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# **Criminal Justice Practicum (Field Experience) Student Handbook**

***“Where Practical Experience builds Profound Impact”***

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**Criminal Justice Practicum  
Rules and Regulations  
contained herein will apply  
throughout the duration of your  
program, unless and until they  
are officially revised.**

**Reviewed and Recommended by Standards Committee  
May 2025**

**Approved by Dr. Leslie Kellogg  
Provost and Vice President for the Learning Unit  
May 2025**

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## Defining a Criminal Justice Practicum

A Criminal Justice Practicum (CJP) course provides students with a hands-on learning experience designed to give students real-world exposure to the criminal justice field. The practicum offers working in an approved criminal justice agency. These agencies include working with local law enforcement agencies, courts, correctional facilities, probation offices, or community organizations to apply learned classroom knowledge in a professional setting.

### **Public Service Institute Course Contacts**

Welcome to the Macomb Community College (MCC) Criminal Justice Practicum (CJP). You have chosen an exciting and rewarding career. Your academic preparation will be demanding and challenging, but the rewards will be profound.

<b>Title</b>	<b>Name</b>	<b>Office Location</b>	<b>Office Phone Number</b>
Dean of Health & Public Services	Dr. Narine Mirijanian	E-219-2	586-286-2097
Public Service Institute Director	Michael Lopez	CA 117	586-286-4066
Criminal Justice Coordinator/Professor	Samantha Bowlin	CA 119	586-286-2159
Public Service Institute Main Office	Administrative Assistant	CA 114	586-286-2189

### **Practicum Course Description**

The Criminal Justice Practicum (CJP) course provides students with an opportunity to gain hands-on experience in various sectors of the criminal justice system. Through fieldwork and professional engagement, students will apply theoretical knowledge in real-world settings, enhancing their skills and understanding of the criminal justice system's complexities; 120 hours are required in a criminal justice approved facility.

Macomb Community College Criminal Justice with Police Academy AAS Degree major is required to complete the Criminal Justice Practicum (CJP) after they reach 25 credits (Refer to Prerequisites). The Criminal Justice AAS and Homeland Security AAS Degrees offer the CJP as an elective (Refer to the Criminal Justice Program Guide).

Additional Course Information:

On-campus meetings will be required, dates and times TBD. This course is web-facilitated. Please visit <https://www.macomb.edu/programs-courses/online-learning.html> for online and hybrid course requirements, student log-in, the Introduction to Online Learning for first-time users, and Canvas Support contact information. Specific class requirements pertaining to the online portion of the course will be listed on the syllabus.

### **College Wide Policies**

## **Rules and Regulations**

The rules and regulations in the Criminal Justice Practicum (CJP) Handbook are consistent with the Macomb Community College Rules and Regulations. Macomb Community College enacts the following regulations for the care, preservation, and protection of the property governed by the College and for the control of the conduct of those on said property in order to assure the successful operation of the College, maintain good order, promote the objectives of the College, and to obviate unnecessary and improper interferences with College activities and with the lawful activities of those coming upon land governed by the College. Macomb Community College rules and regulations can be found in its entirety at this link:

<https://www.macomb.edu/about-macomb/college-policies/institutional/college-rules.html>

## **Student Code of Conduct**

Macomb Community College students are subject to all generally applicable college policies during the criminal justice practicum. The student is responsible for the rules and regulations as outlined in: MCC Student Code of Conduct:

The policies in the Criminal Justice Practicum (CJP) Handbook are consistent with the Macomb Community College Student Code of Conduct. Students are encouraged to visit the website to assure understanding of the content. The Student Code of Conduct can be found in its entirety at this link: <https://www.macomb.edu/about-macomb/college-policies/administrative/student-code-of-conduct.html>

## **Academic Dishonesty**

Macomb Community College aspires to create an academic environment grounded in intellectual discovery guided by rational discourse and civility. This Code of Student Conduct is designed to ensure that current and prospective students and student organizations conduct themselves in a manner consistent with these pursuits.

This Code creates expectations of student conduct, sets forth a fair process for determining responsibility when student behavior may have deviated from those expectations, and provides appropriate sanctions when a student or registered student organization violates this Code. Effort will be made to balance the needs and rights of individuals with the welfare of the College community as a whole.

As stated in the Student Code of Conduct adopted by the Board of Trustees (2021)

## **Violation of Academic Integrity Policy**

Students are expected to adhere to the academic integrity policy and guidelines set forth by the chief academic officer of the College (i.e. provost). Multiple violations may result in review by the Dean of Student Success in consultation with the provost or their designee for sanctioning.

Student Code of Conduct can be found in its entirety at: <https://www.macomb.edu/about-macomb/college-policies/administrative/student-code-of-conduct.html>

## **Grade Complaint Procedure**

If a student believes a faculty member has issued a final grade in violation of the faculty member's published grading standards or practices, the student must do the following: <https://www.macomb.edu/about-macomb/college-policies/administrative/grade-complaint-procedure.html>

### **Equal Opportunity**

Macomb Community College is committed to an environment of equal opportunity and non-discrimination. The Criminal Justice Practicum embraces this policy as consistent with the profession's mission. The College policies related to equal opportunity can be found at: <https://www.macomb.edu/about-macomb/college-policies/institutional/equal-opportunity-non-discrimination-anti-harassment-title-IX-disability-accommodation-anti-fraud-non-retaliation-whistleblower.html>

### **Disability Accommodations**

MCC complies with all policies, including Equal Opportunity/ Non-Discrimination, Anti-Harassment, title IX, Disability Accommodation, Anti-Fraud and Non-Retaliation/Whistleblower. More information can be found via this link: <https://www.macomb.edu/about-macomb/college-policies/institutional/equal-opportunity-non-discrimination-anti-harassment-title-IX-disability-accommodation-anti-fraud-non-retaliation-whistleblower.html>

For more detailed information contact Offices of Student Access Services:  
Call 586-445-7999 option 2.

### **Non-Discrimination Policy**

The college complies with the Americans with Disabilities Act, the Michigan Persons with Disabilities Civil Rights Act, and other laws that protect and afford rights to disabled individuals. The college does not discriminate against persons with disabilities and is committed to providing reasonable accommodations to qualified individuals with disabilities. Students with disabilities who seek reasonable accommodations must request them.

The process for requesting accommodations is set forth as follows:

For students: <https://www.macomb.edu/student-resources/student-access-services.html>

### **Title IX**

The College is committed to complying with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in any College program or activity. Prohibited practices include sexual discrimination, sexual harassment, sexual misconduct, dating and domestic violence, each of which are defined in the College's [Title IX Grievance Process](#)

## **Purpose of Practicum**

Field experience plays a vital role in the criminal justice curriculum at Macomb Community College, bridging the gap between classroom learning and real-world professional practice. The practicum is designed to connect students with criminal justice practitioners, and professionals from related criminal justice disciplines. This experience allows students to observe the application of theoretical concepts, and the operations of criminal justice organizations within community contexts, as outlined in the degree curriculum. By engaging in and observing the daily work of criminal justice professionals, students gain valuable insights that help them refine their own career aspirations in the field.

The practicum also serves as an academic learning opportunity, as students share and analyze their field experiences, gain relationships with agency professionals, assess their skills and techniques, and complete written assignments that draw upon their real-world experiences.

## **Student Advisement**

The Practicum Professor is available for student advisement relating to academic performance and program requirements. Self-monitoring of your performance/progress is crucial to your success in completing this practicum.

