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Practicum philosophy

THE FIELD PRACTICE PROGRAM INTEGRATES LEARNING WITH SERVICE

The field practice program is a valuable part of the student’s total learning experience in the School of Criminology. For students, the field practice program integrates learning with service. It allows students to learn occupational skills and competencies and develop professional relationships with organizations involved in the criminal justice sector, at the same time, students will apply criminological theories to their work. In so doing, the field practice prepares students to demonstrate the integration of professional ethics and values, knowledge and skills, and the capacity to think critically and constructively.

The benefits of the field practice program extend beyond the student. For agencies hosting students in the program, there is the opportunity to have exceptional students from the School of Criminology at Simon Fraser University (SFU) contribute to an agency’s organizational goals. For SFU, the field practice program facilitates learning beyond the classroom; extending the academic reach of the School of Criminology’s programming and allowing the school to contribute meaningfully to the community at large.

Field practice is guided by a set of objectives that are based on the needs and resources of those involved. We promote collaborative, community partnerships for students well-grounded in Criminology theory, research and practice.
Objective of field practice

Field practice provides students with the opportunity to engage with and think critically about the ways the knowledge learned at the School of Criminology applies to the world around them. Through field practice, students gain practical experience in an agency or organizational setting at the same time as they participate in workshops led by a Faculty supervisor at SFU.

How does it work? Students are placed with affiliated organizations, who have designated an experienced professional to act as the student’s Field Supervisor. The Field Supervisor assigns work to the student that aligns with materials covered in the School of Criminology program. At the same time, students in the field practice program are assigned a Faculty Supervisor within the School of Criminology who will lead up to three workshops throughout the term where assigned readings are applied to students’ experiences in the field.

LEARNING OUTCOMES OF PRACTICUM

The learning outcomes expected of students upon completion of their field study practicum are:

- To learn in an alternative setting, what orientations, strategies and approaches are employed by individual members of that agency and understand the extent to which forces in the community affect the agency.
- To examine the professional role and responsibilities associated with the practicum setting and to use appropriate opportunities proactively to integrate observations about the placement with the academic insights, principles, values and ethics gained from studies.
- To understand, explain and critically analyze the agency/organizational context, mandate and objectives, its philosophy, policies, functions and service delivery model, its role in the criminal justice system and community, the legislative framework within which it operates.
- To participate as a team member working collaboratively within the agency/organization.
- To gain knowledge and greater understanding of the network of criminology/social service and key community resources/agencies, their manner of operation and the current social/criminological issues affecting the various agencies.
- To develop a capacity to maintain a constructive level of professional, collegial relationship with agency personnel.
- To evaluate and assess his/her ability, effectiveness, interest and competency as a potential criminal justice practitioner.

The course is, for many students, the ideal mechanism through which to terminate the undergraduate experience. The blending of academic analysis with work related activity provides an excellent transition for students, whether they wish to enter into a professional field or to continue with further academic work.

APPLY CRIMINOLOGY TO THE WORLD AROUND YOU

Field practice provides you with the opportunity to engage with and think critically about the ways the knowledge learned in the School of Criminology applies to the world around you. Through field practice, you will gain practical experience in an agency or organizational setting at the same time as you participate in workshops led by a Faculty supervisor at SFU.
Program outline

The field practice program is an optional component of the upper level criminology curriculum. This means that students are not required to complete this course to graduate and receive a Bachelor of Arts degree with a Major in Criminology. Undergraduate students applying for the field study program must be prepared, academically and otherwise, for the practicum experience. The application process is designed to ensure that students who are accepted into the program are prepared to represent SFU in the community with integrity, maturity, and high ethical standards. The key contact for the field practice program is Helene Love, Field Practice Coordinator, Hlove@sfu.ca.

APPLICATION PROCESS

Step one: What do you like to do?

Begin thinking one semester before you plan to take the course where you would like to work. Whether you are involved in the part time or full time option, they are required to commit to work with a community partner for a full semester – which is a lot of time! Thinking about the kinds of work you’d like to do is essential at an early stage.

Step two: Ensure you have the prerequisites

To apply for the field practice program, students must be formal criminology majors or honors students who have completed at least 90 credits and have a cumulative grade point average of 2.75. Students must have completed CRIM485-1 Professional Development – Field Placement prior to applying for the field practice program. In addition, it is strongly recommended that students applying for specific field placements have completed and demonstrated academic strength in courses related to those placements.

