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July 14, 1986


SUBJECT: Curriculum Changes - Criminology

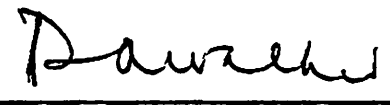
TO: University Curriculum Committee: B-2

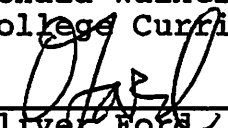
FROM: Department of Criminology

The following curriculum changes/actions are requested:

1. Change CR 499 -Independent Study - to CR 482. This change has been requested by the administration to standardize Independent Study university-wide.
2. Change CR 482 -Criminal Justice Personnel and Supervision to CR 486. The change is necessitated by above request.
3. Add New Course CR 299 -Cooperative Education (proposal attached). This course was prepared using the guidelines approved by the Senate and in consultation with Dr. Larry Vold. The course number, likewise, is the standard university-wide number.

 7-15-86
 R. Paul McCauley, Chair Date
 Department of Criminology

 7/15/86
 Donald Walker, Chair Date
 College Curriculum Committee


 Oliver Fors, Dean Date
 College of Humanities and
 Social Sciences

INDIANA UNIVERSITY OF PENNSYLVANIA
SENATE CURRICULUM COMMITTEE B-2

NEW COURSE PROPOSAL

Department: Criminology

Person to Contact for Further Information: Dr. Paul McCauley

Courses: CR 299 Coop Education 3 credits

Desired Effective Semester for Change: Fall 86

Approvals: Department Committee Chairperson [Signature]

Department Chairperson [Signature]

School Committee Chairperson [Signature]

School Dean [Signature]

A. DESCRIPTION AND ACADEMIC NEED

A1. Cooperative Education

Cooperative Education is a program designed to combine classroom theory with practical application through job related experiences. Students are actively employed in law enforcement, prosecution court, correctional and industrial organizations with a work focus which relates to their academic training and career objectives. The student is required to serve work experience, which may be a summer experience.

Prerequisite: Sophomore Standing, 29-56 earned credits.

A2. Cooperative Education provides students with work experience, coupled with constructive criticism, which gives the student an opportunity to grow intellectually, socially and emotionally. Through Cooperative Education students: 1) gain valuable work experience, 2) test their interest in particular careers, 3) discover how they fit into the world of work, 4) ascertain whether they have the ability to succeed, 5) meet potential employers and others capable of placing them in a position upon graduation, and 6) earn money to help defray the costs associated with education.

A3. What Academic Need Does This Course Fulfill?

Of forces which are buffeting institutions of higher education and the students they serve, two seem to be intensifying and are likely to be present over the next several decades. These factors are: A) Restrictive funding available to support students as they pursue their programs of study, and B) The demand from employers in public and private sector that the student's educational program has practical application.

To keep enrollment at an acceptable level innovative ways of assisting students with financial needs must be developed. Paid cooperative education assignments are one such way of meeting this need. A vast number of institutions of higher education throughout the United States have recognized that Cooperative Education is also an integral part of preparing the student for a career. (See A.8)

How Does This Course Fit Into the Programs of the Department:

Cooperative Education is designed to enhance classroom learning through practical work experience in one's chosen field.

For What Clientele is the Course Designed?

Students that are of sophomore status and in good academic standing may engage in a cooperative education program during one semester and one summer or two semesters, not consecutively. Two summers is not an acceptable sequence.

Is the Course Proposed for Inclusion on the General Education Course List? No.

A4. Does This Course Require Changes in Content of Other Existing Courses? No.

A5. Does This Course Follow the Traditional Type of Offering by the Department or is it a Novel Approach?

This program is novel to the extent that cooperative education is novel. However, the concept is traditional in that it is closely related to the internship programs purpose, work experience.

A6. Has This Course Ever Been Offered at IUP on a Trial Basis? No.

A7. Is This to be a Dual-Level Course? No.

A8. Do Other Higher Education Institutions Currently Offer This Course? Yes.