Throughout the program, students should expect feedback on performance, including academic, field experience, and professional behavior from faculty. The purpose is to develop professional skills and behaviors expected in the criminal justice profession. Further communication may be provided by individual faculty through the Macomb Success Link which will direct the student in ways to develop professional, academic, and behavioral skills. As a student there are opportunities throughout the year provided by Student Options for Success, Success Seminars and by Counseling. See links provided:

Student Success Seminars: <https://my.macomb.edu/page/2535?SearchId=0>

Academic Success Center: <https://www.macomb.edu/student-resources/academic-success-center.html>

Counseling and Academic Advising: <https://www.macomb.edu/student-resources/counseling-academic-advising.html>

## **Student Prerequisites/ Requirements**

To be approved for the Criminal Justice Practicum (CJP) students will be required to meet the following eligibility requirements:

1. Major - The student must be an officially declared Criminal Justice Major (Criminal Justice AAS, Criminal Justice with Basic Police Academy AAS., or Homeland Security AAS).
2. Course Semester – Highly recommended that students enroll in this course within the final two semesters of graduation or transfer.

3. Criminal Justice Credits – Prior to the practicum, the student should have completed 25 or more criminal justice credits in Criminal Justice courses including CRIM 1100, CRIM 1140, CRIM 1200, AND CRIM 2300. Students must achieve a grade "C" or better in any core course in the program. Students must achieve a grade "C" or better in any core course in the program. Student will be required to repeat all the core courses and earn a minimum grade of "C."

4. Grade Point Average - The student must have a minimum 2.5 grade point overall.

5. Prior Approval - The student must apply and be approved by the Criminal Justice Practicum Professor for CRIM 2420, in accordance with department requirements, at least one (1) month prior to the start of the term/semester. It takes time for practicum location to be confirmed.

6. Criminal Justice Coursework – Before beginning the practicum, students are required to meet with the practicum professor before the semester in which they are enrolled. This meeting ensures that all practicum paperwork is completed and that the course requirements are fully understood.

**\*\*Note:** Additional expenses are to be met by the student including but not limited to: (1) drug screening and a (2) criminal background check. Additionally, practicum sites may have other requirements that must be met by the student. The practicum agency has the final right to screen, accept, reject, and/or terminate student participants. Students enrolled in this course are expected to follow the accepted code of ethics of the profession and adhere to the policies of the placement agency.

### **CRIM 2420 Course Outcomes and Objectives**

Outcome 1: Upon completion of this course, students will be able to identify their preferred career path in a criminal justice field.

Objectives:

1. Explore various fields in order to identify career paths.
2. Describe the day-to-day operations and challenges faced by criminal justice professionals, such as ethical dilemmas, resource constraints, and the application of law.
3. Demonstrate an understanding of key criminal justice theories and principles in a real-world professional setting.

Outcome 2: Upon completion of this course, students will be able to demonstrate practical, hands-on skills in a criminal justice field including investigations, community outreach, or courtroom procedures.

Objectives:

1. Develop soft skills, including communication, teamwork, time management, and ethics in a criminal justice setting.
2. Summarize their practicum experience based upon mentorship from seasoned criminal justice professionals to provide guidance, feedback, and support during the practicum experience.



Outcome 3: Upon completion of this course, students will be able to demonstrate an awareness of the diverse populations served by the criminal justice system and the impact of policing, legal procedures, and community on varied groups and personally.

Objectives:

1. Demonstrate professional behavior, including communication skills with diverse populations.
2. Assess personal awareness and the impact it has on various groups.

### **Student Eligibility, Approval Process and Registering for Course**

Students should take the following steps to maximize their opportunity to obtain an approved Criminal Justice Practicum (field experience):

1. Student must officially be declared a Criminal Justice major (Criminal Justice AAS, Criminal Justice with Basic Police Academy AAS., or Homeland Security AAS.).
2. All criminal justice major students following Fall 2025 and beyond catalog must maintain a 2.5 overall GPA and a 2.5 GPA in all CRIM courses in order to remain in good standing in the program and to successfully obtain a practicum (field experience).
3. Student must meet with the Criminal Justice Practicum Professor during the semester immediately preceding the semester of enrollment in CRIM 2420.

<b>Meeting with Practicum Faculty</b>	<b>Online Application Due Date</b>	<b>Enrolled in CRIM 2420 Practicum</b>
August/September	October 1 <sup>st</sup>	Winter Semester
January/February	February 1 <sup>st</sup>	Spring/Summer Semester
March/April	June 1 <sup>st</sup>	Fall Semester

**\*\* Please note that federal agencies have different timelines and require additional background checks. The application process for federal placements typically requires submission **9–12 months in advance**.**

If you are interested in a practicum with a federal agency, you must begin planning **at least one year in advance** (three semesters, including spring/summer). For example, if you intend to complete your practicum in **Fall 2027**, you should consult with your Practicum Professor by **Fall 2026** to begin the process.

4. Student must be a second-year student and have completed all required prerequisite courses prior to being granted in registering for CRIM 2420. CRIM 2420 is taken the last semester in the Criminal Justice and Homeland Security AAS Degrees, or the second to last semester for students enrolled in the Criminal Justice with Basic Police Academy AAS Degree.

5. Student must be able to devote 8 hours a week at the Practicum (field experience) site. Most students work one full day a week at an agency/organization, however some agencies can be flexible with days/times. The minimum of 120 hours must be completed during the semester.

6. Student must be approved and enrolled in CRIM 2420 in conjunction with agency placement to receive academic credit. This is a course that will meet regularly and provide supervision and support to students in their placement.

7. Student must complete all steps of the application process online by deadline (additional details listed below in the application and approval process section). This is including the application, liability forms and signing of the practicum handbook student signature sheet and the social networking policy signature sheet.

8. Student is required to accept the first practicum placement offered, cancelling all other interviews with potential placements.

**\*\*Students should consult with the Criminal Justice Practicum Professor to obtain an approved field experience site. When possible, the Practicum Professor will attempt to match the student career interest with the agency placement, however this is not guaranteed. Placement with specific agencies and/or experiences are not guaranteed. If students secure a practicum site placement on their own the student must seek written approval from the Practicum Professor and from the site Director to receive credit. Practicum placements are mandatory for Criminal Justice with Basic Police Academy AAS majors. Practicum's (field experience) are electives for Criminal Justice AAS and Homeland Security AAS students but are strongly encouraged. For more information regarding the practicum and for a step-by-step process please reach out to the Practicum Professor.**

### **Practicum Placement Guidelines**

The Practicum Professor is responsible for identifying approved field experience opportunities and scheduling students for agency interviews. While efforts will be made to align placements with students' career goals, specific agencies or experiences cannot be guaranteed. Students should remain flexible, as agency needs and availability may change each semester.

### **Background Considerations**

Before practicum placements are determined, students must disclose any legal infractions to the Practicum Professor that could impact agency acceptance. This includes infractions that were dismissed or occurred as a minor, as criminal justice agencies may still have access to such records during background checks (Refer to Background Checks, Drug Screening, Drug Free Policy in this handbook). Since agencies differ in their policies regarding criminal history, it is essential for students to have an open discussion with the Practicum Professor to ensure an appropriate placement.

## **Interview and Placement Process**

An agency interview does not guarantee placement. Agencies may, for various reasons, decide not to accept a student. If an agency deems a student unsuitable for placement, the Practicum Professor will meet with the student to address any deficiencies, provide feedback, and discuss ways to improve interview performance. If a student is unable to secure a placement, alternative options for program completion will be explored.

## **Student-Suggested Placements**

Students may propose field experience opportunities with agencies that do not have an existing partnership with Macomb Community College. In such cases, the Practicum Professor will contact the agency to review academic and practical requirements and establish a formal agreement if appropriate. The final decision on whether an agency qualifies as an approved practicum site for CRIM 2420 rests with the Public Service Institute Director or the Practicum Professor.

