

## Learning Outcomes for Work Term Reports

The CJPP Work Term Reports use a scaffolded series of reflection pieces to achieve our co-op-specific learning outcomes:

1. Identify and examine how criminal justice and public policy processes impact the workplace (including private sector, public sector, or non-governmental organizations) and better appreciate the roles and responsibilities of actors working in the criminal justice and public policy sectors.
2. Apply theories and concepts in criminal justice and public policy to professional experiences.
3. Communicate effectively to diverse audiences, across various formats, settings and technologies (including written, visual, digital, and oral communication).

## Work Term Report Instructions

The Work Term Reports require students to reflect on how their co-op work term connects to the CJPP curriculum. The content of the Reports will depend upon the exact nature of the work term position. All work term reports should address the three learning outcomes, to some extent.

### **(1) Work Term Report 1: Reflection Paper**

Following the **first Work Term**, students will write a short reflection piece (750 words) on a specific task that was assumed or observed by the student as a participant in the administration of criminal justice or public policy, or as part of an organization impacted by criminal justice or public policy. Students can use their creativity to make connections between their experiences in their first work term and what they've learned in the CJPP program. Additionally, papers should reflect on two responsibilities that are common in virtually all criminal justice and public policy positions: (1) confidentiality / privacy, and (2) sensitivity in interacting with populations impacted by governments and public policy and/or criminal justice (including, but not limited to, members of marginalized communities, victims, witnesses, and offenders).

### **(2) Work Term Report 2: Presentation**

Following the **second Work Term**, students will create and present a short presentation, using PowerPoint (or similar technology). Presentations will be 10 minutes maximum (5-7 slides). The presentation will describe and contextualize one or more work term experiences within the larger universe of the criminal justice system or government/public policy actors. Students will be encouraged to reflect on: (1) how their position/organization relates to both the broader criminal justice,

public policy, and/or governance framework, and (2) how their position/organization relates to populations impacted by criminal justice and public policy as a whole. Students will present this Work Term report to other CJPP co-op students and CJPP faculty.

**(3) Work Term Report 3: Reflective Analysis Paper**

Following the **third Work Term**, students will write a short analysis paper (1,500 words) that reflects upon *all* their work terms (work terms 1, 2, and 3) in relation to public policy and/or the criminal justice system as whole. Building on the reflections developed in Work Term Reports 1 and 2, this report should address whether (and to what extent) the position: (1) allows for the incorporation, dissemination, or utilization of criminological or public policy research, (2) offers any potential to reform, redirect, or improve the criminal justice system or public policy and governance, and (3) advances a perspective of criminal justice and public policy that competes, complements, or confirms other perspectives of the criminal justice system and public policy in terms of goals, methods and/or outcomes. The Work Term report must cite a minimum of three peer-reviewed academic sources.

**(4) Work Term Report 4: Informational Interview and Reflection**

Students completing a **fourth Work Term** will submit a fourth Work Term Report (500 words). Students will develop five interview questions and conduct a short informational interview<sup>1</sup> (20 minutes maximum) with an individual from any one of their work terms. Interviews do not need to be recorded and can be conducted virtually or in-person. Interviews should address the following: the interview subject's career path (training, volunteer experiences, previous work, and education), advice for others wanting a similar career, and advantages, disadvantages, and surprises/previously unknown aspects about the career. After completing the interview, students will submit a report that includes: (1) a list of the interview questions and the position of the person interviewed, and (2) a maximum 500-word reflection on what was learned through the interview process.

In all Work Term Reports, students are encouraged to make connections with academic materials from the curriculum, and to think critically about their work term and situate it within their broader understanding of the criminal justice system and public policy. Work Term Reports are evaluated by the CJPP Co-op Faculty Advisor on a pass/fail basis.

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<sup>1</sup> For more information on informational interviews: <https://cecs.uoguelph.ca/students-alumni/explore-careers/informational-interviews>

## Format of the Work Term Reports

Each Work Term Report must include:

- Cover page. Include your name, student ID number, your employer, the title of your report and the term during which you worked for your employer (Summer 2024, etc.). If your report is for 2 semesters, please identify it as such (e.g. Summer and Fall 2024).
- Introductory letter. Your letter should be addressed to your Faculty Advisor. Include in your letter: information regarding where you worked, your position title, your main responsibilities/projects, the topic of your report, and finally acknowledge the employer for his/her assistance during your placement. Maximum one page, double-spaced.
- The written assignment as described above and, in the case of the PowerPoint presentation, an annotated PDF of the slides used for the presentation and/or a copy of the speaking notes.
- Employer evaluation. If available at the time of submission, attach your employer's comments on your report:  
[https://www.recruitguelph.ca/cecs/sites/uoguelph.ca.cecs/files/public/Co-op\\_Work\\_Term\\_Report\\_Employer\\_Comments-Fillable\\_Form.pdf](https://www.recruitguelph.ca/cecs/sites/uoguelph.ca.cecs/files/public/Co-op_Work_Term_Report_Employer_Comments-Fillable_Form.pdf)