Step three: Apply to the field practice coordinator

Students who meet these minimum requirements apply to the field practice coordinator for admission into the field practice program at least one semester before their preferred placement is set to start. This is to give students who are admitted into the program the opportunity to find an appropriate field placement. The field placement application documents (resume, cover letter, letter of intent) are submitted as part of CRIM485-1, and the mock-job interview that takes place at the end of CRIM485–1 is also the screening interview for admission into the field practice program.

Step four: Find a placement

Upon the student’s acceptance into the program, they will obtain assistance in finding a field placement with a community organization. The descriptions of eligible field placements will be made available through the field practice link on the School of Criminology’s website and to students via email. Applications for field placements will be made via email to the field practice coordinator, who will forward all applications on to community organizations. The community organizations will then screen applications, interview, and select the students that they believe are best suited to work with them.

Step five: Request permission to enroll

Students who successfully obtain a field placement must immediately email the field practice coordinator at hlove@sfu.ca and she can give you permission to enroll in CRIM 486-1 and CRIM 488-5 (if the student is in the part time field practice) or in CRIM 487-3 and CRIM 489-9 (if the student is in the full-time program). Helene will also give you the documents she needs you to sign prior to your field placement.

Step six: Begin fieldwork

Students are to begin their fieldwork on the first day of the semester at the appropriate agency (five days a week if full time placement, 3 days a week if part time placement) up to and including the last day of the semester. During the practicum, students are expected to keep regular working hours of the agency and are responsible to their agency field supervisor for their work assignments and their work performance. Students are to meet with their agency field supervisor on a regular bi-monthly basis for formal feedback discussions. The student’s actual work performance in the field placement will be evaluated by the agency field supervisor on a pass–fail basis in CRIM 486 (part time) and CRIM 487 (full time). The Field Practice Coordinator may also speak with the agency supervisor throughout the term to discuss the student’s progress and may modify, if necessary, the final grade.

For the academic component - CRIM 488 (part time) and CRIM 489 (full time) – students will attend three mandatory workshops at the faculty and submit the required assignments to their academic supervisor. The
REQUIRED COURSES

The field practice program is comprised of three separate components:

1. **Professional Development Component**

   **CRIM 485 – 1 Professional Development – Field Placement**

   CRIM 485-1 is a primarily online course that prepares students for the field practicum.

2. **Field Work**

   **CRIM 486-1 (part time) or CRIM 487-3 (full time)**

   Field work assessed by agency supervisor on a pass/fail basis.

3. **Academic Work**

   **CRIM 488-4 (part time) or CRIM 489 – 8 (full time)**

   The academic component of field study is comprised of meetings with faculty supervisor and completion of three (part time) or five (full time) written assignments.

FIRST STEP TO STARTING PROGRAM

Students must all enroll in CRIM 485 – 1 Professional Development – Field Placement and apply to the field study program at the beginning of the semester prior to their projected field study term (e.g. students taking CRIM 485 in September or January will be eligible for a May start date).

Once matched with a community placement, students can then enroll in the field practice program (CRIM 486-1 and its corequisite, 488-5 for part time; CRIM 487-3 and its corequisite 489-9 for full time study).

SEE SAMPLE COURSE OUTLINES STARTING ON PAGE 13
Students are advised to plan in advance if they intend to make the field practice program a part of their studies at the School of Criminology. A sample time line for the field practice program is as follows, though it should be noted that, if students are not placed with an agency in time for a May start date, they can continue to apply for agency placements throughout the year (for either a September or January start date). For summer placements, a timeline would could proceed as follows:

**November/December**
- Student enrolls in CRIM485 – Professional Development, Criminal Justice Practice

**January – February reading week: Complete pre-requisites and prepare application for field placement**
- Student completes CRIM485. Upon completion, the Student will have all the materials required to submit an application for the field practice program.

**February 1 – 15**
- Student completes Field Study application and submits it to the Field Practice Coordinator through email:
  a. Application form
  b. Statement of interest (goals, type of field practice/academic stream they are interested in and expectations)
  c. Resume
  d. Transcript
- Field practice coordinator ensures student meets the minimum requirements and advises students of eligibility to register for CRIM486/88 (part time) or CRIM487/89. The basic criteria to be used by the field practice coordinator in placing students in CRIM 486/88 (part time) or CRIM 487/89 include:
  a. Successful completion of CRIM 485: Professional Development, Criminal Justice Practice.
  b. A cumulative grade point average of 2.75 and completion of at least 90 credits Grade point average: Students who sustain a grade of “N”, “DE” or “F” in the semester prior to the practicum will be required to explain the circumstances and may be denied entry into the course.
  c. Completion of relevant optional courses: In making decisions about entry into the program, the Field practice coordinator will consider other information that may be relevant. To that end, students are encouraged to submit as much relevant information as possible in their applications for specific placements.

