

## Washtenaw Community College Comprehensive Report

### CJT 199 On the Job Training Effective Term: Spring/Summer 2020

#### Course Cover

**Division:** Advanced Technologies and Public Service Careers  
**Department:** Public Service Careers  
**Discipline:** Criminal Justice  
**Course Number:** 199  
**Org Number:** 15400  
**Full Course Title:** On the Job Training  
**Transcript Title:** On the Job Training  
**Is Consultation with other department(s) required:** No  
**Publish in the Following:** College Catalog , Time Schedule  
**Reason for Submission:** Three Year Review / Assessment Report  
**Change Information:**

**Consultation with all departments affected by this course is required.**

#### **Course description**

**Rationale:** Three-year syllabus review  
**Proposed Start Semester:** Winter 2020  
**Course Description:** In this course, students are given supervised positions as observers/interns with various criminal justice agencies. Students are required to maintain a log of activities and submit a report at the end of the semester. Some agency assignments may require additional coursework for eligibility. All activities are monitored by an instructor, and regular meetings with the instructor are required. Instructor consent is required to register for this course.

#### Course Credit Hours

**Variable hours:** No  
**Credits:** 3  
**Lecture Hours: Instructor: 15 Student: 15**  
**Lab: Instructor: 0 Student: 0**  
**Clinical: Instructor: 0 Student: 0**  
**Other: Instructor: 0 Student: 100**  
  
**Total Contact Hours: Instructor: 15 Student: 115**  
**Repeatable for Credit:** NO  
**Grading Methods:** Letter Grades  
Audit  
**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

No Level Required

#### Requisites

**Prerequisite**  
consent required

**Prerequisite**

CJT 100 minimum grade "C"

**General Education****Request Course Transfer****Proposed For:**

Eastern Michigan University

**Student Learning Outcomes**

1. Research and describe placement area and employment qualifications required.

**Assessment 1**

Assessment Tool: Course paper

Assessment Date: Spring/Summer 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 90% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

2. Demonstrate effective communication and professional behavior in the criminal justice profession.

**Assessment 1**

Assessment Tool: External evaluation form

Assessment Date: Spring/Summer 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 90% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty and outside professional

3. Apply classroom knowledge to the criminal justice profession.

**Assessment 1**

Assessment Tool: Course paper

Assessment Date: Spring/Summer 2022

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 90% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty

**Course Objectives**

1. Identify all the jobs in the criminal justice component to which he/she was assigned.
2. Explain the qualifications and responsibilities of each job.
3. Experience the client population of their host agency to develop a better understanding of the problems/rewards of working with this population.
4. Interact with a variety of persons during the 15 week semester.
5. Experience a variety of management styles and personalities by being assigned to different areas within the organization.

6. Experience real problems encountered in each profession and observe how they are resolved.
7. Assess their skills and abilities against the tasks of real work situations on a limited basis under close supervision.
8. Establish valuable contacts for a pathway of future employment in the criminal justice profession.
9. Identify and apply the theoretical concepts, research, and knowledge learned in the classroom at the assigned agency.

### **New Resources for Course**

#### **Course Textbooks/Resources**

Textbooks  
Manuals  
Periodicals  
Software

#### **Equipment/Facilities**

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Kevin Lindsey</i>	<i>Faculty Preparer</i>	<i>Sep 26, 2019</i>
<b>Department Chair/Area Director:</b> <i>Ruth Walsh</i>	<i>Recommend Approval</i>	<i>Sep 30, 2019</i>
<b>Dean:</b> <i>Brandon Tucker</i>	<i>Recommend Approval</i>	<i>Oct 10, 2019</i>
<b>Curriculum Committee Chair:</b> <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>Dec 04, 2019</i>
<b>Assessment Committee Chair:</b> <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Dec 17, 2019</i>
<b>Vice President for Instruction:</b> <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Dec 18, 2019</i>

