

## **Learning Outcomes for Work Term Reports**

Our Work Term Reports will use a scaffolded series of reflection pieces to achieve our Co-op-specific learning outcomes:

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

## **Work Term Report Guidelines**

In general, our three Work Term Reports will require students to reflect on how their placement connects to the CJPP curriculum. The content of the Reports will, of course, depend upon the exact nature of the placements, but we anticipate all criminal justice / public policy placements be able to address all three learning outcomes in some fashion. Our scaffolded responses would operate as follows:

- (1) Following the first Work Term, students will write a short reflection piece (750 words) on a specific responsibility that was assumed or observed by the student as a participant in the administration of criminal justice or as part of an organization impacted by criminal justice. While we will be flexible to allow for student creativity and accommodate the precise nature of the placement, we will encourage students to reflect on two responsibilities that are borne in virtually all criminal justice positions: (1) confidentiality / privacy and (2) sensitivity in interacting with populations impacted by criminal justice (including, but not limited to, victims, witnesses, and offenders).
- (2) Following the second Work Term, students will devise a short PowerPoint presentation (10 minutes, no more than 5-7 slides) that describes and contextualizes one or more of their placements within the larger universe of criminal justice actors. Students will be encouraged to reflect on how their position / organization relates to both the broader criminal justice framework but also how it relates to populations impacted by criminal justice and the community as a whole.
- (3) Following the third Work Term, students will write a short report (1500 words) that reflects upon their placement(s) in relation to the criminal justice system as whole. Adding to the reflections developed in Work Term Reports 1 & 2, this report should also consider whether (and to what extent) the position (a) allows for the incorporation, dissemination, or utilization of criminological research, (b) offers any potential to

reform, redirect, or improve the criminal justice system, and (c) advances a perspective of criminal justice that competes, complements, or confirms other perspectives of the criminal justice system in terms of goals, methods and/or outcomes.

While students will be encouraged to make connections with academic materials from the curriculum, these reflection pieces are not intended themselves to be research papers or projects; rather they are intended to have students think critically about their placement and situate it within their broader understanding of the criminal justice system and larger debates about crime and criminological theory. As such, they will be evaluated by the CJPP Co-op Faculty Advisor on a pass/fail basis.

### **Format of the Work Term Reports**

Each Work Term Report should 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 2020, etc.). If your report is for 2 semesters, please identify is as such (e.g. Summer and Fall 2020).
- 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.
- The written assignment as described above and, in the case of the PowerPoint presentation, an annotated PDF of the slides used for the presentation.
- 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)