Students undertaking any kind of research project as a part of their practicum would be advised to take CRIM 320 (or find a different agency where research would not take place). Students who enter into such agencies as Immigration, Customs, Corrections, etc. who clearly will not be doing a research project be advised to complete CRIM 321.

It should be noted that students with prior career experience in a particular segment of the criminal justice system will be discouraged by the field practice coordinator from seeking a field placement in that area. Students who already have full time employment may not use that location as a practicum. Students are advised to consult the field practice coordinator if a student is uncertain about the status of a particular location.

**February – April 30: Applying for field placements**
- Students are encouraged to find agencies that they would like to work with and communicate their preferences, along with any contacts they may have, to the field practice coordinator who will be able to screen organizations for eligibility.
- At the same time, the field practice coordinator will be posting available placements as they become available through the School of Criminology’s website.
- All applications must be done through the field practice coordinator. If a posting is of interest, then students must students indicate which placements are of interest, and communicate their interest to the field practice coordinator who screens applications and forward appropriate applications to agencies before the deadline. Students are encouraged to familiarize themselves with the agency they are applying to. Under no circumstances are students to apply directly to agencies.
• The agency will select the students they are interested in, and organize an interview directly with the student.

• Students interview with agencies if selected for interviews, keep field practice coordinator apprised if decisions are made or placements are accepted.

• Students who are accepted into an agency placement are to advise the field practice coordinator, who will give them permission to enroll in CRIM486/88 (part time) or CRIM 487/89 (full time) as appropriate.

• Once a placement offer is accepted, students are prohibited from applying to other placements because they are committed to working with the organization that originally selected them.

• Students with placements enroll in CRIM486/88 or CRIM487/89.

• Students who are not accepted in a placement or who do not obtain interviews work with the field practice coordinator to apply for other placements as they become advertised.

May – September: Work with community organizations (CRIM 486/87) and CRIM 488/89 workshops

• Students start to work with the community organizations (CRIM 486/88) within the first two weeks of the term. Students enrolled in CRIM 486 are expected to work three days a week (20 - 25 hours) and students enrolled in CRIM 488 are expected to work five days a week (35 - 40 hours).

• Students meet with their agency supervisor every two weeks during the course of their placement.

• At the same time, students will also begin to work with their faculty supervisors for CRIM 488/89. Faculty supervisors will arrange for three workshops throughout the term (beginning, middle, end) where students in a stream will meet and discuss their experiences. Students will also be expected to complete their academic assignments, deadlines set by the faculty supervisor.

While this timeline provides an example of the way the field practice may proceed, it is emphasized that the community organizations decide who they would like to hire. The field practice program is competitive. A student who completes CRIM 485 and who is accepted into the field practice program may take longer for a match to be made with a partner agency, and in some cases, it may not occur. In those circumstances, students will still receive one credit for CRIM 485, they will not be able to enroll in CRIM486/88 (part time) or CRIM 487/89 (full time).

LOCATION OF PLACEMENTS

The field practice coordinator is responsible for maintaining contacts with the criminal justice community with regard to developing field placements. Students can participate in the field placement in the lower mainland, and other areas in British Columbia with approval.

Students are also encouraged to seek out placements on their own. However, it is essential that those students coordinate with the field practice coordinator in reaching out with organizations so that the field practice coordinator can conduct the appropriate screening of the agency and determine if the proposed field study meets the standards set for the program. Generally, if a student and an agency are interested in working together on a field placement, the student should notify the field practice coordinator and provide them with the name and contact information for the individual at the agency. The field practice coordinator will then arrange for a telephone meeting with the contact to ensure that the proposed placement meets the program standards (set out in this guide). If so, the field practice coordinator will arrange for the proper documentation to be completed by the agency to set up an affiliation with the program.

Students are required to have reliable transportation to and from their field placement. Some field placements will require students to travel to various other sites to enhance their learning, and it is the Student’s responsibility to ensure that they have reliable transportation to meet these needs should they arise.
Field placement guidelines for community partners

PLACING A STUDENT WITHIN YOUR AGENCY

1. As the student will be working in a placement for three months, it is important that the student is involved in the activities of the agency as much as practically possible. Involvement on more than a peripheral level is extremely important. Students should be involved in activities where they can demonstrate core, professional criminology values, theory, knowledge, and skills.

