CMJ 260-D01 Criminal Justice Field Experience
Spring 2017 Syllabus

I. INSTRUCTOR INFORMATION

Assistant Professor Edmond J. O’Brien

Office Location: Guerrieri Hall, Room 202C

Office Phone Number: 410-572-8757

Office Hours: Monday: 9:30 AM – 10:30 AM
5:30 P.M. – 6:30 P.M.

Tuesday: 10:30 AM – 12:00 PM
2:30 PM – 4:30 PM

Wednesday: 9:30 AM – 10:30 AM
5:30 P.M. – 6:30 P.M.

Thursday: 10:30 AM – 12:00 PM
2:30 PM – 4:30 PM

Friday: 8:00 AM – 4:30 PM
By Appointment Only

College E-mail Address: eobrien@worwic.edu

II. COURSE LEVEL: 200 - Second year

III. COURSE TITLE: CMJ-260-D01: Criminal Justice Field Experience

IV TEXTBOOK: No text is required for this course.
V. COURSE DESCRIPTION

In order to obtain an actual training experience, the student secures or is placed in an approved position relevant to his or her area of emphasis. The student is required to develop, in cooperation with the instructor and field supervisor, a learning contract for the field experience. Supervision and grading of the training experience are provided by both the instructor and the field supervisor. Hours: 100 as an intern. Prerequisites: SDV 101, completion of 45 credit hours for a Criminal Justice Associate of Applied Science Degree, and permission of the Director of Criminal Justice.

VI. COURSE OBJECTIVES

Upon successful completion of this field experience the student will demonstrate the ability to:

Apply knowledge and skills learned from the program courses in the workplace environment. (GEO 1, 2, 3, 5)

A. Complete a 100-hour placement with an approved criminal justice agency. (GEO 1)
B. Complete the field experience objectives. (GEO 2)
C. Complete a reflection paper on the student’s experience.
D. Demonstrate an understanding of the agency’s role and responsibilities. (GEO 3)
E. Perform various duties assigned by the agency. (GEO 5)

Assessment Strategy:

Attendance log, field experience objectives, agency agreement, agency evaluation, reflection paper, journal, student/faculty meetings.

General Education Objectives Addressed By This Course

GEO 1: Express ideas effectively through written text.

GEO 2: Demonstrate a command of oral communication that is accurate, ethical, and audience-centered.

GEO 3: Analyze and/or evaluate texts within and across disciplines.

GEO 4: Apply critical analysis and reasoning skills to evaluate evidence and draw conclusions.

GEO 5: Access, evaluate, and appropriately use information and technology to accomplish tasks and communicate ideas.
GEO 9: Recognize ethical issues in a variety of settings and consider the consequences of alternative actions.

VII. COURSE CONTENT

Prerequisites

1. You must have completed SDV 101: Career Development before enrolling in CMJ 260: Criminal Justice Field Experience.

2. You must have completed 45 credit hours before enrolling in CMJ 260: Criminal Justice Field Experience.

3. Obtain approval from the Director of Criminal Justice prior to enrolling in CMJ 260: Criminal Justice Field Experience.

4. Obtain approval from a criminal justice agency supervisor to do your field experience prior to enrolling in CMJ 260: Criminal Justice Field Experience.

5. After enrollment, submit a completed Agency Agreement Occupational Field Experience form signed by the student, the criminal justice agency supervisor, and the faculty advisor.

Requirements

1. Meet with the onsite supervisor of the field experience.

2. Develop a learning contract that identifies objectives to be accomplished during the field experience, activities, and the method of evaluating completion of these objectives.

   A. Based on your corrections or law enforcement coursework, develop at least twenty (20) learning objectives for your field study experience.

   B. At least one or more learning objectives must apply to each Criminal Justice course in your curriculum.

   Examples:
   
   Learning Objective 1: Describe how to properly conduct a booking process for an adult offender would apply to CMJ 161: Correctional Operations.

   Learning Objective 1: Define chain of custody and discuss its importance applies to CMJ 201: Evidence and Procedure.
C. State at least two or more activities for each learning objective.

D. State a method of evaluation for each learning objective.

E. Refer to the **Writing Assignments** section for a proper format of your learning objectives, activities, and method of evaluation.

