

FREQUENTLY ASKED QUESTIONS **ABOUT CRIMINAL JUSTICE FIELD PLACEMENT**

Q: What is field placement?

A: Field placement is an unpaid work experience (NO EXCEPTIONS!) with a criminal justice agency agreed upon by the student and the field placement coordinator and/or the faculty advisor

Q: How many hours is field placement?

A: Students must complete a total of 112 hours to fulfill the requirements for field placement. Yes – we count them and verify them with your supervisor.

Q: Is there a class I must enroll in?

A: Yes, the course number is “CJ 4095, CJ Field Placement”. You must complete 112 hours for the class to meet the degree requirements. Be sure to select the campus location you wish to take the course on Onestop: “Uptown Campus West” (main campus students) or “UC Clermont” (UC East students).

Q: Must I attend classes for field placement?

A: Yes! **You must attend the first 5 classes of the semester, and attendance is mandatory! If you miss any of the classes, you will be directed to withdraw from the class or you will receive a failing grade!**

Q: When do I make arrangements for field placement?

A: Soon! You must make arrangements for your placement at least one semester in advance. **If you do not have a placement by the end of the first class of the semester, you must withdraw from the class or you will receive a failing grade.**

Q: Can I do my placement at an organization not on the list of options?

A: Yes, but you must receive permission from the professor beforehand. If permission is granted, you must then provide documentation that your placement has been approved and let us know who your supervisor is.

Q: How do I get a placement with a federal agency?

A: Good planning and lots of luck. Federal agencies are short on cash, and are reluctant to host interns. Feel free to snoop around and find a place on your own; however, the only federal placement we are sending students currently is to the The Washington Center (www.twc.edu) in Washington, D.C. (speak with your academic advisor for more information on this internship).

Q: How do I arrange my placement?

A: First, look at the field placement options online, and make contact with the organization you choose to set up the placement. It is an easy process if you start early enough. If you procrastinate – we cannot help you.

Q: Does the field placement coordinator or faculty advisor arrange my placement?

A: NO! You are responsible for arranging your placement!

Q: Must I have a cover letter and a résumé?

A: Yes, you must. In fact, you will create (or revise) a résumé as part of the class. All students will be required to have their résumé and cover letter reviewed by a professional. You will set up the appointment in class. Have it prepared in advance of your meeting.

Q: Do I have to keep a log?

A: You must log all of your hours and document your activities. This is done using the log cover sheets available from your instructor, and on blackboard. Logs must be complete and signed by your agency supervisor.

Q: Do I have to write a paper?

A: Yes - you must write a culminating 10-page reflection paper. Exact requirements will be provided by the instructor in class.

Q: Are all the rumors about this class true?

A: Unlikely! If you have questions about the field placement, ask the professors – they are the ones with the answers.

Q: Is this class as hard as I've heard it is?

A: See above! This class is easy to pass as long as you FOLLOW DIRECTIONS, which are found in the syllabus. This class is about learning the ropes of the professional world, including attention to detail.

Q: Speaking of passing, how are things graded?

A: This is a Pass/Fail class – you either make it or you don't. Passing does nothing to your GPA – failing messes it up. Do not fail.