2. Agencies approved as field placements are to provide students with opportunities and conditions that will support their success in meeting their learning goals. The role and/or tasks assigned the students should be practically oriented, not simply observation or research tasks, although the latter could certainly form part of the student’s experience. The tasks should be meaningful to both the student and the agency involved – assignments of a “make work” nature tend to create problems for both the students and the agency in the long run.

3. The student should gain through the field work experience a good working knowledge of this particular sector of the criminal justice system. If the student is to be assigned one major task or one type of caseload, for example, the student should also be exposed to other facets and responsibilities of the agency so that she/he can gain an accurate overall perspective of the workings of that agency. The client contacts or specialized activities should be in sufficient number and variety to facilitate learning, and represent an increasing level of complexity and challenge.

4. Agencies also encourage student understanding of the professional work role and activities in the field of criminology in the context of the organization and broader community through providing opportunities for students to attend staff meetings, to participate in-service professional development sessions, and to observe and interact with agency professionals in practice (either within the agency or by way of arrangement with collateral agencies).

5. An agency based “field supervisor” must be assigned whose responsibilities include the coordination and supervision of the student’s field work experience and completion of the student’s two performance evaluations. Time must be allotted for the students to attend three, three hour seminars (at SFU Burnaby) during the semester.

This individual should be an experienced professional who will be present throughout the entire three-month field placement and one who will be available to meet biweekly with the student during this time. However, this need not preclude the student from working with other staff members as well. Exposure to other professionals gives the student the opportunity to observe different styles of operation and also reduces the time commitment required of the field supervisor.
GUIDELINES FOR PLACEMENT DESCRIPTIONS

Using these guidelines, agencies should periodically submit a placement description to the field practice coordinator who will then advertise it to students who have been pre-screened for placements.

Please list any current projects or specific activities that the student would participate in.

The placement description should include the following information:

1. Name, address, telephone and website of the agency.
2. Name of the designated contact person.
3. Brief outline of the role of the agency.
4. In-depth description of the tasks/role to be assigned to the student. What knowledge/skills will the student gain through this placement?
5. Any special requirements of the student:
   a. Shift work?
   b. Irregular hours?
   c. CPR or other certification?
   d. Is a car required or necessary?
   e. Does the student need any specific skills or knowledge?
   f. Security check?
   g. Is any training provided by the agency?
6. Is funding available? If so, what allotment? Will the student be responsible for out of pocket expenses?
7. Placement availability – is the placement ongoing throughout the year or limited to a particular semesters (note: SFU practicum semesters run for 13 weeks in the Spring (beginning of January to the end of March), Summer (beginning of May to the end of July) and Fall (beginning of September to the end of November)). How many students will the agency accept during any semester?

RESPONSIBILITY OF THE AGENCY FIELD SUPERVISOR

Students are to be assigned an experienced supervisor in the agency. Where practical, the student should work directly with or in close conjunction with the supervisor. In all cases, students and supervisors should meet on a regular basis to discuss progress, problems, and future work requirements.

Specific duties of the agency field supervisor include:

1. To represent the agency in negotiations with the field practice coordinator.
2. To organize the preliminary orientation period to facilitate the student’s entry into the placement. This orientation should introduce the student to the agency’s objectives, philosophy, and key personnel and describe how the agency fits into the broader criminal justice picture.
3. To be responsible for outlining and coordinating the student’s placement responsibilities, and ensuring that the student is well aware of his/her responsibilities and the agency’s expectations.
4. Through regular supervisory sessions (held at a minimum of twice per month), the field supervisor should oversee the student’s progress through the placement and provide feedback to the student as to his/her performance. These sessions should also be utilized to assist the student in developing an accurate perception of the field agency.
5. To be responsible for bringing to the immediate attention of the field practice coordinator any dissatisfaction that he/she or the agency might have with the student during the course of the practicum.
6. To be responsible for completing a mid-term and final evaluation of the student’s performance in the field and submitting these to the field practice coordinator. Although the practical segment of the course is graded on a pass/fail basis, it is a vital element of assessing the student overall. Therefore, it is essential that the supervisor has knowledge of the student’s performance over term of the field placement and that this knowledge is reflected as comprehensively as possible in the evaluations.

Although it is preferable that students always have access to the supervisor or another qualified professional, there may be times where students must work alone or in an unsupervised setting. Where, however, the business of the agency is such that students are put into situations where there is some risk from clients or the work environment, it is essential that students always work in situations where professional assistance is always available. At no time are students to be considered as qualified professional replacements or agency staff.
Faculty Supervisor guidelines for supervision

Faculty supervisors are responsible for delivering the academic component of the field study program. It is expected that faculty supervisors will:

1. Meet with students who are placed in the field three times during the field practice term at the beginning, middle, and end of the semester for at least three hours.