Examples: Temple University
Northeastern University
Washington State University
University of Cincinnati

A9. Is the Proposed Course Recommended or Required by Any Professional Society, Accrediting Authority, Law, or Other External Agency? No.

B. INTERDISCIPLINARY IMPLICATIONS

B1. Will This Course be Taught by One Instructor or Will There be Team Teaching?

An instructor will be utilized in a coordinator capacity.

B2. Are additional or Corollary Courses Needed With This Course, Now or Later? No.

B3. What is the Relationship of the Content of This Course to the Content of Courses Offered by Other Departments?

This course is the application, we hope, of a broad base of our courses.

What Have You Discussed Concerning the Proposed Course Changes with Other Departments? N/A

B4. Is This Course Possibly Applicable in a Program of the School of Continuing Education Directed to a Clientele Other Than Our Full-time Students? No.

C. EVALUATION

C1. What Procedures are Expected to be Used to Evaluate Student Progress?

Student evaluation will consist of evaluation from Cooperating Agency and student self-evaluation (SEE ATTACHED FORMS).

The student's Co-op work experience will be evaluated by a job site supervisor. Prior to the end of each work period the student's supervisor will review his/her performance to determine his/her competence and fitness for the job. This review will be discussed with the student to get reactions, to learn of any factors that may have affected performance, and to determine the student's interest in future employment with the agency.

See attached forms for Mid-term and Final Evaluation which will be used, but perhaps in a modified format. On the basis of the rating of the student's job performance, the supervisor will recommend retention or release of the student.

- C2. If this Course May be Taken for Variable Credit, What Criteria Will be Used to Relate the Credits To The Learning Experience of Each Student?

Three (3) hours credit. The course will appear on the transcript and will be marked with a (P) Pass or (F) Fail.

Who Will Make This Determination and By What Procedure?

The Department Coordinator in conjunction with the site supervisor.

D. IMPLEMENTATION

- D1. What Resources Will Be Needed To Teach This Course and How Adequate Is The Current Situation? Reply in Terms of The Following:

A. Faculty

Initially three hours of faculty time per participating college per semester will be funded through grant monies awarded to the PLE department. The faculty coordinator will provide coordination for all departments of that college. Additional money will be available to support new coordinators as the programs grow. Grant funds will also be used to support job and faculty development activities. (See Workload agreement attached).

B. Space and Equipment

Space and equipment needed to successfully implement the Co-op Program should include:

Existing Faculty Offices.

C. Laboratory Supplies

When appropriate, funds will be allocated to this categorized expense through existing supplemental federal grants awarded to the IUP Coop Program.

D. Library Supplies and Materials

N/A

D2. How Frequently Do You Expect This Course To Be Offered?

Each academic session.

Is The Course Particularly Designed For, Or Restricted To, Certain Seasonal Semesters? No.

D3. How Many Sections Do You Anticipate Each Time It Is Offered?

One section per course.

D4. How Many Students Do You Plan to Accommodate in a Section of This Course?

As many as apply, qualify and are selected.

Is That Planned Number Limited by the Availability of Specific Facilities?

Yes, applicable and available co-op job sites.

E. TRAVEL FUNDS

Travel funds for the program will be covered in part by existing supplemental federal grants. These grants are awarded to institutions such as IUP who wish to initiate a co-op program within its curriculum. Travel will be for the purpose of developing work sites for use of coop students.

- F1. See Attached. Application for Co-Op
Cooperative Education Job Development Form
Cooperative Education Agreement between IUP
and Agency
Cooperative Education Supervision Report
Employer's Evaluation of Cooperative Student
(Mid-term - Final)
Memo February 6, 1985 APSCUF Meet and Discuss

Notified: _____

APPLICATION FOR CO-OP
IUP

NAME: _____
(last) (first) (middle)

DATE: _____

HOME ADDRESS: _____

MAJOR: _____

HOME PHONE: _____

COLLEGE ADDRESS: _____

COLLEGE PHONE: _____

SOCIAL SECURITY NO. _____

BIRTHDATE: _____

ADVISOR: _____

ANTICIPATED GRAD. DATE: _____

ADVISOR SIGNATURE: _____

TOTAL ACCUMULATED CREDITS: _____

TOTAL QPA: _____

CREDITS CARRIED THIS TERM: _____

MINOR: _____

AGENCY OR BUSINESS PREFERRED: (Be Specific) (List in order of preference)

