

Washtenaw Community College Comprehensive Report

CJT 199 On the Job Training Effective Term: Winter 2025

Course Cover

College: Advanced Technologies and Public Service Careers

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:

Outcomes/Assessment

Rationale: An assessment of the course was completed. It is believed that additional outcome measuring assignments be considered. Further, the "70%" criteria for success needs to be increased to "75%" to be in line with other criminal justice courses at WCC.

Proposed Start Semester: Winter 2024

Course Description: In this course, students will be 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: Outcome-related assignment

Assessment Date: Winter 2027

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 75% or higher.

Who will score and analyze the data: Departmental faculty

Assessment 2

Assessment Tool: Outcome-related discussion boards

Assessment Date: Winter 2027

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 students will score 75% 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: Winter 2027

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 75% or higher.

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

Assessment 2

Assessment Tool: Outcome-related discussion boards

Assessment Date: Winter 2027

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 students will score 75% or higher.

Who will score and analyze the data: Departmental faculty

3. Apply classroom knowledge to the criminal justice profession.

Assessment 1

Assessment Tool: Outcome-related assignment

Assessment Date: Winter 2027

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 75% or higher.

Who will score and analyze the data: Departmental faculty

Assessment 2

Assessment Tool: Outcome-related discussion boards

Assessment Date: Winter 2027

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 75% 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 the student was assigned.
2. Explain the qualifications and responsibilities of each job.
3. Develop knowledge of the host agency's population to better understand the challenges/rewards of working in this context.
4. Interact with a variety of people 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 problem-solving in the host agency context.
7. Reflect on personal skills and abilities as they align with demands of a real work situation.
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

Reviewer

Action

Date

Faculty Preparer:

Kevin Lindsey

Faculty Preparer

Oct 24, 2023

Department Chair/Area Director:

Kevin Lindsey

Recommend Approval

Oct 24, 2023

Dean:

Jimmie Baber

Recommend Approval

Oct 24, 2023

Curriculum Committee Chair:

Randy Van Wagnen

Recommend Approval

Jun 27, 2024

Assessment Committee Chair:

Jessica Hale

Recommend Approval

Jul 05, 2024

Vice President for Instruction:

Brandon Tucker

Approve

Jul 05, 2024

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

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

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