2. Guide field practice students through the process of extending their practical experience to theory by setting the assignments, required readings, and methods of evaluation to students at the start of the semester.

3. With the support of the field practice coordinator, organize and assess student work in accordance with the standards set by the School of Criminology in terms of quality as well as integrity (see SFU Policies and Procedures S 10.01 Code of Academic Integrity and Good Conduct).
Student responsibilities in field practice

PRIOR TO ENGAGING IN FIELD WORK

Being proactive and prepared are essential for successfully finding a field placement. Prior to engaging in field practice, students are responsible for:

- Actively participating in the field placement process: research potential agencies, pursue potential placements, connect the field practice coordinator with potential opportunities.
- Although it may vary, community partners may require students to have security clearances that could require criminal records checks and/or drug tests. Familiarizing themselves with the Criminal Records Review Act which requires criminal records checks for people working with children or vulnerable adults.
- Obtaining all required pre-requisite security clearances (e.g. criminal records check) or training (e.g. CPR) required to engage in their field placement.
- For international students, ensuring that the required immigration documents and work permits are in place.
- Completing requisite agreements with the agency and field practicum program (e.g. Memorandum of Understanding and Educational Agreement; Confidentiality Agreement; Indemnity Agreements and Waivers).

DURING FIELD PLACEMENTS

For the duration of their field placements, students are required to act with integrity and professionalism and meet the eligibility criteria specified by the community agency in which they are placed. During field placements students are responsible for:

- Understanding and following the security precautions, safety protocols, and other policies in place with the community partner.
- Acting ethically, professionally and confidentially in their work placements. This means:
  - treating coworker and clients with professionalism and respect;
  - refraining from using computers or telephones for personal purposes during work hours, unless there is an emergency;

ACT WITH INTEGRITY AND PROFESSIONALISM

Being proactive and prepared are essential for success in your field placement.

For the duration of your field placement you are required to act with integrity and professionalism and meet the eligibility criteria specified by the community agency in which you are placed.

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o dressing professionally at the practicum site;

o completing work assignments on deadline and to the highest standard and seek direction when needed;

o preserving confidentiality; and

o providing written reports and records as expected and appropriate.

• Observing the agency’s schedule for working hours, which means arriving early or on time for all scheduled shifts. In the case of illness or other extraordinary circumstances, the student is expected to negotiate making up for lost time with their agency supervisor.

• Acting safely and responsibly in carrying out duties as assigned. This means:

  o Asking questions and obtaining clarification when needed;

  o Maintaining appropriate boundaries with practicum site clients and employees; and

  o Ensuring that safety protocols and organizational policies are observed.

• Seeking feedback regarding performance from their supervisor and accept constructive criticism.

• Maintaining regular communication with the field practice coordinator. At a minimum, students should email the field practice coordinator once every two weeks. The student is required to immediately communicate any problems or issues that occur in the field with the field practice coordinator.

The failure to meet these standards may result in a student’s removal from the field practice program. Students who fail to report to work on time or leave early; behave inappropriately; or fail to be respectful of confidentiality or privacy or who are otherwise not conducting themselves in accordance with these guidelines may be removed from their placements and no credit will be awarded for the field study program. Termination of the program is discussed in further detail at the end of this manual.

STUDENT ACADEMIC RESPONSIBILITIES

In their academic work, expectations of students are:

• Required to adhere to SFU’s rules, regulations and policies including the Student Code of Conduct https://www.sfu.ca/students/studentconduct.html and the Code of Academic Integrity https://www.sfu.ca/policies/gazette/student.html.

• That the student is self-motivated and capable of being self-directed throughout their placement.

• Students are expected to conduct their own research, to the satisfaction of their academic supervisors and complete all of the assignments required in CRIM488/89.

• Attendance at all three workshops is mandatory and arrangements will be made with community organizations in which students are placed to have students attend.

• Required to complete coursework in CRIM 488 and CRIM 489 on time and actively engage in workshop activities.

Finally, as discussed in the Statement of Risks below, criminal justice work may involve heightened risks to your safety and welfare. You are not required to place yourself in a dangerous activity (e.g. carrying a gun, making arrests, or participating in any other activity that is dangerous to yourself or other people). If a supervisor orders you to participate in a dangerous situation, respectfully decline to participate in that activity and contact the field practice coordinator.

QUICKLAW ACCESS

Students are reminded NOT to use their academic passwords to obtain access to Quicklaw in order to undertake research for their field practice supervisors. There is a real possibility that such misuse could result in the withdrawal of Quicklaw access for all Criminology students.

