

## **NOTICE! NOTICE! NOTICE! NOTICE! NOTICE! NOTICE!**

### ***Statement of Student Responsibilities for Field Placement:***

1. Student shall be responsible for meeting all deadlines for field placement, including application deadlines and assignment due dates. Students interested in enrolling in field placement for a given quarter must contact the field placement coordinator ***prior to enrollment*** to obtain all paperwork necessary for agency placement. All students must have applications for field placement submitted to the instructor by the first day of class. All students **MUST** have a placement by the end of the first week of class, or they will be advised to drop the course.
2. It is the student's responsibility to ensure all paperwork, applications, papers, and other assignments, are personally received by the field placement coordinator. Emailed, faxed, mailed, or papers slid under doors or placed in mailboxes can be misplaced. Students are required to submit all paperwork and assignments directly to the field placement coordinator.
3. Students are expected to behave professionally regarding their field placement. Tardiness, absence, unprofessional behavior, inappropriate appearance or attitudes regarding field placement work will not be tolerated. Any reports of such behavior will be dealt with appropriately and could lead to a failing grade in the course or removal from the Criminal Justice program. The University, the College of Education, and the Division of Criminal Justice all have a stake in your performance in local agencies. Poor performance from students reflects poorly on the Division and the College and jeopardizes opportunities for future students. You represent the Division of Criminal Justice, so put your best foot forward.
4. ***Incompletes will no longer be granted. Any course work left incomplete by the deadline established in the syllabus, including hours served at an agency and any papers or projects associated with the placement, will result in a failing grade.***

Students who follow these guidelines should have no problem being assigned to a field placement agency and should be successful in making the most of their field placement experience. Remember, field placement is an opportunity for you to advance your understanding of the field of criminal justice and it provides the chance to establish professional contacts. If you have any questions or concerns regarding field placement please contact:

Jamie Vaske  
Field Placement Coordinator  
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