

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: FIELD PLACEMENT

CODE: CJS 321-20

SEMESTER: III or IV

PROGRAM: CORRECTIONAL WORKER - DIPLOMA

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APPROVED:

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K. DeRosario, Dean
Human Sciences and Teacher Ed.

May 29/95
DATE

NOTE: DO NOT DISCARD THIS OUTLINE. IT WILL BE REQUIRED BY OTHER EDUCATIONAL INSTITUTIONS IF YOU ARE ATTEMPTING TO OBTAIN CREDIT FOR THIS COURSE.

FIELD PLACEMENT

CJS 321

TOTAL CREDIT HOURS: 320

**PREREQUISITE(S): CJS 221 Introduction to Corrections
Valid First Aid and CPR certificates**

COREQUISITE : CJS 320 Integration Seminar

I. PHILOSOPHY/GOALS:

A supervised work placement in a selected Justice agency. Students become directly involved in Justice service and sub-systems within the community and experience socially responsible patterns of professional Justice work. There will be direct interaction with clientele in individual and group situations.

Regular seminars assist the integration of theory and practice and broaden the student's knowledge and skill base. Ongoing contact between the instructor, student and agency supervisor will provide the student with assistance and feedback on performance.

II. STUDENT PERFORMANCE OBJECTIVES

Upon successful completion of the field placement, the student will be able to:

- 1. Operationalize, in a real life setting, theories and concepts learned in the classroom.**
- 2. Demonstrate skills, techniques and ethics developed and utilized to achieve agency goals.**
- 3. Evaluate and assess their individual abilities, interests and competencies as potential Justice practitioners.**
- 4. Assess the reality of existing factors such as space, personnel procedures, financial and budgetary restrictions, administrative procedures, policy and community and political pressures in service delivery organizations.**

III. TOPICS TO BE COVERED

- 1. Interaction with individual clients.**
- 2. Interaction with client groups.**
- 3. Involvement with staff groups.**
- 4. Knowledge of the agency.**
- 5. Technical skills.**
- 6. Professionalism.**

IV. LEARNING ACTIVITIES**1.0 INTERACTION WITH INDIVIDUAL CLIENT**

Upon successful completion of this unit, the student will be able to:

- 1.1 Demonstrate effective interview techniques by:**
 - 1.1.1 planning interviews**
 - 1.1.2 using communication skills**
 - 1.1.3 achieving interview objectives**
- 1.2 Assess client needs and the capacity for change, by:**
 - 1.2.1 gathering data**
 - 1.2.2 integrating knowledge of the client sub-culture, value system and life style**
 - 1.2.3 assessing the data to identify the client's need and capacity to change**
- 1.3 Assist the client in developing a program plan by:**
 - 1.3.1 formulating the plan**
 - 1.3.2 identifying resources**
 - 1.3.3 recording and reporting**
- 1.4 Assist the client in implementing the program plan through:**
 - 1.4.1 directing and monitoring behaviour**
 - 1.4.2 assessing the client's behaviour**
 - 1.4.3 counselling the client**
 - 1.4.4 maintaining contact with significant others**
 - 1.4.5 performing required surveillance**
 - 1.4.6 evaluating the plan**
 - 1.4.7 handling crisis situations**
 - 1.4.8 recording and reporting**

2.0 INTERACTION WITH CLIENT GROUPS

Upon successful completion of this unit, the student will be able to:

- 2.1 Gather information about the group by:**
 - 2.1.1 identifying objectives**
 - 2.1.2 identifying the structure**
 - 2.1.3 identifying the history**
- 2.2 Recognize the unique features of client life style, by:**
 - 2.2.1 describing the client sub-culture**
 - 2.2.2 describing the unique jargon**
 - 2.2.3 identifying individual and group values**
- 2.3 Demonstrate techniques to motivate group members by:**
 - 2.3.1 directing activities**
 - 2.3.2 facilitating interaction**
 - 2.3.3 generating activities**
 - 2.3.4 acting as a role model**

2.4 Employ communication skills in group, by:

- 2.4.1 listening accurately**
- 2.4.2 clarifying verbal statements**
- 2.4.3 recognizing and interpreting non-verbal communication**
- 2.4.4 observing group and individual behaviour**

2.5 Assist in maintaining a positive and productive group, by working with:

- 2.5.1 conflict**
- 2.5.2 crisis situations**

2.6 Recording and reporting group activities, following agency requirements.**3.0 INVOLVEMENT WITH STAFF GROUPS**

Upon successful completion of this unit, the student will be able to:

3.1 Participate in various staff groups by:

- 3.1.1 listening to the ideas being discussed**
- 3.1.2 clarifying, questioning and generating ideas**
- 3.1.3 attending meetings**

3.2 Learn about the agency by:

- 3.2.1 discussing current issues**
- 3.2.2 observing the decision making process**
- 3.2.3 observing behaviour and activities within the meetings**
- 3.2.4 demonstrating terminology**

4.0 KNOWLEDGE OF THE AGENCY

Upon successful completion of this unit, the student will be able to:

4.1 Identify the place of the agency within the Justice system by:

- 4.1.1 studying and locating the agency within the justice process**
- 4.1.2 studying the impact of the justice system upon the agency and clients**
- 4.1.3 recognizing the impact of the agency upon other components**

4.2 Identifies the structure of the agency, and the specific unit in which the student is placed by:

- 4.2.1 studying the organizational chart and identifying key positions**
- 4.2.2 recognizing the decision making process and the differing levels of responsibility**

4.3 Being familiar with the goals, objectives and the role of the agency, through:

- 4.3.1 studying relevant legislation**
- 4.3.2 studying relevant goal statements, policies and procedures**
- 4.3.3 interpreting the mandate and parameters of operation**

5.0 TECHNICAL SKILLS

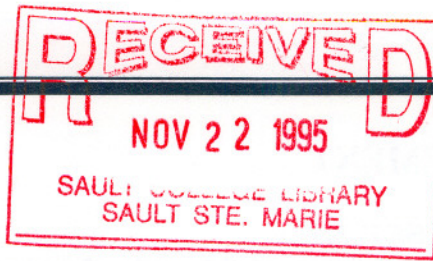
Upon successful completion of this unit, the student will be able to:

- 5.1 Conduct various security activities within the agency, by:**
 - 5.1.1 describe and demonstrate a security check**
 - 5.1.2 describe and conduct area searches**
 - 5.1.3 describe and conduct client searches**
 - 5.1.4 describe and conduct counts**
 - 5.1.5 describe inmate control procedures**
 - 5.1.6 outline the procedures to conduct an investigation**
- 5.2 Communicate effectively with colleagues, management, clientele and others by:**
 - 5.2.1 speaking clearly, concisely and in an organized way**
 - 5.2.2 writing clearly, concisely and differentiating fact from opinion**
 - 5.2.3 operating a telephone in a polite manner**

6.0 PROFESSIONALISM

Upon successful completion of this unit, the student will be able to:

- 6.1 Accept the values of the correctional service system, by:**
 - 6.1.1 accepting that people are capable of positive change**
 - 6.1.2 responding to clients in a humane manner**
 - 6.1.3 recognizing that clients have rights**
 - 6.1.4 recognizing that staff have a duty to act fairly**
 - 6.1.5 recognizing that the client is to take an active part in decision making**
 - 6.1.6 accepting the significance of differences amongst individuals**
- 6.2 complies with agency policy with respect to the conduct of work, by:**
 - 6.2.1 adhering to security procedures**
 - 6.2.2 adhering to requirements on the use of confidential information**
 - 6.2.3 following instructions given by Field Placement Supervisor**
 - 6.2.4 acting as agency representative only with approval of the Supervisor**
 - 6.2.5 working required hours**
 - 6.2.6 completing assigned tasks**
 - 6.2.7 conforming to agency dress code**
- 6.3 Exercises self control and maintains a sense of equilibrium during the placement, by:**
 - 6.3.1 recognizing and accepting the parameters, limits and role of the student**
 - 6.3.2 adapting to stress**
 - 6.3.3 maintaining a good physical and mental condition**
 - 6.3.4 responding positively to criticism**



FIELD PLACEMENT

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V. METHOD OF EVALUATION

A final grade will be derived from the results of the student journal and one written student evaluation completed by the agency placement supervisor.

The grading system used will be in accordance with College policy; Satisfactory Performance or Unsatisfactory Performance

VI. REQUIRED STUDENT RESOURCES

Students should review their first and second year material and textbooks.

VII. ADDITIONAL RESOURCE MATERIAL

Copy of evaluation form, log book ,student journal forms, and policy manual will be provided to each student and to the agency supervisor.

VIII. SPECIAL NOTES

The instructor will make frequent visits to each student at their placement.

All hours must be completed before a grade will be assigned.

Not all units may be completed due to the nature of the agency.

Days of placement are fixed by the instructors and the agency. Any changes MUST have the Instructor/Agency approval in writing.

Students with special needs (e.g. physical limitations, visual impairment, hearing impairment, learning disabilities) are encouraged to discuss required accomodations confidentially with the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.