## **Credit for Employment or Past Employment**

Students may not enroll for practicum credit for work in their current position or any role they already hold. No credit will be granted for past work experience at any agency or organization. The objective of the program is to allow students to utilize the knowledge from their course work and apply it to real life situations. The student takes field notes about their observations and experiences, assesses the practicum agency, and writes weekly journals, and a reflection paper relating to the operation of the agency. Most of this research cannot be done retroactively.

## **Practicum (Field Experience) Offer and Acceptance Guidelines**

Once students complete an interview and receive an offer for a practicum position, they must notify the Practicum Professor immediately. Before discussing acceptance or refusal with the agency, students are required to consult with the Practicum Professor.

Students must accept the first placement offered and, upon doing so, must cancel all other scheduled or pending interviews. Failure to consult with the Practicum Professor before declining a field experience offer may result in the loss of additional interview opportunities. Once a placement is secured, students are responsible for canceling any remaining scheduled interviews.

## **The Application and Approval Process**

The student is responsible for observing the following sequence for applying to the Criminal Justice Practicum Course.

1. Meet with or contact the Practicum Professor to discuss the course and eligibility.
2. Read this handbook carefully. Keep it for reference.

3. Complete the online Criminal Justice Practicum Application and Insurance/Liability forms (located under handbook appendix) and return both with an unofficial copy of transcript to the Practicum Professor no later than the designated dates on page 9 of this handbook. Do not submit the application more than one term before the practicum. Depending on the practicum site, complete the necessary background check and drug screening paperwork. Refer to the background check and drug screening paperwork in this handbook. After initial acceptance into the practicum, all other forms located in the appendix of this handbook must be completed and given to the Practicum Professor. Be advised a couple of the required forms will need to be notarized.
4. Provide the Practicum Professor with the agency name, field supervisor name, position duties and responsibilities and work schedule agreed to immediately upon acceptance by the agency. Student must have a confirmed practicum assignment in an agency by no later than two (2) weeks prior to the first day of classes.
5. The Practicum Professor will then provide both the agency and the student with a letter formalizing the practicum arrangements. This letter will be provided no later than the start of the semester of the practicum.
6. Each student must attend meetings set by the Criminal Justice Practicum Professor. The dates, times, and locations of these meetings will be provided by the Criminal Justice Practicum Professor once the student has been approved and has registered for the practicum course, CRIM 2420.
7. Practicum agency requests that seem to have little or no relationship to the criminal justice system or that appear to offer a weak field experience will not be approved. The Practicum Professor will make the decision of whether or not to approve a requested practicum location.
8. Once a practicum position has been secured and finalized, it should be considered a contract. Cancellation of a practicum assignment can be made only with the approval of the Criminal Justice Practicum Professor. Unapproved cancellations will result in assigning the student a failing grade for the CRIM 2420 course.

### **Background Check and Drug Screening Information**

Industry partners affiliated with Macomb Community College require students to undergo a criminal background check and drug screening before placement in their respective organizations. The cost of this background check and the drug screening is the responsibility of the student. Students must obtain a criminal background check through [CastleBranch | Screening and Clinical Experience Solutions](#) and a 10 panel drug screen through [CastleBranch | Screening and Clinical Experience Solutions](#) to be considered for placement. Prior to applying to these organizations, students will be informed of the background check and drug screening requirements and associated costs.

Depending on the background check and/or drug screening, a student may not be eligible for admission to the practicum program for reasons set forth determined by the practicum agency/organization. Depending on the policies regarding background checks and/or drug

screenings at the practicum site, will determine the student's eligibility on obtaining a practicum at that site. If students are concerned regarding their background status and/or a drug screen, they are encouraged to meet and speak with the practicum coordinator. The practicum coordinator will review the background check and drug screening requirements for the student's chosen practicum site.

Convictions occurring after acceptance into the course must be reported to the Practicum Professor and the Associate Dean immediately. Failure to disclose conviction of a crime listed in MCL 330.1134a is grounds for immediate dismissal from the Criminal Justice Practicum Course.

**NOTE:** Additional background checks and drug screens may be required by the organizations or agencies during the practicum course.

### **Drug-Free Policy**

Students enrolled in the Criminal Justice program must maintain a negative drug screening throughout the duration of their practicum. This requirement is mandated by government agencies, clinics, courts, jails, police departments, and other institutions where students complete their field experience. These agencies necessitate drug screenings as a prerequisite for participation in their respective programs. Please note, even though marijuana is legal in Michigan, some employers (particularly in this industry) screen for it.

Macomb Community College upholds the practicum as an essential component of the Criminal Justice with Police Academy AAS Degree. Completion of the practicum is a graduation requirement. Additionally, while the possession of a Michigan Medical Marijuana Registry Identification Card may provide protection from state-level arrest and prosecution, the use and possession of marijuana remains illegal under federal law. As a federally funded institution, Macomb Community College must comply with the Drug-Free Schools and Communities Act. Any violation of federal drug laws could jeopardize the College's eligibility for federal funding. For more information, please refer to Macomb Community College's Rules and Regulations at: [Macomb College Rules and Regulations](#)

### **Health/Liability Insurance**

#### **Health Insurance**

Students are not required to have sufficient health, accident, disability, and hospitalization insurance to cover them, but it is strongly recommended. Neither the agency/organization nor the college insures students against accidents or illness, even if it occurs because of, or while working, at the practicum site. The student **MUST** notify the Practicum Professor and comply with the Practicum Agency/Organization's procedures following an incident.

Students are responsible for the cost of any treatments resulting from injury to themselves in the practicum setting. Any injury sustained during the practicum (field experience) **must be reported to College Police and the Practicum Professor within 24 hours** at Macomb Community College – Center Campus.

### **Liability Insurance**

Each student is **strongly** encouraged to carry professional liability insurance at his/her own expense throughout the criminal justice practicum course. Macomb Community College does not protect the student from liability suits, so it is strongly recommended that each student obtains liability insurance during the entire practicum course.

Refer to the criminal justice health and liability signature form located in the appendix.

### **Injury**

All on and off campus security and safety incidents should be reported to the campus police. If you sustain an injury off campus at a practicum site setting (i.e., fall, burn) report this immediately to the supervisor at the practicum agency/organization site and complete the necessary practicum agency/organization requirements. In addition, students **must file** an incident report with MCC College Police and inform the Practicum Professor within 24 hours of the incident.

**Note: All costs related to treatment of an injury occurring at a clinical facility are the responsibility of the student.**

### **MCC College Police**

The College Police offices are located at Center and South campuses.

College Police is the only department on campus open 24 hours a day, seven days a week. Whether you need information, directions, to report an incident, or are experiencing an emergency, they can be contacted by calling:

On-campus, College phone: 7135 from any campus telephone

On-campus, Cellular phone: **586-445-7135 (program this number into your cellular phone)**. This number is used to contact college police from any campus.

- Calling 911 on a cellular or campus phone will contact the Warren Police Department if calling from South Campus or MTEC or the Macomb County Dispatch Center if calling from Center Campus or East Campus
- Any Campus: emergency phones with blue lights have direct access to College Police.

For additional information regarding campus police services please refer to the MCC ecatalog and website: [College Police - Macomb Community College](#)

## **Criminal Justice Practicum Academic Requirements and Grading**

### **Basic Information**

The Criminal Justice Practicum should be considered in the same manner as any other academic course. Specific expectations of the student are set forth, the performance of the student is evaluated, and a pass/fail grade is assigned. The essential difference is that it is primarily a “field” experience rather than a classroom experience. A total of 120 hours (approximately 8 hours a week during a 16-week semester) must be completed at the assigned agency. Students will not intern at an agency site for more than 12 hours per day. This is not negotiable. The minimum number of hours cannot be lowered or waived. A "pass" is based on the completion of (3) credit hours required by the school and the agency, as well as course requirements that include orientation, attendance, progress report, weekly journal reports, a reflection paper and a performance evaluation by the agency.

