

## **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 72 hours per field placement (72 for class 495 and 72 for class 496). In order to fulfill the requirements of field placement, you must complete 144 total hours. Yes – we count them.

**Q: Is there a class I must enroll in?**

A: Yes – there are two. You must complete 72 hours for each class to meet the degree requirements. The course numbers are 18-CJ-495 and 18-CJ-496. BEWARE – there are sections of field placement at Clermont College. DO NOT ENROLL FOR CLERMONT SECTIONS. It is a pain to fix.

**Q: Can I do both field placement courses at the same time?**

A: Yes, but the registration system will only let you register for one. The instructor will sign an add slip for you on the first day of class.

**Q: Must I attend classes for field placement?**

A: Attendance is mandatory! If you miss any of the classes, you will be 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 quarter in advance. If you do not have a placement by the end of the first week of the quarter, 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 before hand. 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 have interns. Feel free to snoop around and find a place on your own; however, the only place we are sending students currently is to the University's Washington Center in 700 Swift Hall.

**Q: How do I arrange my placement?**

A: First, look at the field placement options online. Then fill out the application. Next, see the field placement coordinator or the faculty advisor. Finally, make contact with the field placement 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 resume?**

A: Yes, you must. In fact, you will create (or revise) a resume as part of the class. All students will be required to have their resume and cover letter reviewed by the staff at the University Career Development Center (CDC). Have it prepared in advance of your meeting with the CDC. Some agencies will require that you turn it in as part of the application process.

**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 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 five-page research paper for every 72 hours of placement. If you are enrolled in one field placement class, that's one five page research paper. If you are enrolled in two field placement classes, that's one ten-page research paper or two five-page papers.

**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.