We assume students understand the restrictions of the use of their Quicklaw access for non-academic purposes. If students misuse their access, this is a violation of the School of Criminology policy and you are specifically warned about the consequences of such misuse.
STATEMENT OF RISKS

The field practice program is a valuable part of the student’s total learning experience with the School of Criminology. However, this exciting educational opportunity is not without certain risks, dangers, hazards and liabilities for all participants. These include, but are not limited to, personal injury, death, property damage, expense and other loss, delay or inconvenience, and agency cancellation or curtailment. All persons taking part in the field practice program are required to accept these risks as a condition of their participation in the venture. Simon Fraser University will not accept any liability for any injury, loss, damage, or expense sustained as a result of any person’s participation in the field practice program. The Statement of Risks set forth below is intended to enable participants to better understand the various risks involved.

Field practice involves the risks inherent in working with the criminal justice system. Risks include, but are not limited to, working with individuals who may behave in a dangerous or unpredictable manner or have a communicable disease (e.g., HIV, AIDS, Hepatitis). Practicum work may equally involve witnessing psychologically disturbing events; being implicated in stressful, violent, and/or dangerous situations; or exposure to toxic substances. To minimize risk, students are encouraged to familiarize themselves with their practicum site’s security precautions and safety protocol and to discuss any safety concerns with their practicum site supervisor and the field practice coordinator.

It is the responsibility of each participant to learn as much as possible about the risks of the venture, to weigh those risks against advantages, and to decide whether or not to participate. Simon Fraser University, its professors, instructors, and support personnel for the field practice program cannot and will not assume liability in respect of any of these risks, dangers, hazards, and liabilities. Simon Fraser University accepts no responsibility and assumes no liability with respect to any academic, vocational, medical or financial or tax advice received by participating in the field practice endeavor.

WITHDRAWAL PROCEDURES

The established university policy (outlined in the most recent SFU calendar) regarding withdrawal from a course applies to CRIM486/87 and CRIM488/89. It should be noted, however, that because of the time and work commitment made by the field training agencies, students are highly discouraged from dropping this course for casual reasons. Furthermore, if the student drops this course without an acceptable reason, he/she will not be permitted to enroll in this course again.

TERMINATING A PLACEMENT

i) The School reserves the right to terminate the placement of any student if it is determined that the student’s performance is inadequate with respect to either or both the academic segment and/or the applied segment.

   a) CRIM 486/87 Academic component - inadequate performance is viewed as failure to attend seminars without providing reasonable notice, failure to prepare for and participate in seminar discussions, failure to submit the required journals as scheduled, or failure to complete the assignments in an acceptable manner.

   b) CRIM 488/89 Applied component - placements may be terminated if it is determined that students have failed to adequately meet the expectations of the placement supervisor. Before any placement is terminated, the coordinator will meet with the student and agency personnel in an attempt to rectify the situation and to determine the exact nature of the problem. Continued performance difficulties, however, can result in premature termination.

ii) Placements may also be terminated if it is determined that the agency is not providing an adequate work setting or supervision to the student. If termination is required but not due to inadequate performance by the student, alternative arrangements will be made to allow the student to complete the field practice course without jeopardizing the entire semester. For this reason, students are advised to inform the coordinator as soon as difficulties become evident.

Normally early termination as in (i) above would be considered as failure to complete the course requirements and would result in a grade of N. However, due to the consequences involved, in the event that early termination is required, the field practice coordinator will consult with the Undergraduate Curriculum Committee and the Director of the School to determine the type of notation which should appear on the student’s transcript. (i.e. F; N; WE or WD). Students wishing to appeal the assigned notation or withdrawal action would follow normal university procedures.

Except in special circumstances, students will not be permitted to repeat the field practice course.
Coursework Examples

SAMPLE COURSE OUTLINES

1. Professional Development – Field Placement
CRIM 485-1 (online/in person)

Prerequisites
- A minimum of 90 credits with a declared Criminology major
- CGPA of 2.75

Course outline
In this largely online course, workplace skills and ethical issues confronting professionals in the criminal justice system are examined, including: communication and conflict resolution; confidentiality; conflicts of interest; professionalism and professional ethics; team work; and time management. Course work is completed online, with the requirement of one in-person meeting at the end of term where students will practice interview skills.

