

## Wayland Mission Statement

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Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

## Contact Information

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**Course:** JUAD 4360 VC01 – Practicum

**Campus:** WBUonline

**Term/Session:** Fall 2020 - 2

**Instructor:** Dr. Brenda Johnson

**WBU Email Address:** [brenda.johnson@wayland.wbu.edu](mailto:brenda.johnson@wayland.wbu.edu)

**Office Hours, Building, and Location:** Thursday 7:00 PM CST – 9:30 PM CST via Zoom and by appointment

**Class Meeting Time and Location:** Virtual Campus

## Textbook Information

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**Required Textbook(s) and/or Required Materials:** Careers in Criminal Justice: From Internship to Promotion, 6<sup>th</sup> Edition, Harr, Cengage, ISBN# 9780495600329, 2010

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

## Course Information

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**Catalog Description:** Practical application of job searches, resumes, applications, interviews, and the hiring process at various law enforcement and community agencies. Supervised field experience in community agencies with an emphasis on integration of theory and practice. Field Experience: Minimum of 40 hours.

**There is no prerequisite for this course.**

**Course Outcome Competencies:** Upon completion of this course, students will be able to:

- have an understanding and familiarity of the theoretical and practical operations of law enforcement agencies

- have a working knowledge of techniques and operations of job assignments
- understand the theoretics behind social construction of their assigned work area
- have familiarity with supervisor responsibilities within their assigned work area
- have a working knowledge of the basic duties and responsibilities of all personnel within their assigned work area
- have an understanding of the law enforcement aspect of their assigned work area
- have work experience in an agency or organization that specializes in matters related to the criminal justice system

## Attendance Requirements

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### WBUonline (Virtual Campus)

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

## University Policies

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**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**Student Grade Appeals:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

[WBU Catalog](#)

## Course Requirements and Grading Criteria

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1. Practicum Journal	300 Points Possible
2. Weekly Chapter Summaries	150 points
3. Resume	200 Points Possible
4. Final Report	350 Points Possible
TOTAL POINTS POSSIBLE =	1,000 Points Possible

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### **Practicum Time**

Students are required to spend 5 hours per week for a 8 week period at their practicum agency assignment, for a total of 40 hours. Students are assigned an agency supervisor who will determine their assignments and evaluate their progress.

### **Class Time**

Students are required to meet with the instructor 4 times during the semester. During this time the student and instructor will discuss their practicum. The student will maintain e-mail contact bi-weekly with Dr. Brenda Johnson. The student will meet with the agency supervisor weekly.

### **Practicum Journal**

Students will need to complete a weekly Journal. Each journal entry should cover the following: 1) Type of work completed 2) Key areas of learning 3) The week's challenges 4) The week's successes 5) Focus Areas/Areas you wish to improve on 6) Notes, Comments, or Recommendations from the Supervisor. Each journal entry should be a minimum of 2 pages in length. Submissions should be double spaced and in Times New Roman 12 Point Font. Student's will upload their Weekly Submission in the designated location in the weekly folders. Submissions should be thorough and reflect good grammar and

organization. Each submission will be due on Sunday by 11:59 PM CST, with the exception of the week 8 entry, which is due on Friday by 11:59 PM CST.

### **Weekly Chapter Summaries**

Students are responsible creating a 2-page summary of the assigned reading for weeks 1 – 7. The summaries should be double spaced, and in Times New Roman, 12-point font. Each summary should be written with enough detail that it is evident to the professor that the student actually read and understood the material presented. Students will upload the assignment in the designated location within the weekly folder. Each Submission is due by Sunday by 11:59 PM CST for the week the reading is assigned.

### **Resume Assignment**

Students are responsible for drafting a resume. More details on this assignment will be available on the first day of class. Students must take their resume to the writing center and engage in meaningful discussion with their tutor before submitting their resume for grading. The resume should be submitted on or before September 20, 2020 by 11:59 PM CST.

### **Final Report**

**Overview:** This **paper is due on or before Thursday April 30, 2020**. A late paper will **NOT** be accepted for grading. During this semester, you will observe and participate in the daily operations of a criminal justice agency. As you progress through the term, continually ask yourself the following questions:

- 1) How do you personally view the practicum requirement?
- 2) What personal expectations do you have for this course?
- 3) What criminal justice issues, principles, and or theories do you want to see or learn more about?

**Directions:** Prepare a term paper concerning your practicum experience. Building upon the questions listed above, and what you know about the criminal justice system, provide a concise “picture” of what you observed during this term. **As a minimum, you *must* include the following information in this paper:**

- Did your practicum experience meet/exceed your expectations? Why or why not?
- How well did the practicum agency “accept you” into the operation? Please explain.
- What was the mission of your agency? Did you understand this mission? Did the agency accomplish its mission? Why or why not?
- Did the agency place limitations on you? If so, describe them.
- What role did senior leadership and middle management play in daily organizational activities? Provide specific examples.
- What problem areas did you notice in the agency? What are your ideas for fixing them?
- Make sure you fully justify these fixes by referring to previous criminal justice textbooks, scholarly journals, Internet sources, etc.
- How well did the agency use/conserves resources to accomplish the mission?