### **Meetings/Seminars**

Students are required to attend all meetings set forth by the Practicum Professor. These meetings will be held on ground or on Zoom regarding their progress. As previously indicated the dates, times, and locations of these meetings will be provided by the Criminal Justice Practicum Professor after the student has been approved and has registered for the Practicum Course, CRIM 2420.

### **Written Assignments**

The written assignments for the Criminal Justice Practicum, as outlined by the Practicum Professor, will include progress reports, weekly journal entries, a reflection paper, and an agency-conducted performance evaluation.

### **Weekly Activity Log Reports**

Students must submit weekly journal reports that document their practicum experiences. Each report should include:

1. The dates and times of practicum shifts completed at the agency.
2. A summary of tasks performed during each shift.
3. A reflection on key takeaways and lessons learned from each shift.
4. The Activity Log Report will be signed at the end of the shift from the Agency Supervisor or designee. If the activity log is not signed by a supervisor or designee, the hours listed will not count towards the students 120 hours needed to pass the practicum.

Each journal entry must be formatted as follows:

1. Typed on 8.5” x 11” paper, double-spaced.

2. Uploaded to Canvas during the week it is due.
3. A cover sheet with the title “Weekly Journal Report for Criminal Justice Practicum CRIM 2420,” the semester, the student’s name, student ID number, and the final submission date.
4. The content of each report must be well-organized, demonstrating insight, clarity, and adherence to professional writing standards.

Weekly journal reports constitute 25% of the final course grade, with assessment based on the depth of reflection, organization and clarity, and overall descriptive content. Due dates for submissions will be provided in Canvas.

### **Final Reflection Paper**

The final reflection paper must be 8 to 10 pages in length, typed, double-spaced, in 12-point Times New Roman font, and include a title page (which does not count toward the page requirement). The paper should be structured into four distinct sections:

1. Summary of Practicum Experience – A detailed overview of the student’s work at the assigned agency and key insights gained.
2. Strengths of the Practicum Agency – An analysis of the agency’s strengths as perceived by the student, with explanations for why these aspects are considered strengths.
3. Weaknesses of the Practicum Agency – A critical discussion of the agency’s perceived weaknesses, including recommendations for improvement.
4. Recommendations for the Practicum Course – A reflection on potential improvements to the practicum course based on the student’s experience.

The final paper accounts for 40% of the final course grade and will be evaluated based on the clarity and depth of analysis, the quality of writing, the effectiveness of proposed recommendations, and adherence to formatting guidelines.

Due dates for both the weekly journal reports and the final reflection paper will be provided by the Practicum Professor and posted in the Canvas course shell.

### **Grading and Evaluation**

1. A pass/fail grade will be earned by the student in accordance with his/her performance in the course.
2. The final pass/fail grade will be determined by the Criminal Justice Practicum Professor.
3. The relative weights given to the requirements for the course are:
  - a. 40% for the reflective paper,



- b. 25% for the weekly activity logs,
- c. 10% for the field supervisor's evaluation of the student's performance during the practicum experience, and
- d. 25% for attending and participating in scheduled meetings with the Criminal Justice Practicum Professor and includes completing and submitting the Student's Evaluation of Practicum Agency form.

The student will complete the Student Evaluation of Agency form and submit it directly to the Criminal Justice Practicum Professor. The student's responses will remain confidential.

### **Practicum Roles**

#### **Criminal Justice Practicum Professor Responsibilities**

The faculty member responsible for overseeing the Criminal Justice Practicum Course is tasked with many responsibilities:

1. Develop, revise, and distribute the practicum handbook as needed.
2. Evaluate and approve or deny requests for the field experience placements with specific agencies.
3. Determine the frequency, schedule, and location of required meetings with students throughout the semester.
4. Clarify the enrollment criteria and completion requirements for CRIM 2420 (Criminal Justice Practicum Course).
5. Maintain regular communication with practicum agencies and field supervisors to establish clear guidelines and responsibilities for students.
6. Uphold confidentiality regarding any sensitive information received related to agency records.
7. Distribute and collect the Field Supervisor's Evaluation of the Student form from participating agencies and field supervisors.
8. Maintain comprehensive records of student practicums.
9. Collaborate with agencies to develop meaningful and structured field practicum experiences for students.
10. Identify and recruit new practicum agencies as needed while maintaining communication with inactive agencies.
11. Promote and recruit students for participation in the practicum program and course.

### **Agency/Organization (Host Site) Responsibilities**

1. Permit students to commence their practicum during the first week of the semester in which they are enrolled in CRIM 2420 or as close to the beginning of the semester as feasible.
2. Develop and implement a structured training program, whether formal or informal, to acquaint students with the agency's functions and operations, ensuring they gain exposure to various departments and aspects of the organization.
3. Appoint a qualified staff member as the student's field supervisor, responsible for overseeing the student's practicum experience. The student must provide the Criminal Justice Practicum Professor with the supervisor's name and contact information.
4. Establish the student's work schedule through mutual agreement, ensuring compliance with the minimum requirement of 120 hours at the practicum agency to earn three credit hours for CRIM 2420.
5. Facilitate meaningful student engagement within the agency to maximize experiential learning opportunities.
6. Provide orientation on agency expectations, including appropriate professional attire, confidentiality policies, and other relevant behavioral standards specific to the agency.
7. Communicate with the Criminal Justice Practicum Professor if issues arise that negatively impact the student's performance during the practicum.
8. Conduct a final performance evaluation of the student, reviewing the assessment with the student to identify areas for improvement and recommending strategies for professional growth. The Criminal Justice Practicum Professor will supply the agency field supervisor with the *Field Supervisor's Evaluation of Student form*.

### **Student Responsibilities**

1. Prior to the practicum semester, students are required to meet with the Criminal Justice Practicum Professor to:
  - a. Receive an overview of the practicum, including application procedures, liability forms, and prior approval requirements.
  - b. Obtain a MCC Program ID Badge (refer to Uniform and Grooming Standards for additional details).
  - c. Address any questions regarding the practicum.

- d. Discuss potential practicum sites and agencies of interest.
  - e. Confirm practicum arrangements to obtain approval for course registration in CRIM 2420.
2. During the first week of the semester, students must meet with the Criminal Justice Practicum Professor to:
- a. Receive the schedule of required meetings, including dates, times, and locations.
  - b. Obtain deadlines for weekly journal reports and the reflective paper.
  - c. Review grading expectations and criteria for course materials.
3. Students must submit weekly journal reports and the reflective paper by the deadlines specified in Canvas.
4. Students must report to and comply with the supervision of their assigned field supervisor at the practicum agency/organization.
5. Students must discuss and be approved for all planned activities and client interactions with their field supervisor before proceeding.
6. Students are required to adhere to the agency's dress code and grooming standards, always maintaining a professional appearance.
7. Students must be punctual and reliable. If a student anticipates being late or absent, they must notify the agency in advance.
8. Students are responsible for completing all tasks assigned by the practicum agency.
9. Students must maintain the confidentiality of client relationships and agency records, adhering to both Macomb Community College and agency-specific guidelines regarding confidentiality and social media policies.
10. Students must ensure that no other commitments, including course enrollments, interfere with their practicum obligations. Enrollment in courses that conflict with the scheduled practicum hours is strictly prohibited.
11. Students must complete and return the Student Evaluation of the Practicum Agency form to the Criminal Justice Practicum Coordinator upon completion of the practicum.

