email at scleary@uco.edu, but you may fax, mail or bring the items to the CJ office. Please remind the agency to email, fax or mail the **original log** and **evaluation** to me and give you a copy to attach to your summary. If you have any questions, please do not hesitate to contact me.

PROCEDURE FOR REQUESTING A FIELD STUDY (PRACTICUM) OR INTERNSHIP

1. You are encouraged to enroll in the criminal justice undergraduate field study (practicum) [required] or undergraduate internship (optional) in your senior year after having completed approximately 90 credit hours. The Field Study is the required 3 hour in the criminal justice degree programs. A graduate field study (practicum) or internship is optional and available only to graduate students. [See the attached page on Field Study (Practicum) or Internship Information]. You must obtain written permission from the director of field studies (practicum) and internships before enrolling – you cannot enroll online and must present the permission slip to the enrollment specialists. When you seek permission for enrollment, you should have a student copy of transcript for the director of field studies and internships to review. Failure to obtain permission prior to enrollment will annul the School of Criminal Justice's responsibilities in the assignment of a grade.
2. It is your responsibility to find a criminal or juvenile justice agency for your field study (practicum) or internship placement. If you need more information regarding prospective agencies, see the director of field studies (practicums) and internships. A list of agencies that have accepted students in the past is currently being developed and is usually right outside the door to the School of Criminal Justice's administrative offices. It will be available on-line in the near future. You must also obtain the criminal or juvenile justice agency approval BEFORE requesting permission to enroll in the field study or internship. If your placement acceptance is revoked or not fully accepted for whatever reason, you must find another criminal or juvenile justice agency, or withdraw from the course. Under special circumstances an "I" may be given if you are unable to complete the field study (practicum) or internship during the semester in which you are enrolled in the course.
3. You do not have to complete all four credit hours (old program- prior to fall 2001) or three credit hours (new program- beginning in fall 2011) in one semester. For example, you may take 2 credit hours one semester and 1 credit hour another semester. In addition, you do not have to complete all credit hours at the same agency.
4. Do not enroll in more field study (practicum) or internship credit hours than you can complete in the semester. If you enroll in more credit hours for the semester than what you are able to complete, your grade may be lowered one full grade. The only exception considered is where there is a compelling reason for failure in completing the scheduled field study (practicum) or internship hours.
5. The written field study (practicum) or internship paper, log and evaluation forms must be submitted directly or by email, fax or mail to Dr. Cleary.
6. If you have any questions, you may schedule an appointment with Dr. Cleary by signing up for an appointment. For an appointment schedule, contact her by email.

AGENCY IDENTIFICATION FORM

**STUDENT COMPLETES THIS FORM AND SUBMITS TO DIRECTOR OF FIELD STUDIES
(PRACTICUMS) AND INTERNSHIPS AFTER ACCEPTANCE BY A CRIMINAL JUSTICE AGENCY**

FIELD STUDY (PRACTICUM) OR INTERNSHIP PERMISSION REQUEST FOR:

Summer: _____ Fall: _____ Spring : _____(checkone) Year: _____

Name of Student: _____ Telephone: _____

E-mail: _____

Student's University Identification Number: _____

Address of Student: _____
(street) (city) (state) (zip code)

How many credit hours of course work have you completed? _____

Name of Criminal Justice Agency:

Address: _____
(street) (city) (state) (zip code)

Telephone: _____

Name of agency supervisor for student: _____

Describe functions/duties of agency: _____

What are the requirements for selection as a Field Study or Internship student? (For example, lie detector, background check, etc.)

Signature of Student: _____ Date: _____

**AGENCY APPROVAL: THIS IS TO CONFIRM THAT THE ABOVE STUDENT HAS BEEN ACCEPTED
BY OUR AGENCY FOR A FIELD STUDY (PRACTICUM) OR INTERNSHIP.**

DATE: _____

Signature of Agency Representative

**DUE DATES FOR COMPLETION OF THE FIELD STUDY (PRACTICUM) OR INTERNSHIP:
THE LAST MONDAY IN NOVEMBER (FALL), APRIL (SPRING), and JULY (SUMMER)**

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

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:

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: _____

