IMPORTANT: Any issues regarding an assigned grade must be brought to the attention of the instructor before the semester end date. Do not wait until the last minute! You’ll get the grade that you earn.

1. Instructor
   Joel Caplan ([jcaplan@rutgers.edu](mailto:jcaplan@rutgers.edu))
   Office Hours: By appointment

   SCJ Director of Outreach
   Lori Scott-Pickens ([lpickens@scj.rutgers.edu](mailto:lpickens@scj.rutgers.edu))

2. Course Overview / Course Description
   The course introduces students to a semester long, first-hand, exposure to the daily operation of a criminal justice agency in government, research or community-based settings. Most of the work for this class will take place off campus in the form of individual fieldwork placements coordinated by the SCJ Director of Community Outreach.

   The agency-based fieldwork will be supplemented with in-class group sessions led by the Fieldwork In Criminal Justice course instructor. Attendance will be mandatory at the sessions. The instructor will seek to provide guidance on the substance and logistics of the internships as well as key linkages between the ‘academics’ of criminal justice and the ‘practice’ of research and policy. Specifically, the class sessions will focus on workplace interactions, performance evaluations, worker accountability, the use of discretion in criminal justice settings, and the process of reform in criminal justice organizations.

3. Expected learning outcomes
   • Be able to reflect on the practice of criminal justice based on first-hand experience in a criminal justice agency.
   • Be able to connect practical challenges in the operation of criminal justice agencies with tools and perspectives derived from coursework in the MA program.

4. Course Requirements and Processes
   Students are expected to attend all in-class sessions, to arrive on time, and to participate in class discussion. While at fieldwork agencies, students are expected to become familiar with the rules and regulations of the host agency regarding workplace etiquette, reporting requirements, supervision processes, schedules, and other agency-specific protocols regulating internships. Notify the SCJ Director of Outreach about any issues associated with your placement. Students can expect the instructor to be concerned for the educational experience of each student in the class; respectful of individual differences; encouraging of creativity; and knowledgeable and enthusiastic about the course material. High standards of performance are expected for everyone.

   There are no required materials for this course.

5. Grading
   Grades represent the level of quality of a student’s performance in a course. Letter grades will be assigned as follows:

   Grades will be weighted as follows:
   • In-Class Engagement: 10%
   • Assignments/Presentations/Papers: 40%
   • Supervisor Reviews: 50%

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<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>Outstanding</td>
<td>90 – 100%</td>
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<tr>
<td>B+</td>
<td></td>
<td>85 – 89%</td>
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<tr>
<td>B</td>
<td>Good</td>
<td>80 – 84%</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>75 – 79%</td>
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<tr>
<td>C</td>
<td>Satisfactory</td>
<td>70 – 74%</td>
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<tr>
<td>D</td>
<td></td>
<td>60 – 69%</td>
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<tr>
<td>F</td>
<td>Failing</td>
<td>&lt; 60%</td>
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6. Assignments
- Some readings may be assigned throughout the semester to provide context in the operation of criminal justice agencies and key issues in management or research. The main assignment for this class is a 15-page term paper to be submitted the last day of the semester. The paper needs to address the following topics or themes: summary description of the agency and your internship assignment; review of placement activities, products, and interactions with co-workers and supervisors; description of one institutional challenge or issue that you identified while on placement; suggested ways to address the issue based on work experience, relevant academic literature, and other reputable sources of insight. Papers must include references to at least two peer-reviewed journals, two newspaper articles, and two agency reports or documents. A draft version of each paper will be presented orally in class towards the end of the semester. Students are expected to incorporate the feedback received during this session into the final version of their papers.

7. General Information (School and University)
- **Academic Integrity:** You are not to engage in any academic dishonesty. You are responsible for adhering to basic academic standards of honesty and integrity as outlined in the Rutgers University Policy on Academic Integrity for Undergraduate and Graduate Students. Your academic work should be the result of your own individual effort, you should not allow other students to use your work, and you are required to recognize and reference any material that is not your own. Violations of the university’s policy will result in appropriate action.
- **Students with Disabilities:** As stated in the Manual for Students and Coordinators of Services for Students with Disabilities, Rutgers University “is committed to providing equal educational opportunity for persons with disabilities in accordance with the Nondiscrimination Policy of the University and in compliance with § 504 of the Rehabilitation Act of 1973 and with Title II of the Americans with Disabilities Act of 1990.” For students with disabilities, review the manual and then contact the Student Disability Coordinator.
- **Psychological and Counseling Services:** If you experience psychological or other difficulties as a result of this course, or because of other issues that may interfere with your performance in the course, please contact the university’s psychological and counseling service center. The center offers a variety of free, confidential services to part-time and full-time students who are enrolled at Rutgers.

8. Outline
- First in-class meeting
- Submission of proposed paper topics
- Mid-term evaluations
- In-class presentations
- Submission of final evaluations
- Last in-class meeting
- Last day of the semester (final paper due via email)