## **Selecting a Criminal Justice Agency/Organization**

### **Selecting a Practicum Based on Career Goals**

One of the primary factors in selecting a practicum is alignment with the student's career aspirations. Ideally, students should seek placement at an agency where they intend to seek employment after graduation or within a related field. For example, a student aspiring to a career in law enforcement would benefit more from interning with a police department rather than a district attorney's office. For students who are uncertain about their career path, district attorney offices can provide a broad range of experiences, including exposure to legal proceedings, investigative work, and victim services.

After identifying a general area of interest (e.g., corrections, courts, law enforcement, or victim assistance), students should then determine the geographic location where they wish to conduct their field experience. This decision should also be guided by career objectives.

### **Possible Practicum Sites**

Prior to the semester in which a student intends to complete the practicum, they must contact the Practicum Professor via email to obtain a list of approved practicum agencies. If a student wishes to intern at an agency not included on the list, they must seek approval from the Practicum Professor. Generally, students are not permitted to intern with private law firms, small private security companies, or individual judges. A current list of criminal justice practicum opportunities is available from the practicum professor.

Students are encouraged to schedule a meeting with the Practicum Professor to discuss potential placements and address any questions regarding the process. Meetings may be conducted in person at the professor's office, over Zoom or via phone.

### **Requesting a Change in Practicum Placement**

In certain circumstances, students may find that their practicum experience does not align with their educational objectives or professional expectations. Common concerns may include:

1. Limited engagement in substantive activities, such as a law enforcement intern being restricted from participating in ride-alongs.
2. Excessive clerical responsibilities with minimal learning opportunities, such as an intern assigned primarily to answering phones without exposure to legal proceedings in a district attorney's office.

Students who experience dissatisfaction with their placement should notify the Practicum Professor as soon as possible. Delays in reporting issues, particularly beyond the midpoint of the practicum, may limit the availability of alternative placements. The Practicum Professor will evaluate the situation and, if deemed necessary, will facilitate a transfer to a more suitable host agency.

## **Criminal Justice Practicum Standards & Expectations**

### **Ethical and Professional Standards**

Criminal justice professionals are entrusted with the critical responsibility of serving the community, protecting lives and property, maintaining public order, safeguarding individuals and society, and upholding the principles of liberty, equality, and justice. While the nature of the field involves inherent risks, student interns must not participate in hazardous activities, such as carrying firearms, making arrests, or engaging in any actions that may endanger their safety. If a Field Supervisor directs a student to engage in a dangerous situation, the student should respectfully but firmly decline and immediately inform the Practicum Professor or the Public Service Institute Director. Furthermore, any concerns or issues related to practicum placement should be reported to the Practicum Coordinator without delay.

### **Professional Conduct within the Practicum**

The primary objective of criminal justice education is to ensure that well-qualified individuals enter the profession, maintaining the integrity of the field while safeguarding the rights of clients to receive high-quality service. Graduates of Macomb Community College's Criminal Justice Program are expected to demonstrate professionalism and competence in their preparation for careers in the field. As part of this responsibility, it may be necessary to assess a student's motivation, conduct, and overall suitability for a career in criminal justice.

The Criminal Justice Program is responsible for evaluating, screening, and monitoring students to determine their appropriateness for the profession. Should concerns regarding a student's conduct or fitness arise, the Practicum Professor will address the matter. If the issue is deemed serious enough to affect the student's continuation in the practicum, the Public Service Institute Director will be consulted for further review.

### **Examples of Unprofessional Conduct**

1. Difficulty establishing and maintaining appropriate relationships with others.
2. Inability to accept constructive feedback.
3. Engaging in disruptive behaviors that negatively impact teaching, learning, or the morale of others.
4. Failure to perform effectively due to personal issues.
5. Poor work habits, including frequent absences and tardiness.
6. Inability to establish and maintain appropriate personal and professional boundaries.
7. Non-compliance with agency policies and procedures

### **Examples of Unethical Behavior**

1. Engaging in dishonest, fraudulent, deceitful, or misrepresentative conduct.
2. Failing to treat others with dignity and respect.
3. Exploiting individuals for personal gain.
4. Engaging in sexual activities with clients or agency staff.

Students are expected to uphold the highest ethical and professional standards throughout their academic and practicum experiences. Failure to meet these expectations may result in disciplinary action, including removal from the practicum.

### **Attendance**

Attendance and punctuality are critical components of the Criminal Justice Practicum, as they reflect the professionalism expected in the field. To successfully complete the practicum, students must fulfill a minimum of 120 hours over the 16-week semester while adhering to the following attendance requirements:

#### **1. Attendance Requirements:**

- a. Students must complete their practicum hours as scheduled with their assigned field placement.
- b. A minimum of 120 hours must be documented and verified by the Field Supervisor to receive course credit.
- c. Students are expected to follow the schedule established with their placement site and maintain consistent attendance throughout the semester.

#### **2. Reporting Absences:**

- a. If a student is unable to attend a scheduled practicum shift due to illness or an emergency, they must notify their Field Supervisor and the Practicum Professor as soon as possible, preferably before the start of the scheduled shift.
- b. Students must follow the field agency's policies for reporting absences, including notifying the appropriate personnel.
- c. Any missed hours must be made up before the end of the semester to ensure completion of the required 120 hours.

#### **3. Excessive Absences and Tardiness:**

- a. More than one unexcused absence may result in disciplinary action, up to and including removal from the practicum. An excused absence is defined as an emergency. For example, illness, hospitalization, or car accident. Examples of non-emergencies are other work obligations or forgetting to attend the scheduled day of the practicum.

Note: This is a prescheduled practicum made in advance with an agency, unless there is an emergency, it will be counted as an unexcused absence.

- b. One tardy counts as a half day of the practicum.
- c. Repeated tardiness (arriving late or leaving early) may be considered unprofessional conduct and may impact the student's evaluation and standing in the program.
- d. If excessive absences or tardiness jeopardize the successful completion of the practicum, the student may be required to meet with the Practicum Professor to discuss their status in the course.

#### 4. Make-Up Hours:

- a. Students must coordinate with their Field Supervisor to reschedule any missed hours.
- b. Make-up hours must be completed within the 16-week semester unless an extension is approved by the Practicum Professor due to extenuating circumstances (extenuating circumstances such as hospitalization, extended illness).

#### 5. Termination Due to Attendance Issues:

- a. Failure to meet the 120-hour requirement or excessive absences/tardiness may result in disciplinary action and/or removal from the practicum and failure of the course.
- b. If a student is dismissed from their practicum site due to attendance-related concerns, they may not be reassigned to another placement and will receive a failing grade.

Students are expected to uphold professional standards of reliability and accountability. Any concerns regarding attendance should be promptly addressed with the Practicum Professor and Agency Host Supervisor.

### **Grooming and Dress**

Professional appearance is essential in the criminal justice field, as it reflects credibility, discipline, and respect for the profession. Students participating in the Criminal Justice Practicum must adhere to the following grooming standards, as well as comply with the specific policies and expectations of their assigned practicum site.,

#### 1. Compliance with Practicum Site Policies

- a. Students must follow all grooming and dress code requirements set by their practicum site.
- b. Any questions regarding the site's specific policies should be addressed with the Field Supervisor.

