Department of Justice Studies

Justice Studies Practica
Field Placement
Application Information
for
JS 290 & JS 490
STUDENT CHECK LIST

☐ Do you have the prerequisites for each practicum?
☐ Do you have the information to login to your www.placeprocanada.com account?
☐ Have you completed the application requirements in PlacePro?
☐ Have you contacted the Practicum Coordinator?
☐ Have you completed the registration form to enroll in the course?

Before Completing the Application Requirements

Do you have the prerequisites for each practicum?

<table>
<thead>
<tr>
<th>JS 290 Prerequisite for the Practicum I (Introductory): Field Placement</th>
<th>JS 490 Prerequisites for the Practicum II (Advanced): Field Placement</th>
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</thead>
<tbody>
<tr>
<td>1) <strong>JS 100</strong> Introduction to Justice</td>
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<tr>
<td>2) 65% GPA or permission of the Department Head</td>
<td>2) <strong>JS 290</strong> Practicum I (Introductory): Field Placement</td>
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<td>3) <strong>JS 291</strong> Professional Communications and Writing</td>
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<td>4) Completion of 90 credit hours</td>
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<td>5) A minimum 65% GPA in one of the JS majors.</td>
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</table>

PlacePro Login Information

To Login to PlacePro Follow These Instructions

1) Students considering a practicum field placement must apply online at www.placeprocanada.com. First time student applicants login in by using the following:

Login: ___________ FIRST NAME INITIAL + LAST NAME + LAST FIVE (5) DIGITS OF YOUR STUDENT NUMBER
Password: ___________ LEAVE BLANK (ADD A PASSWORD ONCE YOU ARE IN THE SYSTEM)
Access Code: RHJSTUD

☑ Save Access Code

Login
Completing the Application Requirements

1) Complete the MY PROFILE sections:
   a. Personal Information
   b. Academic Information
   c. Career Plans
2) Go to MY MANAGER and click on ONLINE FORMS & INFORMATION
3) Generate a PORTFOLIO by creating and then uploading the following documents in the DOCUMENTS/PORTFOLIO section of PlacePro. Use the TYPE drop down menu to identify your document.
   a. A cover letter and resume (a sample cover letter and resume follows these instructions: p.5 & 6)
   b. Unofficial transcript record. This can be accessed at no cost by logging onto the UR Self-Service
   c. A description of a least five (5) learning goals and how you plan to achieve each one (sample goals follows these instructions: p.8)
   d. Identify 2-3 general areas of interest for your field placement (e.g. corrections, advocacy, working with women or youth, etc.).
   e. Contact the Practicum Coordinator at 585-4038 or hirsch.greenberg@uregina.ca to arrange an appointment or for assistance.

To Be Accepted

1) The Practicum Coordinator will discuss your field placement options with you.
2) The contact information of your supervisor and his/her organization will then be posted on the PLACEMENT & EVALUATION section of PlacePro.
3) Arrange an interview with your supervisor to discuss:
   a. The work you will be doing;
   b. The supervision you will receive and who you will be reporting to;
   c. The performance expectations of the supervisor by sharing your learning goals;
   d. Start and end dates of your field placement (usually the first and last day of classes);
   e. Schedule of hours (for JS 290 the total required hours are 292.5 and for JS 490 the total hours required are 390);
   f. What to do in case of absences; and
   g. Inform the Practicum Coordinator of the results of your interview (i.e. accepted or not accepted).

Upon Acceptance

1) Complete a course registration form that is available from the Justice Studies office
2) Attend the ORIENTATION on the first day of class. An e-mail notice will be sent out announcing the time, location and date.

Revised June 13, 2012
Fitting into an organization’s culture is of the utmost importance for the successful completion of a student’s practicum. Organizations are likely to interview for: competencies, maturity, flexibility, problem-solving skills and whether you will be an asset. You should leave the interviewer with the impression that, although you’re a student, you can contribute to the work, take direction, demonstrate flexibility, and a show willingness to learn. The following suggestions will assist students in their preparation for their interview:

- Research your prospective field placement – ask for job descriptions and/or talk with someone who is already doing the job

- Take a copy of your resume, and goals and objectives to the interview

- Be punctual – first impressions are important. Always arrive a little early

- Dress for the interview – dress for the interview, not the job, to show that you can present yourself professionally

- Practice being interviewed by someone

- Facial expressions are important, smile when you greet someone

- Speak clearly, do not mumble

- Respond to the interviewer politely, even if the conversation does not excite you

- Listen before you answer questions

- Provide brief answers and be succinct - get to the point

- Thank the interviewer for his/her time
Sample Cover Letter

January 1, 2012
Chris Churko
948 Elk Road
Regina, Saskatchewan  S4S 0A0

Mr. George Fields
Director, Justice Services
1842 Centre Street
Moose Jaw, Saskatchewan  S5S 0B0

Dear Mr. Fields:

Enclosed is my resume in application for the position of a Practicum student with the Residential Youth Services program. I am especially interested in this position, as ____________________________ toward my Justice Studies degree. I have completed the core curriculum requirements of the degree and believe I am prepared to effectively participate in the program.

