

Prepared by the Department of Social Sciences, Behavioral Sciences & Human Services

Date of Departmental Approval: February 10, 2016

Date approved by Curriculum and Programs: March 3, 2016

Effective: Fall 2016

1. **Course Number:** CRJ262

**Course Title:** Corrections Cooperative Work Experience

2. **Description:** A supervised work/learning experience specifically in the field of corrections combined with a seminar component for student feedback and evaluation. The student must complete 150 hours of supervised work. All co-op students must pass a successful background investigation and meet technical standards.

3. **Student Learning Outcomes** (instructional objectives, intellectual skills):

Upon successful completion of this course, students are able to do the following

- Apply their classroom knowledge and acquire new knowledge specific to the assigned agency.
- Analyze employment environments and the need for work-related interpersonal communication skills
- Demonstrate flexibility and the ability to do required quality work under supervised direction
- Communicate by written summary, a report of the experience, the job, the organization, the activities performed, as well as a critical analysis of the experience
- Develop intellectual skills of logic, reasoning, critical thinking in the work environment, as well as develop good written and oral communication skills.

4. **Credit(s):** 3 credits

5. **Satisfies General Education Requirement:** No

6. **Prerequisite(s):** Completion of all certificate course requirements

7. **Semester(s) Offered:** Varies

8. **Suggested Guidelines for Evaluation:** The student is evaluated based on their journals, papers, and the employer's completed Student Evaluation Report. The completed journals are worth 25% of the final grade. The final paper is worth 15% of the final grade, and the employer's evaluation is worth 60% of the final grade.

9. **General Topical Outline (Optional):**

Week 1: Preparation of Resume; Job Interview Scheduled

After completion of 1<sup>st</sup> 30 hours: Journal due\*

After completion of 2<sup>nd</sup> 30 hours: Journal due\*

After completion of 3<sup>rd</sup> 30 hours: Journal due\*

After completion of 4<sup>th</sup> 30 hours: Journal due\*

After completion of 150 hours: Journal due\*; Final Report Due\*\*

\*Journal – the student must keep a journal of their experiences. The journal is to contain an entry for each date worked. The entry must state the hours worked, the work performed and the experiences of the student on that date. The journal is to be submitted at the end of each of the five 30 hour increments.

\*\*Final Report – the student must submit a typed report of 5-7 pages. The report is an evaluation of the work experience including, but not limited to:

1. The effectiveness of the employer – address all issues of training, supervision, and opportunities provided.
2. The student's evaluation of their own preparedness for the job.
3. Learning experience – did the job help confirm the student's interest in a career in Criminal Justice? What were the most significant things learned? What had the student expected to learn, and did they achieve that expectation?

4. **Conclusion and recommendation** – How can the cooperative work experience in Criminal Justice be changed to provide the maximum learning and skill improvement? After this experience, would you want to work for the agency that provided your cooperative work experience? Why or why not?