F. Refer to the **Writing Assignments** section for a proper format for your learning objective completion certification.

3. Communicate with your instructor at least three times during your field experience.

4. Maintain a journal which includes an attendance log and a summary of duties performed each day. Refer to **Writing Assignments** for a sample Corrections or Law Enforcement journal entry.

5. Submit an employer evaluation of the student at the completion of the field experience.

6. Write a three-page reflection paper relating to your field experience. Refer to the appropriate rubric (either law enforcement or corrections) attached to the syllabus.

7. This assignment should be word processed and include a cover sheet with the student’s name, course title, semester, instructor, agency, and supervisor. Text should be single spaced with one-inch margins using 12 font.

8. This project is due no later than Friday, December 16, 2016.

VIII. TENTATIVE SCHEDULE

Reporting times and locations for 100 hours will be determined your Criminal Justice agency.

IX. REQUIREMENTS FOR EVALUATION AND GRADING

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty evaluation of student objectives</td>
<td>15.0%</td>
</tr>
<tr>
<td>Agency agreement</td>
<td>2.5%</td>
</tr>
<tr>
<td>Agency approval of objectives</td>
<td>7.5%</td>
</tr>
<tr>
<td>Attendance log</td>
<td>7.5%</td>
</tr>
<tr>
<td>Journal</td>
<td>7.5%</td>
</tr>
<tr>
<td>Agency evaluation</td>
<td>30.0%</td>
</tr>
<tr>
<td>Reflection paper</td>
<td>30.0%</td>
</tr>
</tbody>
</table>
**Evaluation of Letter Grade**

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 0%-59%

**X. WRITING ASSIGNMENTS**

There are four writing assignments for the Criminal Justice field experience.

A. The first writing assignment is the development of at least twenty (20) learning objectives for your field experience, a statement of at least two or more activities for each learning objective, and a statement of a method of evaluation for each learning objective.

Sample corrections learning objective, activity, and method of evaluation format.

**Learning Objective 1**

Describe how to properly conduct a booking process for an adult offender.

**Activities:**
1. Learn the department’s procedures and watch training video on how to properly process an adult offender.
2. Observe booking personnel while processing an adult offender.
3. Personally process an adult offender.

**Method of evaluation:**

Supervisor will submit an evaluation

Sample law enforcement learning objective, activity, and method evaluation format.

**Learning Objective 1**

Define chain of custody and discuss its importance.
Activities:
1. Define chain of custody and discuss with a supervisor the importance properly filling out a chain of custody form.
2. Learn the department's procedures on how to properly fill out a chain of custody form.
3. Observe agency personnel completing chain of custody forms.
4. Personally fill out a chain of custody form.

Method of evaluation:
Supervisor will submit an evaluation

B. The second writing assignment is the development of a Learning Objective Completion Certification Form. Refer to the following examples for a Corrections Learning Objective Completion Certification Form or a Law Enforcement Learning Objective Completion Certification.

Sample Corrections Learning Objective Certification Form Format

Learning Objective 1
Describe how to properly conduct a booking process for an adult offender.

Activities:
1. Learn the department's procedures and watch training video on how to properly process an adult offender.
2. Observe booking personnel while processing an adult offender.
3. Personally process an adult offender.

Method of evaluation:
Student has successfully completed this objective.

(Evaluator's Initials)

Sample Law Enforcement Learning Objective Certification Form Format

Learning Objective 1
Define chain of custody and discuss its importance.

Activities:
1. Define chain of custody and discuss with a supervisor the importance properly filling out a chain of custody form.
2. Learn the department's procedures on how to properly fill out a chain of custody form.
3. Observe agency personnel completing chain of custody forms.
4. Personally fill out a chain of custody form.

**Method of evaluation:**
Student has successfully completed this objective.

_______________________  (Evaluator's Initials)

C. The third writing assignment consists of a three-page reflection paper about your field experience. Students will select either the law enforcement or corrections paper, depending on the field experience.

**Reflection Paper – Law Enforcement**

Based on your field experience, write a reflection paper that describes your observations and experiences with the following:

1. Explain why good written and verbal communication skills are essential in interacting with the public, handling calls for service, interacting with other criminal justice officials, testifying in court, and preparing written reports.
2. Describe the characteristics of the offender population and/or crime victims.
3. Describe the importance of police community relations.
4. Compare your observations of patrol and investigative procedures with the information and knowledge learned in your credit courses.
5. Compare the level of professionalism and ethical behavior that you observed to what you have learned in your criminal justice courses.