# Washtenaw Community College Comprehensive Report

## CJT 199 On the Job Training Effective Term: Spring/Summer 2016

### Course Cover

**Division:** Advanced Technologies and Public Service Careers

**Department:** Public Service Careers

**Discipline:** Criminal Justice

**Course Number:** 199

**Org Number:** 15400

**Full Course Title:** On the Job Training

**Transcript Title:** On the Job Training

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule

**Reason for Submission:** Course Change

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Credit hours**

**Rationale:** Change to 3.0 credit hours. No longer variable credits.

**Proposed Start Semester:** Spring/Summer 2016

**Course Description:** In this course students are given supervised, non-salaried positions as observers/interns with various criminal justice agencies. Students are required to maintain a log of activities and submit a report at the end of the semester. Some agency assignments may require additional coursework for eligibility. All activities are monitored by an instructor and regular meetings with the instructor are required. Instructor consent is required to register for this course.

### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor: 15 Student: 15**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Other: Instructor: 0 Student: 100**

**Total Contact Hours: Instructor: 15 Student: 115**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

### College-Level Reading and Writing

College-level Reading & Writing

### College-Level Math

### Requisites

**Prerequisite**

consent required

**Prerequisite**

CJT 100 minimum grade "C"

## General Education

### Request Course Transfer

#### **Proposed For:**

Eastern Michigan University

### Student Learning Outcomes

1. Describe placement area and employment qualifications required.

#### **Assessment 1**

Assessment Tool: course paper

Assessment Date: Winter 2017

Assessment Cycle: Every Three Years

Course section(s)/other population: all

Number students to be assessed: all

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 90% of the students will score 70% or higher

Who will score and analyze the data: Departmental faculty

2. Effectively communicate and perform in the criminal justice profession.

#### **Assessment 1**

Assessment Tool: external evaluation form

Assessment Date: Winter 2017

Assessment Cycle: Every Three Years

Course section(s)/other population: all

Number students to be assessed: all

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 90% of the students will score 70% or higher.

Who will score and analyze the data: Departmental faculty and outside professional

3. Apply classroom knowledge to the real world of the Criminal Justice system.

#### **Assessment 1**

Assessment Tool: course paper

Assessment Date: Winter 2017

Assessment Cycle: Every Three Years

Course section(s)/other population: all

Number students to be assessed: all

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 90% of the students will score 70% or higher

Who will score and analyze the data: Departmental faculty

### Course Objectives

1. The student will be able to identify all the jobs in the criminal justice component to which he/she was assigned.
2. The students will be able to explain the qualifications and responsibilities of each job.
3. Student will be exposed to the client population of their host agency and come to a better understanding of the problems/rewards of working with this population.
4. Student will interact with a variety of persons during the 15 week semester.
5. Student will experience a variety of management styles and personalities by being assigned to different areas within the organization.
6. The student will experience real problems encountered in each profession and observe how they are resolved.
7. The student will be able to assess their skills and abilities against the tasks of real work

situations on a limited basis under close supervision.

## **New Resources for Course**

### **Course Textbooks/Resources**

Textbooks  
Manuals  
Periodicals  
Software

### **Equipment/Facilities**

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Ruth Walsh</i>	<i>Faculty Preparer</i>	<i>Jan 07, 2016</i>
<b>Department Chair/Area Director:</b> <i>Ruth Walsh</i>	<i>Recommend Approval</i>	<i>Jan 11, 2016</i>
<b>Dean:</b> <i>Brandon Tucker</i>	<i>Recommend Approval</i>	<i>Jan 13, 2016</i>
<b>Curriculum Committee Chair:</b> <i>Kelley Gottschang</i>	<i>Recommend Approval</i>	<i>Jan 25, 2016</i>
<b>Assessment Committee Chair:</b> <i>Michelle Garey</i>	<i>Recommend Approval</i>	<i>Jan 27, 2016</i>
<b>Vice President for Instruction:</b> <i>Michael Nealon</i>	<i>Approve</i>	<i>Feb 01, 2016</i>