Learning outcomes
An understanding of professionalism and professional ethics including, but not limited to, confidentiality, conflict of interest and professional judgment and decision-making;

1. Demonstrate the familiarity with the importance of team work, team building, and positive workplace relationships;
2. Describe and critically analyze effective listening, constructive feedback, and response styles;
3. Apply understanding of professional presentation through resume writing, applications, cover letters, and email etiquette, and interviewing skills;
4. Develop and refine oral, written, and interpersonal communication skills; and
5. Describe and critically assess responses to conflict, working with multiple stakeholders and time management.

Students must complete this course to be considered for a field study placement, but completion of this course does not guarantee a field study placement.

Sample Course Evaluation
- Resume and Cover Letter
- Personal Bio/Statement of Goals
- Exercises/Responses (6 in total)
- Mock Interview (in person – end of term)

All course evaluations are pass/fail.

Required text
- Field practice handbook
- Readings assigned through Canvas

different styles of operation and also reduces the time commitment required of the field supervisor.

2. Field Work
CRIM 486-1 (Field Work – Part time) or
CRIM 487-3 (Field Work – Full time)

Prerequisites
- A minimum of 90 credits with a declared Criminology major
- CGPA of 2.75
- CRIM 485
- Corequisite CRIM 488-5 (part time) or CRIM 489-9 (full time)
- Agency may have specific requirements including, but
not limited to, a criminal records check

Course outline

This course represents the field work component of the field study. CRIM 486-1 is a supervised three-month part time (15 – 20 hours per week) field placement with a criminal justice or community organization. CRIM 487 – 3 is a supervised three-month full time (35 – 40 hours per week) field placement with a criminal justice or community organization.

Field Work outcomes

Upon completion of the field work component, students will be able to:

1. Foster professional relationships and establish contacts within the criminal justice field;
2. Demonstrate accountability and professionalism through dress, conduct, outlook;
3. Further develop and refine oral, written, and interpersonal communication skills; and
4. Demonstrate an ability to problem solve, think creatively and flexibly and work independently within a professional workplace.

Students will be evaluated on a pass/fail basis by their Field Supervisor within which they are placed.

Sample Course Evaluation

Demonstrated workplace accountability and professionalism

Building professional relationships as part of a team

Practice effective oral, written and interpersonal communication skills

Ability to problem solve, think creatively and flexibly, as required

All course evaluations are pass/fail.

Students must complete all course requirements to receive a passing grade. The course is graded on a P, F, FD, W basis.

Required text

• Field practice handbook

3. Academic Component

CRIM 488-5 (Field Placement - Academic – Part time) or CRIM 489-9 (Field Placement - Academic – Full time)

Prerequisites

• A minimum of 90 credits with a declared Criminology major
• CGPA of 2.75
• CRIM 485
• Corequisite CRIM 486-1 (part time) or CRIM 487-3 (full time)
• Agency may have specific requirements including, but not limited to, a criminal records check

Course outline

Students are required to attend three, three-hour workshops during the field practice term. These workshops represent the academic component of the field study program. These workshops are mandatory, and agencies must agree to allow students to attend these workshops prior to placement.

The CRIM 488/89 workshops are led by a faculty supervisor who is a recognized expert in one of the four subject streams:

1. Policing and enforcement
2. Legal and regulatory
3. Corrections
4. Community services

The faculty supervisor will assign readings at the beginning of term, as well as a series of assignments that are discussed in group workshops that take place three times per term. The field placements are an application of this academic material, and assignments will require students to demonstrate their academic knowledge and provide examples of how it applies to their experiences in the field.

Academic Component outcomes

Upon completion of the academic component of the field practicum, students will be able to:

1. Describe the basic role and operations of the agency;
2. Think critically about the formal and informal structures and governance of the agency;
3. Identify and describe the role(s) played by the agency in the wider criminal justice context;
4. Apply critical theory to the reality of daily operations within the organization;
5. Develop and refine oral, written, and interpersonal communication skills;
6. Access personal performance and set goals for ongoing professional development;
7. Increase capacities for reflection and adaptation to experience and feedback;
8. Problem solve, think creatively and flexibly and take responsibility for own actions; and

Students will be evaluated according to the School of Criminology’s grading policies.