**Reflection Paper – Corrections**

Based on your field experience, write a reflection paper that describes your observations and experiences with the following:

1. Explain why good written and verbal communication skills are essential for the induction, documentation, supervision, and counseling processes of offender populations and working with co-workers.
2. Describe the characteristics of the inmate, parolee, probationer, or community service population.
3. Describe the legal procedures for the security, custody, and control of diverse offender populations.

4. Compare your observations of court, correctional, or parole and probation procedures with the information and knowledge learned in your credit courses.

5. Compare the level of professionalism and ethical behavior that you observed to what you have learned in your criminal justice courses.

D. The fourth writing assignment consists of maintaining a journal for your Criminal Justice Field Experience. Refer to the following examples for a Corrections journal entry or a Law Enforcement journal entry.

**Sample Corrections Journal Entry**

March 24, 2016

The shift started with cleaning. Then we got four prisoners: two of them were DUI's, one for Disorderly Conduct, and one for Trespassing. We had three of them processed in no time. However, one gave us a hard time and he was somewhat uncooperative. We stopped processing him and placed him in an observation cell, where after an hour or so he came around, and gave us the necessary information to facilitate his booking process. Toward the end of shift, an inmate began complaining of chest pains, and a CO accompanied him in an ambulance to Peninsula Regional Medical Center for examination. He was later released and transported back to the detention center.

**Sample Law Enforcement Journal Entry**

02-25-16

- Reported to shift supervisor at 8:30 A.M.
- Pre-trial conference with Assistant State's Attorney Jennifer Hudson
- Discussed case:
  1. Talked about facts of the case
  2. Discussed officer's testimony
  3. Discussed witness's testimony
  4. Discussed defense strategies.
- Discussed physical evidence to be introduced during trial.

**Writing Center**

The Reading and Writing Center is located in MTC204. You may seek writing assistance from a qualified instructor in the Reading/Writing Center. These “drop in” conferences are available on a “first-come, first-served” basis during the regular
hours of the Reading and writing Center, so do not wait until the last minute to seek writing assistance. Come prepared with your original assignment and a printed copy of your written work. Center hours are: M&Th. 8:30-6:30; T&W: 8:30-8:00; F: 10:00-1:30; Sat 10:00-1:00. Do not wait until the day before an assignment is due to seek assistance.

**XI. ELECTRONIC ASSIGNMENT**

Access the website for your Criminal Justice Agency. Use the Criminal Justice Agency's mission statement, goals, and objectives in the formulation of your Criminal Justice Field Experience Learning Objectives.

**XII. FIELD EXPERIENCE**

1. Complete 100 hours as an intern with a related criminal justice agency.

2. Complete all requirements as previously stated under **Course Content**, **Writing Assignments**, and **Electronic Assignment**.

**XIII. ACADEMIC HONESTY POLICY**

Students must comply with the standards of conduct mandated by college policy as outlined in the Appendix of the college catalogue. Any student caught plagiarizing or cheating on an assignment in violation of that policy will not receive credit for that assignment. Discussions will occur before penalties are given. At the discretion of the instructor, the student may also be referred to the Student-Faculty Disciplinary Committee.

**Etiquette**

Students must dress in accordance with a Criminal Justice agency's policy.

**Attendance**

Students are expected to attend all scheduled Criminal Justice Field Experience sessions and to be on time. Times and dates of attendance will be determined by the Criminal Justice agency. Lack of attendance may be grounds for termination of the Criminal Justice Field Experience.

**XIV. EMERGENCY INFORMATION STATEMENT:**

In the event of a flu epidemic or other emergency that results in the suspension of classes, faculty will be communicating with students about their courses and course requirements, such as assignments, quiz and exam dates, and class and grading policies, via Blackboard. Students will be responsible for completing all these assignments in accordance with class policies. Information about the resumption of
classes will be communicated via the College’s website and email system.

**XV. BLACKBOARD STATEMENT**

Not applicable for this course.

