

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



Sault College

**COURSE OUTLINE**

**COURSE TITLE:** Field Placement

**CODE NO. :** CJS 418                      **SEMESTER:** IV

**PROGRAM:** Law and Security Administration

**AUTHOR:** John E. Jones

**DATE:** Dec,00              **PREVIOUS OUTLINE DATED:** Jan 97,

**APPROVED:**

\_\_\_\_\_  
DEAN

\_\_\_\_\_  
DATE

**TOTAL CREDITS:** 5

**PREREQUISITE(S)** In a position to graduate May,2001

**Hours per Week:** 3 to a total of  
40 hours

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## **I. COURSE DESCRIPTION:**

Field placement is a planned educational experience which will provide students with first hand observation of Law and Security activities to link with the students theoretical studies at the college. This first hand experience will assist students to develop professional attitudes and competencies in working with groups and various departments in a Law and Security setting.

## **II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

### **1. Describe the agency**

#### Potential Elements of the Performance:

- a. state the objectives of the agency
- b. describe the organizational structure of the agency
- c. be familiar with agency rules, regulations and policies
- d. discuss employment opportunities with the agency
- e. describe employment procedures with the agency

### **2. Apply theoretical, classroom learning activities to the workplace**

#### Potential Elements of the Performance:

- a. observe and participate in agency defined activities
- b. recognize legal, moral and ethical issues that pertain to the agency
- c. recognize and use agency practices and procedures
- d. practice ethical behaviours with clients, employees and others in the workplace

**3. Outline and apply professional behaviours to people in the workplace**

Potential Elements of the Performance:

- a. understand and practice team concepts in the workplace
- b. Understand the importance of punctuality and attendance for the workplace
- c. project an image of professionalism through dress and decorum
- d. understand the chain of command, formal and informal communications processes in the agency

**4. Observe and practical application of organizational procedures**

Potential Elements of the Performance:

- a. recognize the reporting requirements of the agency
- b. prepare written reports that are clear and concise
- . follow orders and instructions
- d. communicates effectively with peers, staff, supervisors, clients of the agency, and the public

**III TOPICS:**

1. The Agency
2. Application of Theory to Practice
3. Professionalism
4. Communications

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

None. It is recommended that students read their textbooks, or parts of textbooks that apply to the field placement agency

**V. EVALUATION PROCESS/GRADING SYSTEM:**

The final grade will derive from evaluation reports completed by agency personnel, the agency supervisor and faculty professor. Students should use the evaluation check list in the Field Placement Manual as a source of measurement of their own performance

The following semester grades will be assigned to students in post-secondary courses:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course ( <i>see Policies &amp; Procedures Manual B Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has not been possible for the faculty member to report grades.	

## VI SPECIAL NOTES:

### Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

### Retention of course outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.

### Plagiarism:

Students should refer to the definition of Academic dishonesty in *Student Rights and Responsibilities*. Students who engage in Academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

### Course outline amendments:

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Re-write of an exam is not permitted.

All assignments must be typed, double spaced, with a cover page.

Failure to notify the professor of exam absence prior to the exam will result in a 0 grade assigned.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VII DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean=s secretary. Students will be required to provide a transcript and course outline related to the course in question.