

Wayland Mission Statement

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

Course: JUAD 4360 VC01 – Practicum

Campus: WBUonline

Term/Session: Fall 1 2021

Instructor: Ms. Heather Gerszewski

Office Phone Number: (806) 291-1170

WBU Email Address: heatherg@wbu.edu

Office Hours, Building, and Location: Available by email and scheduled times, as needed.

Class Meeting Time and Location: Online through Blackboard

Textbook Information

Required Textbook(s) and/or Required Materials: *Careers in Criminal Justice and Related Fields*, Harr, 6th edition, Automatic eBook. ISBN #9781305539839.

*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.*

Optional Materials: Access to a webcam, either through your computer or phone, is recommended. Students will also need Microsoft Word. All Wayland students should have free access to Microsoft Office 365, which should include the Microsoft Office Suite (e.g., Word, Excel, PowerPoint, etc.).

Course Information

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:

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

Attendance Requirements

WBUonline

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

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 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

Practicum Experience Assignments

Students will have until Week 2 to procure a practicum site with a local criminal justice-related agency. This may be a local courthouse, working with a local lawyer/law firm, interning with a local law enforcement or security agency, etc. ***Please note that it is the student's responsibility to reach out to local agencies and make arrangements for their practicum hours and supervision!*** Each student will need to log at least 40 practicum hours with their practicum agency. These hours are unpaid/volunteer and are meant to provide students with hands-on experience before entering the job market. An alternative assignment will be provided for students who are unable to secure a practicum site due to Covid-19 restrictions. Your Practicum Experience Assignments will include:

Practicum Log (1 @ 10 pts): Students will track all of the practicum hours worked at their practicum site and include a brief overview of job duties and assignments each day. The student's Practicum Site Supervisor must verify these hours at the end of the semester. A "Practicum Hours Log" form will be provided in Blackboard and must be submitted in Week 8. Students completing the Alternative Practicum Assignment will also keep a log of their hours and will meet, or exceed, the 40-hour requirement.

Interview a Professional (1 @ 10pts): Students will need to interview a professional who works in their desired field. Interview questions will be provided in Blackboard.

Student Practicum Journal (1 @ 10pts): Each student will keep a journal about their practicum experience. Journal questions will be provided in Blackboard. Student responses to the Journal questions should equal at least 2 full pages, single-spaced, when completed.

Supervisor Evaluation (1 @ 5pts): Students who participate in an on-site practicum will need to have their Practicum Site Supervisor complete the Supervisor Evaluation at the end of the semester. Site Supervisors will also need to verify the practicum hours worked by the student. Students who are unable to secure a practicum site due to Covid-19 restrictions will be given an alternative assignment.

Thank You Card for Practicum Site Supervisor (1 @ 5 pts): At the end of the semester, each student who participated in an on-site practicum will submit a handwritten thank you card to their site supervisor. While this gesture may seem outdated to some of you, a thoughtful acknowledgement can help set you apart in the job market.

Application Packet Assignments

While practicum hours are a key component of this class, job preparation and interview skills are also vital to student success in the job market. As such, each student will complete the following assignments for either the job or graduate school of their choice.

Reflective Journals (2 @ 5 pts each): Each student will answer questions in two Reflective Journals; one at the start of the semester and one at the end of the semester. Journal questions are designed to provide an overview of the student's career goals, any identified strengths and weaknesses, and any additional training/skills needed.

Job Posting/Graduate School Applications (1 @ 10 pts): Each student will need to find and select either 3 job postings for the career of their choice, OR, 3 graduate school applications for the graduate program of their choice (this may include law school). Students will need to provide links to each website job posting/graduate school and provide a brief overview about their selections and desire to pursue the jobs/schools chosen.

Cover Letter/Personal Statement (1 @ 15 pts): Using the job postings/graduate schools selected, each student will write a personalized Cover Letter/Personal Statement. Most applications require a Cover Letter/Letter of Intent/Personal Statement, etc., when an applicant applies to a job and/or graduate school. Many applicants often fail to even get an interview because they ignore this important piece of their application. *This assignment is eligible for 3 Extra Credit points if submitted to Wayland's Writing Center by Friday, September 24, 2021.*

Résumé (1 @ 15 pts): Students will either draft or revise their current résumés and submit them as part of their application packet at the end of the semester. Résumés should be tailored for the job postings/graduate schools the student has selected. *This assignment is eligible for 3 Extra Credit points if submitted to Wayland's Writing Center by Friday, September 24, 2021.*

Mock Interview (1 @ 10 pts): In Week 8, each student will take part in a mock interview with their professor. This practice is designed to help each student hone their interview skills. Online video conferencing appointments will be arranged for students who are not able to meet in-person at the Plainview campus.

Grade Breakdown for Course Assignments

Practicum Experience Assignments (up to 40 points possible)

Practicum Log (1 @ 10pts)	= 10 points
Interview a Professional (1 @ 10pts)	= 10 points
Student Practicum Journal (1 @ 10 pts)	= 10 points
Supervisor Evaluation (1 @ 5pts)	= 5 points
Thank You Card (1 @ 5 pts)	= 5 points

Application Packet Assignments (up to 60 points possible)

Reflective Journals (2 @ 5 pts each)	= 10 points
Job Posting/Grad School Apps (1 @ 10pts)	= 10 points
Cover Letter/Personal Statement (1 @ 15pts)	= 15 points
Résumé (1 @ 15pts)	= 15 points
Mock Interview (1 @ 10 pts)	= 10 points

Total Assignments for this Class = 100 points

Extra Credit (Submit Cover Letter to Writing Center by 9/24/2021) = 3 points possible

Extra Credit (Submit Résumé to Writing Center by 9/24/2021) = 3 points possible

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

Note: Most of the assignments in this course will require the student to work independently to make progress on their practicum hours and application packet assignments. As such, there will be some weeks with no assignments due, but, students are expected to be making progress on their larger class assignments (e.g., practicum hours, practicum log, cover letter, etc.) which will be due in Weeks 7 & 8.

Week One

- Read Chapter 9
- Reflective Journal #1 Assignment Due
- Research Job Postings/Graduate Schools
- Confirm Practicum Site(s)

Week Two

- Read Chapter 12
- Job Posting/Graduate School Applications Assignment Due
- Work on Practicum Hours and Other Assignments

Week Three

- Read Chapters 10 and 13
- Work on Practicum Hours and Other Assignments

Week Four

- Read Chapters 14 and 15
- Work on Practicum Hours and Other Assignments

Week Five

- Read Chapters 11 and 17
- Work on Practicum Hours and Other Assignments

Week Six

- Read Chapter 16
- Interview a Professional Assignment Due
- Work on Practicum Hours and Other Assignments

Week Seven

- Application Packet (Cover Letter and Résumé) Assignment Due
- Thank You Card for Practicum Supervisor Assignment Due
- Mock Interviews (tentative)

Week Eight

- Practicum Log Assignment Due
- Student Practicum Journal Assignment Due
- Supervisor Evaluation Assignment Due
- Reflective Journal # 2 Assignment Due
- Mock Interviews (continued)