

**JS 495 – Practicum in Criminal Justice  
Lewis-Clark State College**

CREDITS: 1 - 6 (Varies, based on 40 hours per credit)  
Maximum of 6 credit hours

PREREQUISITE: Arrangement with Instructor

INSTRUCTOR: Heidee McMillin (208) 292-2680 cell (509) 220-7607  
E-mail: [hemcmillin@lcsc.edu](mailto:hemcmillin@lcsc.edu)

PURPOSE: To provide justice study majors an opportunity for on-the-job experience and training with a criminal justice agency, and to relate the experience to classroom learning.

REQUIREMENTS (for first 3 credits):

1. The student is required to provide a completed resume to the agency and the instructor when applying for the practicum.
2. Student must initiate the practicum by contacting the agency administrator and clarifying the expectations of the practicum. The instructor is available for assistance and coordination after the student has made the initial contact with the agency.
3. The student is required to develop a written agreement with the participating agency as to the agreed expectations and experience, and turn the completed, signed agreement into the instructor at the beginning of the semester. **Student is to provide instructor with contact information for their agency supervisor as soon as it is available.**
4. The student is required to keep a written journal or log with the date, hours, supervisor and description of practicum experiences. **This journal will be reviewed by the instructor on a monthly basis** (see due dates at the end of this syllabus).
5. At the end of the semester, the student is required to turn in the journal or log along with an essay that summarizes the practicum experiences of the semester. I will review and comment on rough drafts submitted by Monday, November 24, 2009 to assist your preparation of your final draft.
  - a. **Your rough draft and final report MUST:**
    - i. be typewritten, double-spaced, with one-inch margins
    - ii. include a title page and page numbers (no page numbers on title page)
    - iii. be proofread and spellchecked
  - b. Your final report should describe your work experience and relate that experience to concepts you have learned in the classroom. 120 (3 credit) hours should produce a minimum 5-page paper. 240 (6 credit) hours should produce a minimum 7-page paper.

JS 495 – Practicum in Criminal Justice  
Lewis-Clark State College

- c. **Your reference page should be single-spaced** and in APA format (see [http://www.lesley.edu/library/guides/citation/apa\\_citation\\_format.doc](http://www.lesley.edu/library/guides/citation/apa_citation_format.doc) or <http://www.cws.illinois.edu/workshop/writers/citation/apa/> for examples.)
- d. **Papers that do not include the above criteria will be returned to the student, unexamined.** This could negatively affect your grade if timelines are not met.

**FALL 2009 DUE DATES FOR INSTRUCTOR JOURNAL REVIEW**

1. Monday, September 28, 2009
2. Monday, October 26, 2009
3. Monday, November 30, 2009

The final paper and final journal entries are due to me on **Monday, December 7, 2009.**

Your journals, rough draft and final paper can be e-mailed to me or turned in to the LCSC CDA office by 5:00 p.m. on the due dates listed above.

FOR AN ADDITIONAL 3 CREDITS OF PRACTICUM, please see the instructor for additional requirements. The requirements will vary depending on the following choices:

1. Accomplishing 6 hours of internship at **one** agency, during **one** semester.
2. Accomplishing 6 hours of internship at **one** agency, during **two** semesters.
3. Accomplishing 6 hours of internship at **two** agencies, during **one** semester.

Students with Disabilities

In compliance with the Americans with Disabilities Act of 1990 and Section 504/508 of the Rehabilitation Act of 1973, LCSC-CdA provides services and accommodations to students who experience barriers in the educational setting due to learning, emotional/psychiatric, physical, visual, or hearing disabilities. For more information please contact Lewis-Clark State College, 1000 W. Hubbard Street, Coeur d' Alene, ID 83814 (208) 666-6707.

Please also let your instructor know of any special needs you may have to achieve a successful learning environment.

JS 495 – Practicum in Criminal Justice  
Lewis-Clark State College

## LCSC Student E-Mail Account

Because this class does not meet in person, it is vital that your e-mail account work properly. According to college policy, your LC student e-mail account is the only e-mail we can use to communicate with you. We send you important information in e-mails that must be viewed in a timely manner. ***Please check your e-mail regularly!*** Another simple option is putting a forward on your LCMail to an account that you check more regularly. To do this:

1. Get logged into your LCMail account
2. Go into your inbox
3. Click on "settings"
4. Click on "Forwarding and POP/IMAP"
5. Click on "Forward A Copy of Incoming Mail to:"
6. Insert your other e-mail address into the blank field
7. Select "Keep LCSC Mails Copy in the Inbox" (if you choose)
8. Scroll to bottom and Save Changes