**XVI. COURSE EVALUATIONS**

Not applicable for this course.

**XVII. SERVICE FOR STUDENTS WITH DISABILITIES**

Wor-Wic Community College provides reasonable accommodations for students with disabilities, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. If you are in need of accommodations, please contact the counseling office at (410) 334-2900. For more information, see Wor-Wic's Services for Students with Disabilities web page.

**XVIII. CRIMINAL JUSTICE CLUB**

The purpose of the club is to provide Wor-Wic Community College students with more information on the different career choices in Criminal Justice, and to help network with those who are already working in the field of Criminal Justice, as well as those who are considering careers in Criminal Justice fields. It is also intended as a way for students to keep in touch with issues and current events that have a direct relation to Criminal Justice, and to expand students’ knowledge in different specialized areas that pertain to Criminal Justice.

Membership in the Criminal Justice Club is open to all students at Wor-Wic Community College who have enrolled in credit classes. It is not necessary for a WWCC student to be a Criminal Justice major in order to be a member of the WWCC Criminal Justice Club. Many of our members are General Education, Accounting, and Nursing majors.

Current members of the Criminal Justice Club Executive Board are Doretta Williams (President), Starlena Stewart (Vice-President), Rosalba Fuentes (Treasurer), and Abigail Huerta (Secretary). Assistant Professor Edmond O’Brien is the faculty advisor.

During the Fall 2016 session our meetings will be held every other Tuesday from 4:30 P.M. to 5:30 P.M. in Room 203 of Guerrieri Hall and our first meeting will be held on Tuesday, September 13th. Recent guest speakers at club meetings were Chief Barbara Duncan of the Salisbury Police Department, Corporal Mance McCall III of the Maryland Natural Resources Police, Police Officer Matt McFarlane and
Police Officer Gary Cooper of the Ocean City Police Department Training and Recruiting Section, Corporal Dale Trotter of the Worcester County Sheriff’s Office, Dr. Mark Bowen of the U.S. State Department, Detective Milton Orellana of the Easton Police Department, Sheriff Mike Lewis of the Wicomico County Sheriff’s Office, and Lieutenant Elliott Coen of the Maryland State Police Recruiting Section.

During the Fall 2015 session, the club sponsored a field trip to Eastern State Penitentiary in Philadelphia. Students, faculty, and staff had the opportunity to explore the ruins of what was once the most famous and expensive prison in the world. Known for its grand architecture and strict discipline, Eastern State Penitentiary was the world’s first true “penitentiary,” and is now considered to be one of the most haunted structures in the U.S.

During the Fall 2015 session, the club also sponsored a field trip to the National September 11 Memorial and Museum in New York City. Students, faculty, and staff had the opportunity to examine authentic artifacts in order to understand what happened on 9/11, how people responded in the aftermath of the attacks, and the history and rebuilding of the World Trade Center.

For the Spring 2016 session, the WWCC Criminal Justice Club sponsored a field trip to the “Forensic Mystery Tour” at the National Museum of Health and Medicine in Silver Spring, MD. Students earned gathered information from human skeletal remains, estimating age, sex, height, and then evaluating trauma, dental profile, material evidence. They then worked a scenario which involved examining human remains recovered from an aircraft crash site in Vietnam by comparing the gathered data with profiles of armed forces personnel listed as missing in action from the Vietnam War in order to identify the human remains.

Throughout the 2015-2016 academic year, Wor-Wic Community College Criminal Justice Club students were able to raise $311 through donations. At the club’s last general membership meeting of the year, the students voted to donate these funds to Bertha Fuentes, a local caretaker for an abused 14 year old girl from El Salvador who is currently living in the US.

Below is a link to the Wor-Wic Community College Criminal Justice Club Facebook page: https://www.facebook.com/#!/groups/253411124677805/. Keep in touch and stay informed about upcoming meetings, activities, and field trips. The Criminal Justice Club is an organization of Wor-Wic Community College students for Wor-Wic Community College students, and we encourage you to post your thoughts, ideas, and suggestions.

XIX. ON YOUR MARK ...

If a student experiences any course-related problems throughout the semester, he/she should feel free to contact me at any time. The student may call, send an e-mail, stop by my office, or meet with me before or after class. I look forward to
working with you this semester.