

M.A. FIELDWORK PACKET

Thank you for your interest in the SCJ Fieldwork course (27:202:556). We hope that you will find this experience to be a valuable addition to your graduate education. Enclosed you will find the following materials for registration and partial completion of the course:

- A. Fieldwork Agreement
- B. Work Plan
- C. Supervisor Evaluation
- D. Student Evaluation

A. General. Fieldwork placements offer M.A. students the opportunity to gain practical experience in criminal justice in leading agencies including law enforcement, corrections, private organizations, and non-profit agencies. Graduate credit for approved placements will be granted through course number 27:202:556 (“Fieldwork”).

Students registered for the Fieldwork course will work at the host agency for **150 hours** during the academic semester. In addition, students will be required to attend approximately three in-class sessions aimed to discuss and contextualize their placement experience. The fieldwork course will be led by an instructor from the School of Criminal Justice. For more information, contact the Office of Academic Programs and Student Services or the following individuals:

M.A. Committee Chair
Joel Caplan, Ph.D.
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973-353-1304

Director of Community Outreach
Lori Scott-Pickens, MPA
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B. Academic credit. Three (3) academic credit hours may be earned upon successful completion of the fieldwork course (a letter grade will be awarded by the instructor).

C. Eligibility. M.A. students are eligible to register for the fieldwork course after completing nine (9) credits of required coursework and if they are in good academic standing.

Note that fieldwork may not be registered during the first semester of study, and students may only complete one fieldwork placement during their M.A. program at SCJ. There are no fieldwork placements during the summer term.

D. Application procedures. PLEASE READ CAREFULLY

It is the responsibility of students interested in fieldwork to find appropriate opportunities to do so. M.A. students interested in fieldwork placements may seek early advice on potential opportunities and processes from the SCJ Director of Community Outreach. This consultation is important as placements may have different deadlines, requirements, and application processes including background checks, interviews, writing samples, etc.

Each placement will be reviewed by the SCJ Office of Academic Programs and Student Services, with advice or consultation by SCJ M.A. Committee members, to make sure that the host agency and the proposed experience are aligned with career plans of students and SCJ academic standards. Typically, placement opportunities will become available during the Fall semester for Spring enrollments. These opportunities may be briefly discussed in an orientation session before the Spring registration period (October/November). Interested students should contact the SCJ Director of Community Outreach to review details of specific fieldwork positions.

A MA Fieldwork Placement Catalog is available to assist students in selecting a fieldwork site. Some placement sites will accept more than one student during the same semester. Students reserve the option to choose their own site but it must be approved by the SCJ Director of Outreach prior to the submission of the course application.

Before registering for the fieldwork course, students need to receive a special permission number, complete all forms and agreements, and secure the appropriate signatures (see attachments). ***Type your responses on each form (except signatures) and then print and submit completed forms to the SCJ Office of Academic Programs and Student Services. Handwritten forms will not be accepted.***

The first section of the Fieldwork agreement describes the specific nature of the placement experience: (1) the nature and extent of fieldwork responsibilities for the student; (2) dates and hours during which work is to be performed; (3) what specific results are expected of the student; (4) professional and other skills the student is expected to develop; (5) what professional contacts will be available to the student; and (6) what resources the student will be able to use. The second part of the agreement details the academic component of fieldwork: (1) what the student expects to learn from the experience; (2) how this experience will relate to academic study in criminal justice; (3) how the fieldwork will relate to career plans; (4) resources the student expects to use in completing fieldwork and academic responsibilities; and (5) specific written reports (term paper, case study, journal, or similar) the student will produce.

Once the semester of the Fieldwork course begins, students on placement will receive guidance from the fieldwork supervisor at the host agency. The Fieldwork course instructor will be the academic point-of-contact and he/she will also be in charge of issuing a final letter grade for each student enrolled in the course.

E. Fieldwork assessment. The quality of fieldwork—both the degree of professional experience gained by students, and the quality of work they perform—will be assessed during the semester. Students will complete rating forms that document their experience (see attachments). Fieldwork supervisors will complete forms that rate a student's performance.

These forms serve two purposes. First, supervisor ratings of the student will be included as part of the academic assessment of the fieldwork course. Second, student ratings will guide decisions on how to set-up future placements with the host agency. If students encounter more specific problems associated

with their placement experience once it begins, these issues need to be communicated immediately to the Fieldwork instructor or the Office of Academic Programs and Student Services, as appropriate.