As indicated in my resume, I am currently completing my _____ year of studies for a Bachelor of Human Justice Degree. Through my studies, I have acquired a strong foundation of knowledge and skills related to residential services, including interviewing individuals related to criminal code offenses, substance abuse, mental illness, domestic violence, and suicide ideation for support services, and ____________. In addition, through my practicum with ____________, I had the opportunity to ________________.

Also related to this position, I have ______ years of experience working with individuals and groups of diverse abilities and backgrounds. For example, as a volunteer at _____________, I had the opportunity to _____________. In my work as a pre-service Parole Officer, I ________________.

Thank you for your consideration of my application. Given my interest, qualifications, and related experience, I am confident that I can successfully fulfill this position. I welcome an interview to further discuss my suitability and can be reached at (306) 555-1234.

Sincerely,

Chris Churko

Chris Churko
Enclosure

Highlight your knowledge, skills and abilities (KSAs) and accomplishments that are relevant for the position. Quantify your accomplishments when possible (e.g. years of experience).

Option: Present some information using headings and bullets:

Community Development
- Over 3 years experience as ________.
- Trained and supervised ____________.
- Collaboration with ______________.
Sample Resume

KELLY TREVENA

1234 Big Chill Drive * Regina, SK. S1S 2S2
(306) 555-1234 *kelly.trevena@uregina.ca

Objective

Position as ______________
Position in ______ requiring effectiveness in ______ and ______.

Education

Bachelor of Human Justice 2010 -present
University of Regina, Regina, SK. (Completion Apr. 2011)

Grade 12 Diploma 2007
Composite High School, Yorkton, SK.

Scholarships and Awards

• Youth Leadership Award, Building Better Communities, Yorkton, SK. 2008
• Entrance Scholarship, John W. Trakter Award, Regina. SK. 2007

Professional Development & Certificates (selected)

• Risk Assessment and Intervention for Youth at Risk, Prince Albert 2009
• Coaching level II, Volleyball, Moose Jaw 2008

Skills Profile

• Collaborated with community stakeholders to assess community needs for ________.
• Over ___ years of experience developing and facilitating employment programs and events. For example, ______
• Trained and coordinated 30 volunteers for 2 mentoring programs.
• Evaluated programs using qualitative and quantitative methods (e.g. conducted survey on _____)
Individual & Group Counselling
- Interviewed clients to obtain case history, assess needs and ________.
- Counselling clients for concerns related to ________.
- Assessed risk and intervened as ethical and appropriate in crisis situations.
- Applied multicultural counselling competencies for working respectfully with diverse clients
- Courses include: _____________________.

Administration

- Prepared well organized and clear intake reports (20-30) and case documentation.
- Computer: Microsoft Office (Excel, Power Point, Word), Internet.

General Transferable Skills

- Languages: English and French (basic)
- Take initiative, assertive, _____ and ______.
- Actively seek professional and personal development.

Employment History

2011 – present University of Regina
Teaching Assistant

2010- 2011 La Bar
Bartender

References

 Either include; or

 Insert: <References are available upon request>
Sample Learning Goals

Your learning goals serve to highlight your area of interest in justice and identify the knowledge, skills, and abilities you wish to attain during your practicum placement. In addition, your learning goals serve as a basis for the organization’s evaluation of your performance and achievements. To assist you, examples of learning goals are offered below. Goals should be written up as a narrative with an explanation of how you plan to achieve each goal.

**Goal:** To attain professional competencies
**Explanation:** To achieve professional competencies, I will apply my knowledge and abilities in a professional justice environment.

**Goal:** To gain experience in generalist practice:
**Explanation (explain each goal):**

**Goal:** To gain exposure to and an appreciation of justice “realities”
**Explanation:**

**Goal:** To begin to build a professional network
**Explanation:**

**Goal:** To learn how to self evaluate professional practice
**Explanation:**

**Goal:** To understand how to use professional supervision
**Explanation:**

**Goal:** To develop professionally
**Explanation:**

**Goal:** To integrate theory and practice
**Explanation:**

**Goal:** To gain an understanding of different human service systems
**Explanation:**

**Goal:** To gain an awareness of and encourage alternative responses to justice issues
**Explanation:**

**Goal:** What specific skills do you wish to work on?
**Explanation:**

**Goal:** In what activities do you wish to gain experience?
**Explanation:**

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Revised June 13, 2012