#### 2. General Grooming and Appearance Standards

- a. Hygiene: Students must maintain good personal hygiene, including regular bathing, use of deodorant, and clean, well-groomed hair.
- b. Hair: Hair must be clean, neatly styled, and kept at a length that does not interfere with duties. Facial hair should be well-maintained and neatly trimmed. Some sites may require clean-shaven faces; check with practicum site field supervisor.
- c. Attire: Students must wear appropriate attire as designated by their practicum site, whether it is business attire, business casual, or a uniform. Clothing should be clean, and professional in appearance.
- d. Footwear: Closed-toe, professional footwear is required. Sneakers, sandals, or casual footwear are generally not permitted unless explicitly allowed by the practicum site.
- e. Accessories: Jewelry should be minimal and professional. Large or excessive jewelry that may pose a safety risk should be avoided.
- f. Makeup and Fragrance: Makeup should be professional and not excessive. Strong fragrances should be avoided to maintain a neutral environment.

### 3. Prohibited Grooming and Appearance Standards

- a. Unkempt, unprofessional, or distracting hairstyles, including unnatural hair colors (unless permitted by the practicum site).
- b. Excessive piercings or visible body modifications that do not comply with the site's policies.
- c. Clothing that is revealing, excessively tight, or inappropriate for a professional environment.
- d. Visible tattoos that are deemed inappropriate by the practicum site (students may be required to cover tattoos in some placements).

### 4. Enforcement and Compliance

- a. Students who fail to comply with grooming standards may be asked to correct their appearance before participating in practicum activities.
- b. Repeated violations of grooming policies may result in disciplinary action, including potential removal from the practicum.
- c. If a student is unsure whether their appearance meets professional standards, they should consult the Practicum Professor or Field Supervisor.

Maintaining a professional appearance is a key expectation of the criminal justice profession. Students are encouraged to take pride in their presentation, as it contributes to their credibility and effectiveness in the field.



## **Confidentiality**

Maintaining confidentiality is a fundamental ethical and professional obligation for all practicum students. Students must not disclose any privileged information—whether written, verbal, or electronic—regarding cases, clients (and their families), agency staff, or the agency itself to unauthorized individuals. This obligation extends both during and after the practicum.

### **1. Confidentiality Expectations**

- a. Students must comply with all agency confidentiality policies and protect sensitive information.
- b. Any unauthorized disclosure of case details, client information, or agency matters—whether intentional or careless.
- c. Discussions about practicum experiences should focus on personal learning and professional development, not on specific cases or identifiable information.
- d. Open cases or client-related matters should only be discussed within the agency or with the Practicum Professor.

### **2. Written Materials and Information Security**

- a. Confidential documents must be handled securely; students should not allow others access to their computers or materials containing sensitive information.
- b. All written assignments must maintain confidentiality by omitting identifying details.
- c. Students are responsible for ensuring that any confidential material remains protected and professionally managed.

### **3. Unauthorized Use of Agency Resources**

- a. Students may not copy, download, or use agency software, CDs, or resource materials without documented permission from the Site Supervisor.
- b. Any misuse or unauthorized access to agency resources, including hardware and software, will result in removal from the program.

### **4. Consequences of Breach**

- a. Violating confidentiality policies may lead to immediate termination from the agency, a failing grade for the practicum, and possible legal liability.

Students must uphold the highest ethical standards in confidentiality to maintain the integrity of the profession and the trust of the community.

## **Denial of a Student from the Practicum Program**

A student may be denied placement in the Criminal Justice Practicum Program for any of the following reasons:

1. Academic Deficiencies
  - a. Failure to meet the minimum GPA requirement for program eligibility.
  - b. Incompletion of prerequisite coursework required for the practicum.
  - c. Unsatisfactory performance in core criminal justice courses.
2. Professional and Ethical Concerns
  - a. History of unethical behavior, including dishonesty, plagiarism, or misconduct.
  - b. Inability to maintain confidentiality of sensitive information.
  - c. Failure to demonstrate professionalism in interactions with faculty, peers, or staff.
3. Behavioral and Conduct Issues
  - a. History of disruptive or inappropriate behavior in academic settings.
  - b. Insubordination or refusal to follow faculty or supervisor instructions.
  - c. Documented concerns about interpersonal skills, including inability to work with others.
4. Attendance and Reliability Issues
  - a. Excessive absences or tardiness in previous coursework or practicums.
  - b. Repeated failure to meet deadlines or responsibilities.
5. Legal or Background Issues
  - a. A criminal record that disqualifies the student from agency placement.
  - b. Failure to pass required background checks for placement sites.
6. Non-Compliance with Program Requirements
  - a. Failure to submit required documentation (e.g., application, health clearance, background check).
  - b. Refusal to comply with agency policies and procedures.
  - c. Failure to complete the practicum application process on time.

### **Grounds for Failing CRIM 2420**

1. Termination of the practicum prior to completion by the student, the Field Supervisor, or by the Practicum Professor.
2. Failure to complete a minimum of 120 hours at the practicum site. Students at risk of not completing their hours for reasons beyond their control (such as a reduction of hours by the field supervisor) must immediately inform the Program Professor so that alternative arrangements can be made.
3. Failure to satisfactorily complete all coursework and/or poor attendance in CRIM 2420. Check the syllabus for the most current attendance policy to ensure compliance.
4. Failure to promptly and truthfully report to the Practicum Professor or Public Service Institute Director any arrest, citation, moving violation, or other change in criminal history.
5. Failure to take and pass any background checks or drug tests required by Macomb Community College or a Practicum site in time to begin the placement as scheduled.
6. Disclosure of any information obtained at the practicum site that the student was required to keep confidential.
7. During the weeks placed at the practicum site, engaging in conduct on social media sites (such as Twitter, Instagram, Facebook, Snapchat, message boards, etc.) that is discriminatory, harassing, unprofessional, or provides evidence of recent criminal behavior.

### **Termination of a Student Practicum**

The Public Service Institute Director has the authority to remove a student from a practicum if their conduct negatively impacts agency personnel or if they engage in unprofessional behavior. A student's dismissal may be based on direct observations from the Practicum Professor or information provided by the host agency. Should a student be removed due to unprofessional conduct or inadequate performance, they may be deemed ineligible for future practicum opportunities.

Participation in a for-credit Criminal Justice Practicum is a privilege, not a right. The practicum fosters essential partnerships between Macomb Community College and various criminal justice agencies. To support student success, the Practicum Professor ensures that students are placed in a professional and supportive environment. Students are responsible for understanding and adhering to the policies and expectations of their assigned agency. It is expected that students familiarize themselves with agency rules prior to beginning the practicum. Failure to meet these expectations or demonstrate professional competence consistently may result in removal from the practicum.

A practicum site (host agency) reserves the right to terminate a student's placement for reasons including, but not limited to:

1. Violation of agency rules and regulations
2. Unauthorized disclosure of confidential information
3. Behavior that jeopardizes the safety or well-being of clients, personnel, or the student
4. Repeated absences or tardiness
5. Failure to adhere to agreed-upon work schedules
6. Allegations of harassment, bullying, intimidation, or verbal abuse directed at clients, employees, visitors, or fellow interns
7. Failure to maintain consistent communication with the Practicum Professor
8. Changes in the intern's criminal background status (e.g., pending or filed criminal charges)
9. Any other conduct deemed inappropriate by agency standards

Students removed from a practicum site will automatically receive a failing grade for the course and will be prohibited from continuing the practicum with another agency. Furthermore, they will not be eligible for future practicum placements. Students may consult with the Public Service Institute Director to explore alternative options for fulfilling graduation requirements.

### **Student Safety Policy**

To adequately prepare students for the practicum experience, they are provided with foundational knowledge of general safety issues. However, students with specific safety concerns are encouraged to consult the Practicum Site Field Supervisor for further guidance. It is expected that the Field Supervisor will address safety concerns, review the agency/organization's policies with the student, and assess the student's understanding of safety protocols, as well as their ability to handle potentially threatening situations in a mature and professional manner.