Students must submit written products to the Fieldwork instructor as specified in the agreement and the course syllabus. Typically, these products may include the following:

- Journal entries that describe daily fieldwork activities. These may be informal in nature, and reference interesting components of the work, observations, opinions, etc. related to the fieldwork experience.
- Final paper (approx. 10 pages) that relates coursework to fieldwork experiences. This paper should also summarize what the student has learned from participating in the fieldwork and state how the fieldwork will help advance the student's future endeavors.

For more details on the grading policy for the Fieldwork course review the syllabus on file.

F. Restrictions. Fieldwork is intended to integrate professional and academic experiences. Because of this, credit may not be awarded retrospectively. Also, students may not receive fieldwork credit for normal duties performed through pre-existing employment.



School of Criminal Justice

Attachment A

FIELDWORK PLACEMENT AGENCY AGREEMENT (MUST BE TYPED)

Student Name: _____ Student ID: _____

Agency/Placement site: _____ Semester: _____

Name site supervisor: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Title of fieldwork experience:

Summary description of the assignment:

The placement site agrees to provide supervision and guidance to the above-named student and agrees to work with the School of Criminal Justice (SCJ) to insure that the student has an educational experience that is consistent with the placement work plan. The work plan is a mutual agreement between the student and the agency and it is meant to map the 150-hour experience for the agency, the student, and SCJ. The student must submit a time sheet and schedule for work performed and must be signed by both the student and site supervisor. This is a non-paid internship and therefore the student must not be compensated for work performed at this site.

Signature of Student: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Semester: _____ Start date: _____ End date: _____ Hours per week: _____

To be completed by SCJ Administration

Special permission number: _____

Approved by (print & sign): _____

Attachment B
FIELDWORK WORK PLAN

This 1-page document describes the specific tasks to be performed by the student at the placement site. It may be attached to the placement agreement form (attachment A).

Title of fieldwork experience:

Workplan:

Signature of Student: _____ Date: _____

Signature of Supervisor: _____ Date: _____

To be completed by SCJ Administration

Special permission number: _____

Approved by (print & sign): _____



School of Criminal Justice

SUPERVISOR EVALUATION

Student's Name: _____ Supervisor: _____

Agency: _____

Number of Hours Student Worked To-Date: _____

Please evaluate your student's performance in the following areas using a scale of 1-5 (scores range from 1=being poor to 5= being outstanding, N/A= "Not applicable"). This form will be reviewed by the Fieldwork instructor. The student will not see this form.

		<i>Poor</i>			<i>Outstanding</i>	
1. Locating, analyzing, or synthesizing data	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
2. Designing and/or executing research	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
3. Thinking critically/problem solving	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
4. Effective in oral communications	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
5. Effective in written communications	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
6. Takes the initiative a self-starter	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
7. Able to adjust to non-routine assignments	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
8. Cooperative in working with others	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
9. Able to work without close supervision	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
10. How do you rate his/her overall performance?	N/A <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

11. Describe the student's overall performance. What aspects were positive? What aspects need improvement?

12. Do you believe the student was academically prepared for this fieldwork? Please identify any deficiencies.

13. Were there major changes in the project form what was originally conceived?

14. Did the fieldwork require the production of a written report or publication? If yes, has the report been completed and submitted?

15. Has the student successfully completed the objectives outlined in the agreement?

16. In what ways would you say that your agency benefited from having the student support your operations?

17. Are there any specific issues that SCJ needs to address to better guide the student above?

18. Do you plan to supervise SCJ students in the future? Yes No
If YES, what period? Fall Spring

19. Would you recommend the fieldwork program to other agencies? Yes No
If YES, what agencies?

20. Additional Comments:

Supervisor Signature: _____

Date: _____



STUDENT EVALUATION

Student's Name: _____ Supervisor: _____

Agency: _____

Number of Hours Student Worked To-Date: _____

This form will be viewed by the Fieldwork instructor. Your fieldwork supervisor will not see this form.

1. Describe how your fieldwork responsibilities correspond with the overall operation of the agency. (If you have questions on this topic, check with your supervisor.)

2. If your work objectives have been altered, explain why and write your new objectives.

3. Did you fulfill your work objectives?

4. Are you satisfied with the work environment?

5. What has been your most significant accomplishment or satisfying moment during the fieldwork?

6. What has been the most frustrating aspect of the job?

7. Do you think your supervisor is satisfied with your performance? (You should talk to your supervisor to determine this.) Why or why not?

8. What significant contribution do you believe you made to the agency?

9. Would you like to work in a similar agency in the future? Why or why not?

10. How did your work experience relate to your past academic experience?

11. What classes most helped prepare you for this fieldwork?

12. What classes do you think would have been useful to better prepare you for this fieldwork?

13. Would you recommend this fieldwork to another student?

14. Additional Comments

Student Signature

Date