- Would you change any aspect(s) of the JUAD 4360 course requirements? If so, how?
- Be sure to include notes and reflections from your Practicum Journal.

**PLEASE DO NOT LIMIT YOURSELF TO THESE ITEMS. BE CREATIVE AND INSIGHTFUL!!! THIS IS YOUR CHANCE TO APPLY MANY OF THE THEORIES AND CONCEPTS THAT YOU HAVE LEARNED IN PREVIOUS JUAD COURSES.**

**Other Requirements:**

- The paper must have **at least eight (8) but no more than twelve (12) FULL pages** of double-spaced, typewritten text (only use black ink). Use one-inch (top, left, and bottom) margins for each of these pages. The assignment must have a cover page and a reference page. Students should not include an abstract. The cover sheet and source listing are **NOT** part of the page count for the text).
- Do **NOT** plagiarize. **Students must cite ALL references made in their paper.** When students are unsure as to whether or not they should cite, err on the side of caution, and cite the source! It is better to cite and not need to, than to plagiarize.
- Do **NOT** use information from Wikipedia, Answers.com, and similar web sites as reference sources for your paper. Pick quality sources!
- Students **must use the APA (7<sup>th</sup> edition)** format. For more information regarding APA formatting, students should visit [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)
- Write in a simple, easy-to-understand style and provide an adequate summation. Students may include personal opinions in this paper.

**Grading:**

This paper is worth 350 points. The professor will utilize the following rubric:

- 175 Points – Content: i.e., how well the student developed the topic, related it to the course, and introduced various opinions/facts/sources concerning the subject
- 87.5 Points – Writing skills and mechanics: i.e., proper use of grammar, sentence structure, punctuation, etc.
- 87.5 Points - Formatting: i.e., did you follow the instructions and specifications given?

Students can turn this assignment in early (i.e., before the due date); doing so, however, will not increase the grade.

Typically, the following four (4) problem areas detract from a student's grade. Please learn from others' mistakes—instead of repeating them:

- 1) Failure to cite sources
- 2) Misuse (or lack of use) of APA guidelines
- 3) Failure to accomplish the intended purpose of the paper
- 4) Failure to proofread and spell-check the product

**ASK SOMEONE (THAT YOU TRUST) TO READ AND CRITIQUE YOUR PAPER BEFORE TURNING IT IN! (IT NEVER HURTS TO TAKE IT TO THE WRITING CENTER!!!)**

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

## Tentative Schedule

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Tentative Schedule: **all due dates are in CST**

**Course Outline/Calendar:**

- **Week 1 (August 17 - August 23)**
  - Assigned Reading: Chapter 1 & Chapter 6
  - 2 page assigned reading summary: Due Sunday by 11:59 PM CST
  - Practicum Journal Entry 1: Due Sunday by 11:59 PM CST
- **Week 2 (August 24 – August 30)**
  - Assigned Reading: Chapter 2 & Chapter 5
  - 2 page assigned reading Summary: Due Sunday by 11:59 PM CST
  - Practicum Journal Entry 2: Due Sunday by 11:59 PM CST
- **Week 3 (August 31 – September 6)**
  - Assigned Reading: Chapter 3 & Chapter 4
  - 2 page assigned reading Summary: Due Sunday by 11:59 PM CST
  - Practicum Journal Entry 3: Due Sunday by 11:59 PM CST
- **Week 4 (September 7 – September 13)**
  - Assigned Reading: Chapter 9 & Chapter 10
  - 2 page assigned reading Summary: Due Sunday by 11:59 PM CST
  - Practicum Journal Entry 4: Due Sunday by 11:59 PM CST
- **Week 5 (September 14 – September 20)**
  - Assigned Reading: Chapter 12 & Chapter 13
  - 2 page assigned reading Summary: Due Sunday by 11:59 PM CST
  - Practicum Journal Entry 5: Due Sunday by 11:59 PM CST
  - Resume Submission: Due Sunday by 11:59 PM CST
- **Week 6 (September 21 – September 27)**
  - Assigned Reading: Chapter 14 & Chapter 15
  - 2 page assigned reading Summary: Due Sunday by 11:59 PM CST
  - Practicum Journal Entry 6: Due Sunday by 11:59 PM CST

- **Week 7 (September 28 – October 4)**
  - Assigned Reading: Chapter 16 & Chapter 17
  - 2 page assigned reading Summary: Due Sunday by 11:59 PM CST
  - Practicum Journal Entry 7: Due Sunday by 11:59 PM CST
- **Week 8 (October 5 – October 11)**
  - Final Report Due: Wednesday by 11:59 PM CST
  - Practicum Journal Entry 8: Due Friday by 11:59 PM CST