

MIDLAND COLLEGE
SYLLABUS
SEMESTER AND YEAR
CRSA 1382 / 2382
COOPERATIVE WORK EXPERIENCE IN CRIMINAL JUSTICE

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: There is no text for this course.

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

Students must dedicate themselves to learning while in college. You should follow the syllabus, read each chapter before it is discussed in class, and use effective study techniques (e.g. note taking, outlining the text, flash cards; study groups) to improve chances for success. Additional time is required for preparing for examinations and completing assignments. Attendance is important in all classes; a grade is given for attendance and participation. Students are encouraged to ask questions and, if necessary, meet with the instructor during office hours for additional help.

Portable cellular phones, beepers, and similar devices are 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 will be asked to remove them from the classroom. You may bring beverages into the classroom, but may not eat during class or wear hats in the classroom. You are expected to be on time, and remain in class until the end. Coming

late and leaving early will affect your participation grade.

Students missing a major examination must make up the examination before the next class. 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 within the specified time will result in a grade of zero for the missed exam. Students missing class are responsible for finding out what was missed and getting the notes from another student. 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. Final exams are not given early or late.

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.

Notice: The instructor cannot drop students who stop attending or have an excessive number of absences. Missed work will be graded as zero and averaged into the final grade. 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 last day to drop.

EVALUATION OF STUDENTS:

The evaluation of students is determined by the instructors and may change from semester to semester. A typical evaluation scheme might include the following:

Preparation of documents	15 % of semester grade
Meetings with faculty and employer	25 % of semester grade
Employer evaluations	45 % of semester grade
Student participation/preparation ³	15 % of semester grade

COURSE SCHEDULE:

A detailed course schedule will be provided during the first week of the semester.

Americans with Disabilities Act (ADA) Statement

Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must visit [Midland College Accommodation Services](#) and complete the Application for Accommodation Services located under the Apply for Accommodations tab. Services or accommodations are not automatic, each student must apply and be approved to receive them. All documentation submitted will be reviewed and a “Notice of Accommodations” letter will be sent to instructors outlining any reasonable accommodations.

Student Grievances and Appeals

The goal of Midland College is to help students achieve their educational goals. Students have certain rights and responsibilities, [Student Rights & Responsibilities section of the Midland College catalog](#).

Non-Discrimination Statement

Midland College does not discriminate on the basis of race, color, national origin, sex, disability or age in its program and activities. The following individuals have been designated to handle inquiries regarding the

non-discrimination policies:

Tana Baker

Title IX/504 Coordinator and Compliance Officer

3600 N. Garfield, SSC 242

Midland, TX 79705

(432) 685-4781

tbaker@midland.edu

For further information on notice of non-discrimination, visit the [Office of Civil Rights website](#) for the address and phone number of the office that serves your area or call 1-800-421-3481.