At the start of the practicum, the Field Supervisor is responsible for providing instruction on the agency/organization's safety policies, including detailed information on emergency procedures both on-site and off-site.

It is the agency's responsibility to inform students of potential health risks in the work environment. Students must disclose any health conditions that may impact their ability to perform duties in the field. Macomb Community College and the Criminal Justice Program/faculty are not liable for any safety-related incidents. The Field Supervisor is expected to help students develop skills to assess the potential risks when interacting with clients and communities, as well as to teach strategies for defusing potentially dangerous situations and ensuring access to appropriate support when necessary.

Student interns are prohibited from transporting clients, making unsupervised home visits, or being in the agency without a qualified, professional staff member present for supervision. Students have the right to refuse to participate in any activity if they have safety concerns.

### **Student Use of Private Vehicles Policy**

In certain agencies/organizations, students may be required to use their personal vehicles to fulfill field practicum duties. It is important for students to understand that they, as the driver, are solely responsible for any personal injury or property damage incurred while operating their vehicle. This responsibility is separate from that of the agency/organization or Macomb Community College. Students utilizing their private vehicles for practicum-related tasks should consult with their insurance provider to confirm that they have adequate insurance coverage.

### **Continuation Strategy**

Students participating in criminal justice field placements are expected to sustain meaningful and professional relationships with agency personnel, clients, and other stakeholders throughout their practicum. During periods when the college observes holidays or semester breaks, students may need to demonstrate flexibility with their academic schedules. While scheduled exams take precedence over practicum commitments, Macomb Community College encourages student interns to consider the needs of the agencies/organizations when planning absences during semester breaks.

Semester breaks are also an opportunity for students to rest and manage non-academic responsibilities. The College ensures that all students have time off between semesters and does not require students to maintain a presence at the field agency during these breaks. Both students and Field Supervisors should discuss expectations regarding student availability during semester breaks and reach an agreement on the plan during the initial interview before the student accepts the agency placement.

### **Social Media Policy**

Students are prohibited from linking to or viewing the social media profiles of clients or employees of the field placement agency. If a student's social media presence or interactions are deemed to violate professional standards or ethical guidelines, the student will be subject to a review for unprofessional conduct. Refer to the Social Networking Policy Signature Sheet in the Appendix.

### **Conclusion**

Practicums provide students with valuable opportunities to advance their career objectives, establish professional connections, and gain firsthand experience in a professional work environment. The courses are taught by experienced criminal justice industry professionals, offering students a higher level of education and practical insight. At Macomb Community College, we are committed to supporting and strengthening collaborative relationships with criminal justice agencies/organizations, fostering mutually beneficial partnerships within the community.

## **Appendix: Criminal Justice Practicum Forms**

Criminal Justice Practicum Student Handbook Signature Sheet  
Criminal Justice Practicum Health Insurance and Liability Release Signature Form  
Criminal Justice Practicum Field Placement Agreement Signature Sheet  
Social Networking Policy Signature Sheet  
Field Supervisor's Evaluation of Student  
Student's Evaluation of Practicum Agency  
Practicum Activity Log Signature Sheet



**MACOMB COMMUNITY COLLEGE  
CRIMINAL JUSTICE PRACTICUM  
STUDENT HANDBOOK SIGNATURE SHEET**

I, THE UNDERSIGNED, HAVE THOROUGHLY READ AND UNDERSTAND THE RULES AND REGULATIONS CONTAINED IN THE PRACTICUM STUDENT HANDBOOK.

MY SIGNATURE INDICATES THAT I UNDERSTAND THE RULES AND/OR REQUIREMENTS FOR ALL OF THE FOLLOWING:

1. MCC COLLEGE WIDE POLICIES
2. MCC CODE OF CONDUCT
3. MCC CRIMINAL JUSTICE PRACTICUM COURSE DESCRIPTION
4. CRIMINAL JUSTICE PRACTICUM PREREQUISITES/REQUIREMENTS
5. CRIMINAL JUSTICE PRACTICUM COURSE OUTCOMES/OBJECTIVES
6. MCC CRIMINAL JUSTICE PRACTICUM APPROVAL PROCESS
7. CRIMINAL JUSTICE PRACTICUM PLACEMENT GUIDELINES
8. CRIMINAL JUSTICE BACKGROUND CHECK CONSIDERATIONS
9. HEALTH AND LIABILITY INSURANCE
10. INJURY
11. PRACTICUM ACADEMIC REQUIREMENTS AND GRADING
12. PRACTICUM ROLES
  - A. STUDENT RESPONSIBILITIES
13. CRIMINAL JUSTICE PRACTICUM STANDARDS AND EXPECTATIONS
  - A. ATTENDANCE
  - B. ETHICAL AND PROFESSIONAL STANDARDS
  - C. CONFIDENTIALITY
14. DENIAL OF A STUDENT FROM THE PRACTICUM COURSE
15. GROUNDS FOR FAILING CRIM 2420
16. STUDENT SAFETY POLICY
17. STUDENT USE OF PRIVATE VEHICLE POLICY
18. CONTINUATION STRATEGY
19. SOCIAL MEDIA POLICY
20. APPENDICES:
  - A. PRACTICUM STUDENT APPLICATION
  - B. PRACTICUM STUDENT HANDBOOK SIGNATURE SHEET
  - C. PRACTICUM HEALTH INSURANCE/LIABILITY SIGNATURE SHEET
  - D. PRACTICUM FIELD PLACEMENT SIGNATURE SHEET
  - E. SOCIAL NETWORKING POLICY SIGNATURE SHEET

F. FIELD SUPERVISOR'S EVALUATION OF STUDENT SHEET  
G. STUDENT EVALUATION OF PRACTICUM AGENCY SHEET

PRINTED NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: This Student Practicum Handbook should be considered as an addendum to the MCC Student Code of Conduct. The MCC Student Code of Conduct may be found in its entirety on the Macomb Community College web site.

<https://www.macomb.edu/about-macomb/college-policies/administrative/student-code-of-conduct.html>





**MACOMB COMMUNITY COLLEGE  
CRIMINAL JUSTICE PRACTICUM  
RELEASE OF HEALTH INSURANCE AND LIABILITY FORM**

Dear \_\_\_\_\_

Students are strongly recommended to have sufficient health, accident, disability, and hospitalization insurance to cover them, as neither the agency/organization nor the college insures students against accidents or illness, even if it occurs because of, or while working, at the practicum site. Macomb Community College, its Department of Criminal Justice, employees and agents will not be liable for any injuries, losses or claims that the Student might sustain while commuting to or from and/or participating in the practicum program.

Students are responsible for the cost of any treatments resulting from injury to themselves in the practicum setting. Any injury sustained during the practicum (field experience) **must be reported to College Police and the Practicum Professor within 24 hours** at Macomb Community College – Center Campus.

STUDENT UNDERSTANDS AND HAS READ THE RELEASE OF HEALTH INSURANCE FORM (Please read carefully before signing)

Student has required health insurance on this made \_\_\_\_\_ day of \_\_\_\_\_(month), \_\_\_\_\_(Year), by \_\_\_\_\_ (student), of \_\_\_\_\_ (city), of \_\_\_\_\_ (county), State of Michigan.

Dear \_\_\_\_\_

As you are aware, your participation in the CRIM 2420 Criminal Justice Practicum course, which may allow student interns to be placed in patrol cars, in custodial situations or perform other high-risk activities, could give rise to the potential for a variety of injuries. Please execute the following liability form for release of all possible claims against Macomb Community College as a condition for participation in the CRIM 2420 course.

