**FIELD EXPERIENCE APPLICATION INSTRUCTIONS**

This is a 12 credit hour course done over the Complete Summer session.

You pay for 12 summer credit hours for this course.

*Please read the following instructions before completing the application*:

Go to the Criminal Justice Website for ***ALL*** forms associated with Field Experience.

 <http://www.etsu.edu/cas/cj/>

Once you get to the Criminal Justice site, click on Field Experience on the Home page on right side of screen.

**Field Experience Checklist**

\_\_\_\_ Read the Application Instructions

\_\_\_\_ Read the Course Syllabus

\_\_\_\_ Fill out the 3 page Field Experience application

\_\_\_\_ Make Vita using example given

\_\_\_\_ Write ½ to 1 page essay about why you want to do the Field Experience

\_\_\_\_ Get a major sheet, filled out and signed by an advisor

\_\_\_\_ Have a 2x2 picture to go with the application

\_\_\_\_ Take all papers into CJ Dept and drop off

\_\_\_\_ Get permit from Dept Executive Aide for class (this class is by PERMIT ONLY)

\_\_\_\_ **REGISTER FOR FIELD EXPERINCE** (you must register for the class for it to count on your transcript)

**APPLICATION INSTRUCTIONS**

**What is Field Experience?**

Field Experience is considered a vital part of the student’s education in that it serves as the link between the classroom and the real world. Field Experience placements include law enforcement agencies, juvenile courts, correctional agencies, private security agencies, and prosecuting attorney offices at the local, state and federal levels.

Field Experience is a 200-400 hour work experience for 12 semester hours of credit normally offered during the Summer Semester only. Generally, students elect to work an average of 16-30 hours a week for the host agency over the course of the semester. Except in rare instances, Field Experience agencies no not pay students. Field Experience students are considered volunteers and serve at the pleasure of the host agency. Therefore, Field Experience agencies have the right to refuse any student for any reason regardless of the recommendations of the criminal justice faculty. Field Experience students are representatives of ETSU and the Department of Criminal Justice & Criminology. Therefore, Field Experience applicants are carefully selected on the basis of academic performance and professional promise.

Field Experience is solely for the purpose of providing a new learning experience. Students who previously worked or currently working for a criminal justice agency cannot receive Field Experience credit for their experience. Field Experience is designed for students who have no practical experience in the criminal justice professions.

**Who may apply for Field Experience?**

Any Criminal Justice & Criminology major who fulfills all the following requisites:

1. **Senior status at time of Field Experience (minimum of 90 degree credit hours).**

2. Overall grade point average of 2.5 or better with a 3.0 or better in criminal justice coursework.

3. Have not been convicted of a crime other than minor traffic offenses.

4. Have the recommendation of the criminal justice faculty.

5. Not present any circumstances that may prohibit successful completion of the Field Experience (e.g., lack of required coursework, lack of transportation, health/physical conditions, etc.).

6. Have the approval of the host Field Experience agency.

**How does one apply for Field Experience**?

The student should complete the application form and submit for approval the semester before Field Experience. Announcements are made in classes and posted when applications for Field Experience are accepted. The following steps should be completed for the application process:

1. ***Application Form***. Completely fill out the application. Fill out on the computer then print it off. If more space is required to answer questions, attach additional sheets of paper. If help is needed in determining your GPA or what agencies are available for Field Experience, consult with your advisor and/or the Field Experience Coordinator.

2. ***Handwritten* Essay**. Attach to the application.

3. ***Vita.*** Must be typed (follow the sample). This should be turned in with the application.

4. ***Major Program Sheet***. Fill out a Major Program Sheet with your advisor and attach it to the

 application.

5. ***2x2*** ***Passport-like photo***

6. ***Submission***. Submit the above application materials to the Field Experience Coordinator prior

 to the closing date for applications. The student will be notified by email of the department’s

 recommendations approximately two weeks after the application closing time. You should

 keep the remaining materials in this packet for reference.

Gather all of the above information and bring into the Criminal Justice Department. You need a permit from the Department Executive Aide to ***REGISTER*** for the course. Once you receive a permit, you **MUST** register for the class and pay the 12 credit hour summer fee before it counts on your transcript.

**If you don’t register for the class you will not receive a grade, (getting a permit does not automatically register you for the class)**

**What to do *DURING* the Field Experience.**

 ***MID-POINT***

 At mid-point of the course (end of June, beginning of July) have the host agency fill out the MID-

 TERM EVALUATION and turn into the CJ Department.

 Also, the mid-term paper\*\* is due at this time (see course syllabus)

 ***END OF COURSE***

At the end of the Field Experience course (about the first week of August) have the host agency fill

 out the FINAL EVALUATION. Turn in the Final Evaluation PLUS your final paper\*\* for the

 course (see course syllabus)

 \*\*The papers are to be typed, double-spaced and in the range of 10-12 pages in length. References

 are to be cited using APA style. The student is not expected to use library references, but rather

 textbooks and notes from courses taken in the Criminal Justice & Criminology Department.

**What liabilities exist and what is the Waiver of Claim Form?**

The student volunteers for Field Experience and is liable for any damages that may occur. With the exception of negligence on the part of the University and the Field Experience agency, **the student bears sole liability. It is important that the student possess appropriate health/accident insurance before enrolling for Field Experience.**

Each student must complete the Release and Waiver of Claim Form (a hold harmless agreement) prior to enrolling for Field Experience. This form must be filled out in the presence of the Field Experience Coordinator or Instructor. *Individual Field Experience agencies may also require the student to sign such a form prior to Field Experience*.

**How is one evaluated and graded on Field Experience?**

Students are graded by averaging the host agency’s mid-term and final evaluations and required papers. Agency evaluations constitute 50% of the student's final grade. The remaining 50% is determined by the quality of the two required papers. The two papers are graded by the faculty instructor. The mid-term and final agency evaluation forms are included with this packet. The student should review these forms to be familiar with what the agency will be evaluating. It is the student’s responsibility to see that the agency completes and submits an evaluation.

Field Experience students serve at the pleasure of the host agency. The host agency reserves the right to terminate the Field Experience placement at any time during the semester and have the student removed from the agency. If the Field Experience is terminated due to improper actions, behaviors, attitude, or acts on the part of the student, the student will receive a failing grade and will not be allowed to repeat Field Experience. If the Field Experience is terminated not by fault of the student, the Field Experience Coordinator may reassign the student to another agency or issue an Incomplete grade.

***NOTE: Students may not repeat Field Experience for the purpose of removing a lower grade.***