Department of Justice Studies

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

- Have you contacted your Academic Advisor for assistance and course sequencing?
- Do you meet the prerequisites for each practicum?
- Do you have the information to login to your www.placeprocanada.com account?
- Have you completed and uploaded the application documents to PlacePro?
- Have you contacted the Practicum Coordinator to arrange for a practicum placement?
- Have you registered for JS290 or JS490 on “UR Self-Service”?

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**Before Completing the Application Documents**

**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>
</tr>
</thead>
<tbody>
<tr>
<td>- 30 credit hours, including JS 090, JS 100</td>
<td>- 65% PGPA and 60% GPA</td>
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<tr>
<td>- 65% PGPA and 60% GPA or permission of department head</td>
<td>- JS 090, JS 100, 291</td>
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<tr>
<td></td>
<td>- Completion of 90 credit hours</td>
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<td></td>
<td>- Successful completion of the Introductory Practicum (JS290)</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 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

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**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. A description of at least five (5) learning goals and how you plan to achieve each one (sample goals follows these instructions: p.8)
   c. Identify 2-3 general areas of interest for your field placement (e.g. corrections, advocacy, working with women or youth, etc.).
   d. Contact the Practicum Coordinator at 306-585-5237; or david.flomo@uregina.ca to arrange an appointment or for practicum placement.

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 and 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) Prepare for practicum by attending the practicum information sessions (see the JS website for details).
2) An ORIENTATION to your practicum field placement will be presented on the first day of the practicum class.

Preparing for Field Placement

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 show a willingness to learn. The following suggestions will assist students in their preparation for their interview:

- Research your prospective field placement – ask for a job description 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. Ask a friend or family member to interview you.
- Facial expressions are important, smile when you greet someone.
- Speak clearly, do not mumble.
- Respond to the interviewer politely, regardless of whether the questions appear appropriate or confusing.
- Listen carefully to the questions before replying.
- Provide brief answers and be succinct - get to the point.
- Thank the interviewer for his/her time.
Justice Studies Practicum Application

Sample Cover Letter

January 1, 201X

Chris Churko
Email address
Phone number

To Whom It May Concern:

Enclosed is my resume for a position as a practicum student. I am especially interested in such a position as _________________________________. I have completed some, most, a majority of the curriculum requirements of my degree and believe I am prepared to effectively participate in your organization.

As shown in my resume, I am currently completing my _____ year of studies for a Bachelor of Human Justice or Bachelor of Arts, Police Studies Degree. Through my studies, I have acquired foundational knowledge and skills related to identify examples such as interviewing individuals related to criminal code offenses, substance abuse, mental illness, domestic violence, and suicide ideation.

I have (XX) years of experience working with individuals and groups of diverse abilities and backgrounds. For example, as a volunteer with identify an organization, company or service. I had the opportunity to provide an example. In my role as a pre-service professional, I provide an example.

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 or via email at (your email address here).

Sincerely,

Chris Churko
Enclosure
Sample Resume

KELLY TREVENA
Phone: (306) 555-1234
Email: *kelly.trevena@uregina.ca

Knowledge and Skills Profile:

General Transferable Skills:
- Prepared well organized and clear intake reports (20-30) and case documentation.
- Computer: Microsoft Office (Excel, Power Point, Word), Internet.
- Languages: Proficient in English and French
- Take initiative, assertive, and
- Actively seek professional and personal development.

Educational Credentials:
2010 – Present: Bachelor of Human Justice (Candidate), University of Regina, Regina, SK. (Completion Apr. 2011)
Courses include: 

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

Scholarships and Awards
- 2008: Youth Leadership Award, Building Better Communities, Yorkton, Saskatchewan.
- 2007: Entrance Scholarship, John W. Trakter Award, Regina, Saskatchewan.
- Professional Development & Certificates (selected)

Work Experiences/Employment History:
2011 – Present: Teaching Assistant, University of Regina

2009- 2011: Risk Assessment and Intervention for Youth at Risk, Prince Albert, Saskatchewan.
Responsibilities included but were not limited to:
- Coaching level II, Volleyball, Moose Jaw
- Assessing clients risk for safety

2006 – 2009: 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

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 ________

Objectives
Optional section: State the specific position. If you could, state the general type of work that you're seeking. Consider adding a phrase that highlights some of your related experience, knowledge and / or skills.

**Administration**  
**Community Development & Program Planning**, Vancouver Island, British Columbia.  
Responsibilities included but were not limited to:
- 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 _____)

**References**: Either include; or Insert: <References are available upon request>

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**Sample Learning Goals**

Your learning goals serve to highlight your area of interest in justice and identify the knowledge, skills, and attitudes 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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