

Practicum (CJSA 2364)



Credit: 3 semester credit hours

Prerequisites: CJSA 1322, CJSA 1327, CJSA 1308, CJSA 1342, CJSA 2323, CJSA 1325, CJLE 2345, HMSY 1337, HMSY 1342, HMSY 1343, HMSY 1338, HMSY 2337

Course Description

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This is a capstone course for the Associate of Applied Science in Homeland Security with Crime Scene Technician Specialization. Students must take the WorkKeys Test.

Required Textbook and Materials

1. *LIT Cooperative Education Handout*
2. *CJSA 2364 Practicum Syllabus*
3. *Copy of LIT 2010-2011 Catalog "Serving Our Community (Note pps. 7-42)*

Course Objectives

Upon completion of this course, the student will be able to:

1. Have a general understanding of the agency they were assigned to work in: (SCANS: C5, C9, C11, C14, F5, F6,)
2. Understand the History/Profile and Safety Procedures of the agency (SCANS: C5, C6, C7, F1, F2, F5, F6)
3. Create a career Goals Profile (SCANS: C 5 C6,C7,F2, F8, F13, F14, F15, F16, F17)

SCANS Skills and Competencies

Beginning in the late 1980's, the U.S. Department of Labor Secretary's Commission on Achieving Necessary Skills (SCANS) conducted extensive research and interviews with business owners, union leaders, supervisors, and laborers in a wide variety of work settings to determine what knowledge workers needed in order to perform well on a job. In 1991 the Commission announced its findings in *What Work Requires in Schools*. In its research, the Commission determined that "workplace know-how" consists of two elements: foundation skills and workplace competencies.

Course Outline

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| <p>A. Welcome to the Practicum</p> <ol style="list-style-type: none">1. Introduction of faculty and students2. Explain the Practicum Experience3. Describe the Process <p>B. LIT</p> | <ol style="list-style-type: none">1. Policies2. Academic calendar3. Physical facilities4. Rules and Regulations <p>C. Personal Resume</p> <ol style="list-style-type: none">1. Create a Resume2. Update the Resume |
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Approved 11/2010

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Course Syllabi

3. Discuss Co-Op Responsibilities with the Instructor
- D. Assignment of an Agency
 1. Contact the Agency
 2. Set up a meeting with the Contact Person
- E. Begin the Application of the Practicum
 1. Make sure that a schedule is made for both agency and student
 2. Listen to and follow agency directions
- F. Research the History and Profile of the Agency
- G. Locate, discuss and follow the Safety Procedures of the Agency
 1. Learn, discuss and understand the confidentially rules of the agency
 2. Follow all rules of the agency
- H. Discuss the Pros and Cons of the Agency Practicum
- I. Discuss and Record Your Career Goals
- J. Record Journal Notes
 1. Write summaries of daily and weekly practicum activities
- K. Record Key Learning's of the Practicum Experience
 1. Asking and Answering Questions using Successful intelligence
 2. Gather Information
 3. Analyze and Clarify Information
 4. Evaluate information
 5. Improve Creative Thinking
 6. Practical Thinking Skills
 7. Making Decisions
- L. Work Key Score's
- M. Supervisor's Evaluation
- N. Turn in Course Notebook

Grade Scale

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

Course Evaluation

Final grades will be calculated according to the following criteria:

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|-----------------------------|-----|
| 1. Agency Supervisor Rating | 75% |
| 2. Instructor's Evaluation | 10% |
| 3. Course Note Book | 15% |

Course Requirements

1. Professional Resume.
2. Satisfactory agency supervisor evaluation
3. Course Notebook with oral presentation
4. Work Keys Testing

Course Policies

1. Be assigned to an agency to complete the Practicum
2. Follow the rules and regulations of LIT and the participating Practicum Agency
3. Follow the attendance policy of the assigned agency. Show up on appointed time. Complete the hourly/weekly schedule. Call in to the agency and the LIT instructor if there is an attendance problem.

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Course Syllabi

4. Student must complete the Practicum at the agency to receive a passing grade.
Dismissal from an agency “with cause” will result in a grade of F in this course.
5. Completion of the Practicum Notebook

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.

Course Schedule

Week of	Topic	Reference
Week 1	Registration, Orientation, Agency Assignment	
Week 2	Create Professional Resume Introduction to the Agency Develop a schedule with the agency	
Week 3	History/Profile of the Agency	
Week 4	Safety Procedures of the Agency	
Week 5	Co-op Responsibilities and All Paper Work Signed	
Week 6	Pros and Cons of the Agency	
Week 7	Personal Career Goals Document	
Week 8	Compiling of Daily and Weekly Notes Pros and Cons of the Agency	
Week 9	Completion of Notebook Completion of Practicum Supervisor Evaluation WorkKeys Testing Complete	
Week 10	Completion of Notebook Oral Presentation of the Practicum	

Contact Information varies by instructor