RELEASE OF LIABILITY (Please read carefully before signing)

Release made this \_\_\_\_\_ day of \_\_\_\_\_(month), \_\_\_\_\_(Year), by \_\_\_\_\_ (student), of \_\_\_\_\_ (city), of \_\_\_\_\_ (county), State of Michigan.

Any student who furnishes false information on the Practicum Application form will be subject to disciplinary action, including possible dismissal from the Criminal Justice Practicum Course.

Emergency Contact (Print Name)	( )
	Phone Number



**MACOMB COMMUNITY COLLEGE  
CRIMINAL JUSTICE PRACTICUM FIELD PLACEMENT AGREEMENT  
SIGNATURE SHEET**

**Student Name:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

1. The practicum experience should be of such a nature as to be mutually beneficial to the cooperating agency and the student. It is expected that the student has adequate academic preparation enabling immediate adjustment in order to become a productive contributor to the agency.
2. Students must adhere to the agency's established codes of conduct, including but not limited to confidentiality protocols, dress codes, and other professional standards.
3. If it is determined that a student has a prior conviction, an outstanding warrant, or similar legal impediments, their participation in the practicum may be subject to immediate termination.
4. The agency is responsible for providing students with opportunities to apply theoretical knowledge and skills acquired through their academic coursework within the criminal justice field.
5. The agency experience should provide a variety of criminal justice experiences and challenges to the largest degree possible.
6. The practicum experience spans one academic semester and requires a minimum of 120 hours of engagement. Failure to meet this requirement, depending on the circumstances, may result in a grade reduction or failure of the course.
7. The student intern is registered as a student with Macomb Community College. The student will earn 3 credit hours as a result of successful completion of this practicum. The agency will be asked to make an evaluation of the work of the student. These evaluations will be based on appropriateness of conduct, thoroughness and accuracy of the work performed.
8. The practicum experience will extend over the period of: \_\_\_\_\_ Semester.
9. If, for any reason, the work of the student becomes unsatisfactory or if difficulty is anticipated, please contact, as soon as possible, the Practicum Professor Faculty.

10. Thank you for providing an excellent opportunity for our students to learn and develop professionally.

---

Agency Supervisor (Sign and Print Name)

Date

---

Practicum Professor

Date

---

Student Signature (Sign and Print Name)

Date



## **CRIMINAL JUSTICE PRACTICUM SOCIAL NETWORKING POLICY SIGNATURE SHEET**

### **1. Confidentiality & Privacy**

- a. Do not share any information, photos, or videos related to your practicum site, cases, clients, victims, suspects, or any ongoing investigations.
- b. Avoid discussing practicum-related experiences in a way that could lead to the identification of individuals or agencies.

### **2. Professionalism**

- a. You represent both Macomb Community College and your practicum site. Maintain a professional online presence.
- b. Refrain from posting anything that could be considered offensive, unprofessional, or detrimental to your role in the field.

### **3. No Posting of Practicum-Related Content**

- a. Do not take or share photos/videos at your practicum site.
- b. Avoid vague postings about your experiences that could still hint at confidential matters.

### **4. Compliance with Laws & Policies**

- a. Follow all federal, state, and local laws, as well as your practicum site's confidentiality and social media policies.
- b. Violating confidentiality laws such as HIPAA, or FERPA regulations could result in legal consequences.

### **5. No Personal Opinions on Cases or Law Enforcement Matters**

- a. Do not publicly express personal opinions on ongoing investigations, court cases, or policies related to law enforcement and corrections.
- b. Refrain from criticizing or discussing your practicum site, supervisors, or colleagues online.

### **6. No Contact with Victims, Suspects, or Offenders**

- a. Do not interact with anyone connected to your practicum (victims, suspects, witnesses, or offenders) on social media.

- b. Avoid sending or accepting friend requests from individuals involved in cases.

## **8. Consequences for Violations**

- a. Violating this policy may result in disciplinary action, removal from the practicum, or legal consequences, depending on the severity of the breach.

Criminal Justice Practicum Social Networking Policy Signature Sheet (Please read carefully before signing)

Criminal Justice Practicum Social Networking Policy made this \_\_\_\_\_ day of \_\_\_\_\_(month), \_\_\_\_\_(Year), by \_\_\_\_\_(student), of \_\_\_\_\_(city), of \_\_\_\_\_(county), State of Michigan.

Following a social networking policy during a criminal justice practicum is essential for maintaining professionalism, protecting confidentiality, and ensuring ethical behavior. Practicum students often have access to sensitive information, including details about cases, victims, suspects, and criminal justice procedures. Additionally, adhering to social media guidelines fosters a professional online presence, demonstrating maturity and responsibility—key traits for future careers in law enforcement, corrections, or legal fields. I, the undersigned, have read this social media form and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



**MACOMB COMMUNITY COLLEGE  
CRIMINAL JUSTICE PRACTICUM  
FIELD SUPERVISOR'S EVALUATION OF STUDENT**

Student Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

How many total hours has the student worked to date: \_\_\_\_\_

Has/Will the student complete the required number of hours (120 hours): \_\_\_\_\_

What kind of tasks does the student perform: \_\_\_\_\_

How well does the student perform these tasks (from a professional viewpoint):

\_\_\_\_\_ A (Superior) \_\_\_\_\_ B (Above Average) \_\_\_\_\_ C (Average)

\_\_\_\_\_ D (Below Average) \_\_\_\_\_ E (Failure)

Comments:

\_\_\_\_\_  
\_\_\_\_\_

The Macomb Community College Criminal Justice Practicum is an important learning experience for all involved. We expect the student to conduct themselves in a professional manner and to perform the assigned tasks in such a way that is expected from a regular employee. Based upon these expectations, please rate the student intern's overall performance:

\_\_\_\_\_ A (Superior) \_\_\_\_\_ B (Above Average) \_\_\_\_\_ C (Average)

\_\_\_\_\_ D (Below Average) \_\_\_\_\_ E (Failure)

We will incorporate your recommendation in determining the student's final grade. You may discuss your recommendation with the student, if you wish.

\_\_\_\_\_  
Field Supervisor's Signature

\_\_\_\_\_  
Date

Thank you for your participation in our Practicum Course. We hope the experience has been beneficial for both you and the student. Please return completed evaluation to Macomb Community College Criminal Justice Practicum Faculty.



**MACOMB COMMUNITY COLLEGE**  
**STUDENT'S EVALUATION OF PRACTICUM AGENCY/ORGANIZATION**

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Please circle the number which best represents your agreement/disagreement with the following questions.

- 1 = Strongly Agree
- 2 = Agree
- 3 = No Opinion
- 4 = Disagree
- 5 = Strongly Disagree

1. The assignments given you by the agency met your expectations.      1   2   3   4   5
2. In general, you were treated as an employee of the agency.      1   2   3   4   5
3. The practicum experience has improved your understanding of the Criminal justice system.      1   2   3   4   5
4. Your field supervisor took an active interest in your progress.      1   2   3   4   5
5. In general, you were assigned to tasks which were appropriate to the practicum.      1   2   3   4   5
6. The agency trained you to perform the assigned tasks as necessary.      1   2   3   4   5
7. If you had the opportunity, you would accept assignment to this agency again.      1   2   3   4   5
8. The Practicum Course is not worth continuing.      1   2   3   4   5



9. What types of assignments did you perform while working as a student intern at the agency?

10. Did the practicum experience fulfill your expectations? Explain.

11. Did the field supervisor meet his/her obligations to assist you during your practicum.

12. Would you recommend this agency to other students. Why or why not?

13. Is the Criminal Justice program adequately preparing you for future employment?

14. Other Comments:



