COOPERATIVE WORK EXPERIENCE IN CRIMINAL JUSTICE  
SYLLABUS
SCH: (3 HOURS) 1 LECTURE / 20 WORKING HOURS / WEEK

COURSE DESCRIPTION:
Career-related activities encountered in the student’s area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Specific learning objectives directly related to a technical discipline guide the student through the paid work experience. This course will transfer to other community colleges but will not transfer to most 4-year schools. This course may be used as an elective towards completion of the AAS - Law Enforcement degree only; this course cannot be used to fulfill requirements for the AS – Criminal Justice degree at Midland College.

NOTE: Enrollment in this course requires that you be employed by a law enforcement agency, a probation or parole office, a correctional facility, a prosecutor’s office, or a county or district clerk’s office. Employment must be for a minimum of 20 hours per week; it may be a paid or unpaid position with that employer.

TEXT AND SUPPLIES:
There is no text for this course. References will be supplied.

COURSE GOALS/ OBJECTIVES:
Upon successful completion of this course, the student will:
• develop work-related goals;
• prepare and submit required documentation of work in a timely manner;
• analyze and discuss employee-related work and ethical issues;
• learn to work in a team to accomplish a goal or task;
• present information to others, verbally and/or in writing.

Participation Statement: For Online courses, students MUST actively participate by completing an academic assignment by the official census date. Students who do not do so, will be dropped from the course.
Each student should anticipate at least one hour out of class preparation for each lecture hour, plus study time preparing for examinations. Attendance is important in this class.
Portable cellular phones, beepers, and similar paging devices may be disruptive to the class, and you are encouraged NOT to bring them into the classroom. If you do bring them to class, please make sure they are turned off. Should they become a nuisance, you may be asked to remove them from the classroom. The wearing of hats and the consumption of food are not allowed in during class, and, pursuant to Midland College Policy 5:14:02, the use of tobacco products (smoking, dipping, chewing, etc.) is prohibited in the building, including the classroom.
Students missing a major examination must make the exam before the next class period unless special arrangements are made. Make-up examinations may be the same as, or different from, the examination given in class. Make-up examinations will cover the same material as the scheduled examination. Failure to make up an examination will result in a grade
of zero for the missed exam. No make-up opportunity is available for the final exam. Final exams are not given early or late. The instructor reserves the right to give quizzes, announced or unannounced, at any time. There is no opportunity to make up quizzes that are missed.

The instructor cannot drop students from courses. It is your responsibility to drop a class if you no longer plan to attend and complete the semester. Check the Midland College catalog for the last day to drop a course. You may be limited in the number of courses you can drop, and you may not be entitled to a tuition refund if you drop a course.

INSTRUCTOR INFORMATION:

Criminal Justice Faculty
Instructor  Brian Kneisley
Office  174 Technical Building
Telephone  (432) 685-4685
E-mail
Division  Social/Behavioral Science and Business Studies (685-6830)

Office Hours: Subject to change each semester, office hours are posted and announced in class.

ADA Statement: Any student who because of a disabling condition may require some special arrangements in order to meet course requirements should contact the Counselor/Disability Specialist at 432-685-5598 as soon as possible. The Counselor/Disability Specialist is located in the Scharbauer Student Center Building. These conditions may include documented physical or educational disabilities. Please be aware that services or accommodations are not automatic. Each student must request them and secure the proper authorizations/documentation.