Sample Course Evaluation

Faculty supervisors will set the assessments for students within their stream. Students in CRIM 488-5 (part time option) will be required to complete at least three assignments over the course of the term. Students in CRIM 489-9 (full time option) will be required to complete five assignments over the course of the term. A sample evaluation scheme for a student in the part time field study option (CRIM 488-5) may include the following:

Sample evaluation of a part time field practice student:
- Agency background review and stakeholder report (35%)
- Critical Essay (35%)
- Self-reflection (30%)

Sample evaluation of a full time field practice student:
- Agency background review and stakeholder report (20%)
- Critical Essay (20%)
- Self-reflection (20%)
- Policy/Agency briefing note (20%)
- Annotated Bibliography (20%)

Sample Assignments

While the content and length of the assignments will be set by the faculty supervisor at the beginning of term, some potential assessments that may be chosen by a faculty supervisor include:

1. Agency background review and stakeholder report (4 – 6 pages)

An agency background review and stakeholder report would generally be completed at the beginning of the term. In this assignment students identify the basic role and operations of the agency; describe the formal and informal structures, and governance at the agency in which they are placed. Completing an agency background review and stakeholder report will orient the student to their agency placement and prepare them to work as a team within it.

2. Annotated bibliography (3 pages)

An annotated bibliography requires the student to identify at least five texts or course resources relevant to the field placement agency and explain their relevance to the work to be conducted by the student during a field placement.

3. Critical essay (25 pages)

The critical essay assignment requires students to identify and describe the role(s) played by the agency in the wider criminal justice context and apply criminological theory to the reality of daily operations at the agency.

The critical essay will draw on the sources assigned by the field placement supervisor and/or the annotated bibliography produced at the start of the term. It will require students to complete a literature review relating to a topic that pertains to the student’s field placement. Students should consider selecting a topic that particularly interests both the student, their academic supervisor, and may be of some use to the agency in which they are placed.

The critical essay must include a critical analysis of at least one issue, an analysis that draws on the student’s own insights and position. All opinions must be substantiated by information from the literature review or examples of experiences encountered on the job. Unlike the annotated bibliography, the critical essay requires more than just a summary of the literature – it requires students to integrate sources into arguments, rather than simply moving from the work of one author to the next. What distinguishes the critical essay from the annotated bibliography or a simple literature review (which compares and contrasts different perspectives on an issue), is that students will be required to provide an original
critical discussion. This critical piece will require students to identify, explain, and argue in support of a position in respect to an issue.

Distinct from the self-reflection piece, which requires students to address a number of issues that may arise in their experience over the course of several weeks, in the critical essay students are asked to focus on a particular issue related to their field practice and consider all aspects of that issue in depth. It should include all the facts pertaining to the issue, a critical analysis of positions advanced in respect to that issue in the literature, as well as the student’s own position – which is tied to their field practice experience.

The research paper should not involve research with human subjects that would require ethics approval through the research ethics board (e.g., conducting interviews with agency staff or clients).

4. Policy/agency mandate and briefing note (3 pages)

The briefing note requires students to draft a short report on the agency issues, challenges or priorities that they have encountered during a placement. The policy agency mandate/briefing note might involve a literature review, legal research, a case summary or file review. This assignment should be completed in consultation with the student’s agency supervisor, with approval from the student’s academic supervisor.

The agency mandate/briefing note will be marked on quality of analysis, critical, analytical overview of the subject, degree of insight shown, level of integration, writing style and quality, depth of analysis, level of interest generated, quality of references etc.

5. Self-reflection (5 X 5 pages = 25 pages total)

In the self-reflection assignment, students analyze their own performance, whether they have achieved their personal and professional goals during their work placement. Students will be required to write about their field work in the context of their broader career goals. The purpose of the self-reflection exercise is to engage the academic materials covered in criminology course work with field experiences.

The self-reflection assignment may take the form of a journal, where students will be required to record their thoughts, experiences, observations and impressions of the field practice placement on a weekly basis for six weeks over the field practice term. Each journal entry is expected to be 5 pages, double spaced.

Assessment of the weekly journal is based on a student’s ability to think critically about the events they have encountered and explain how they chose to resolve issues, or what they would have done differently. Accordingly, the journal should not be treated as a weekly log of activities, rather, students should relate their observations and the issues they encounter to their prior training in the criminology program. In other words, a student’s experiences and observations are the data that they will then subject to critical analyses.

In contrast to the critical essay, the self-reflection journals are not academic papers. Therefore, it is not expected that a student includes many references for each journal entry. Over the course of a term, students are expected to include only around five to eight references in their journal set. At the same time, the journals are not intended merely to reflect personal responses to issues that arise in the field study placement. Personal responses must also be accompanied by some degree of academic analysis. For example, a student may compare their personal experiences with their knowledge of the relevant criminology literature from the annotated bibliography or from courses taken during the course of their degrees.

Journal entries are written in an essay format, and will be graded on their structure/grammar/spelling. References must be cited. The journal package (six entries) should be a total of 30 pages in length, due in the second workshop of the field practice term.

Required text
• Readings assigned by faculty supervisor.