



Course Syllabus

Course #: LEN 1700

Course Name: Practicum

Division: Business Technologies

Class Days:

Class Time:

Location: Classroom:

Laboratory:

Credit Hours: 1

Contact Hours: 2

Lab Hours: 2

Lecture Hours: 0

Instructor: Brad S. Smith, M.A., PCC

Office Location: A 301C

Phone: 419-559-2357

Email Address: bsmith@terra.edu

Office Hours:

Division Office/Location: B 104

Division Fax: 419-334-9414

Full-time Contact Person:

Phone(s): 419-559-2357

Course Description:

Students will find a law enforcement or criminal justice agency and work a minimum of 70 clock hours per semester hour. Work will be rotated among all appropriate task assignments and shifts. Instructors may have placement. (All Semesters)

Prerequisite(s):

LEN 1010 or instructor permission

Corequisite(s):

None

Entry Level Skills and Knowledge:

College-level reading and writing skills.

Required Texts, Supplies and Equipment:

NO TEXTBOOK REQUIRED.

Grading:

Part of the final grade will come from the student's place of work and a written paper.

Class Participation:

Exams: N/A

Learning Outcomes:

General Education

To develop oral and written communication skills and to work effectively in a team setting using problem solving, communication and leadership skills. acquire knowledge of how to work effectively in a diverse cultural environment.

Technical

This course will introduce the student to both the concept of justice and the operations of various aspects of the justice system in America.

Assessment of Student Learning:

This course may include a project that is one of several that will be used by faculty to assess student academic performance in the program. A panel of faculty will review all (projects or whatever assessment activity you are doing), then assess and summarize the academic performance of students at this point in the program. The results of this assessment will be shared among the department faculty, used to identify needed changes or improvements, and submitted to the Student Academic Assessment Committee as part of the College's overall student academic assessment effort.

Assessment Project and Measurement in course (if any):

Plan of Work:

Session	Date	Activities
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This syllabus is for student and instructional planning only. It is subject to change at the discretion of the instructor. It will be followed as closely as possible, but will only serve as a guideline.

Course Requirements:

Complete all assignments on time, attend class, and attend class on time. Failure to follow these instructions will result in a significant grade reduction.

Policies

Course Withdrawing: If for any reason you need to withdraw from this course, be certain that you do so according to College procedure. It is your responsibility to know and follow this procedure. If you simply stop coming to class, without officially withdrawing from the course, your grade is an automatic “F.” Please follow official College procedure for withdrawing from this or any course.

College Academic Policies are located in the College Catalog. A copy of the current catalog may be picked up in any of the division offices or admissions. The list of college policies is also available online at <https://www.terra.edu/register/Collegecat/policies.asp>.

Support Services: The College offers a number of support services to assist in your success in this course and all courses. Among these services are the Writing & Math Center in B105, the Office of Learning Support Services, which coordinates the campus disability services and tutoring programs, the computer labs, and the computers in the atriums.

Any student who feels he/she may need an accommodation based on the documentation of a disability should contact the Office of Learning Support Services privately to discuss his/her specific issues. Please contact the OLSS at (419) 334-8400 X 2208 or visit 100 Roy Klay Hall (Building A) to coordinate reasonable accommodations.

If you have a documented disability and are receiving academic accommodations through the Office of Learning Support Services, please schedule a meeting with your instructor in a timely manner so that we may discuss how these services will be arranged.

Tutoring services are available to students beginning the second week of every semester. Students requesting tutoring services should obtain a tutor request form from the OLSS in 100 Roy Klay Hall (Building A) or online at the Terra website. Please note that instructor verification and acceptance of the Student Learner Agreement is necessary for all tutoring requests. All requests should be submitted to 100 Roy Klay Hall (Building A).

Cellular phones will be turned off or silenced during the class. Calls may be made during the breaks., of if the call is an emergency, the student will excuse himself/herself from the classroom and take the call in the hallway.