1. _____
2. _____
3. _____

SEMESTER: FALL _____ SPRING _____ SUMMER _____

COURSE WORK COMPLETED THAT SUPPORTS THIS REQUEST:

CAREER PLANS: _____

WORK EXPERIENCES OR SPECIAL SKILLS:

EXTRA CURRICULAR ACTIVITIES (social services, leadership activities, awards, organizations, offices held, etc.)

BRIEFLY LIST YOUR REASONS FOR WISHING TO PARTICIPATE IN THIS PROGRAM. INCLUDE GOALS YOU EXPECT TO REACH DURING YOUR FIELD EXPERIENCE WORK. If necessary, write on back of this sheet.

COOPERATIVE EDUCATION
JOB DEVELOPMENT FORM

SPONSORING ORGANIZATION

ADDRESS

NAME OF INDIVIDUAL SUBMITTING FORM

TITLE

TELEPHONE NO.

PROJECT OR ROLE IN WHICH A COOPERATIVE STUDENT WILL BE UTILIZED: (JOB DESCRIPTION -
PLEASE BE AS SPECIFIC AS POSSIBLE, or ATTACH APPLICABLE JOB DESCRIPTION)

SPECIAL SKILLS, EXPERIENCE AND/OR TRAINING REQUIRED:

NUMBER OF CO-OP STUDENTS DESIRED: _____

PROPOSED WEEKLY SCHEDULE - DAYS/HOURS: _____

RATE OF COMPENSATION: _____

ASSIGNMENT TO BEGIN: FALL _____ SPRING _____ SUMMER _____

INTERVIEW DESIRED _____ WEEKS PRIOR TO ASSIGNMENT.

SIGNATURE OF ORGANIZATIONAL SPONSOR

DATE

RETURN TO:

FOR COLLEGE USE ONLY

THIS JOB IS APPROVED FOR THE IUP COOPERATIVE EDUCATION PROGRAM.
DEPARTMENT CHAIRMAN

DATE

COOPERATIVE EDUCATION AGREEMENT

between

Indiana University of Pennsylvania (IUP) and

Agency/Corporation

This agreement provides a basis for mutual understanding between the above parties in matters relating to employment of cooperative education students who are enrolled in baccalaureate programs. A separate position description will be provided for each placement that is filled under this agreement.

PURPOSE OF THE COOPERATIVE ARRANGEMENT

The anticipated result of this agreement is that each party will assist the other in the accomplishment of its program objectives. For IUP it is recognized that such objectives are primarily educational in nature. While concerned with the enrichment of curriculum and student learning, the Agency/Corporation must also be primarily concerned with utilizing the cooperative education program to meet its short-term and long-term staffing needs. Mutual support between the parties of these primary objectives may be expected to result in many other benefits, not alone to the parties of the agreement, but also to each participating student.

AGENCY/CORPORATION RESPONSIBILITIES

In the cooperative arrangement the Agency/Corporation will:

1. Designate a staff member to maintain liaison with IUP.
2. Inform IUP of available work opportunities.
3. Establish work schedules which accommodate the academic calendar of IUP and enable the students to meet the requirements of both the school and the Agency/Corporation for completion of the program.
4. Select appointees from among students referred by IUP without any discrimination on the basis of race, ethnic background, creed, national origin, sex or age.
5. Process all personnel actions relating to the student's employment and keep all necessary employment records.
6. Respond promptly to referrals of students by IUP.
7. Relate work assignments as fully as possible to each student's major areas of study and make every effort to maximize the student's learning from his co-op experience.

8. Place students under competent supervisors and orient them to the work environment and the conditions governing their employment.
9. Conduct periodic appraisals of each student's performance and provide counseling that will improve performance.
10. Provide needed reports to IUP on student performance.
11. Notify IUP as far in advance as possible of Agency's/Corporation's intent to terminate a student's employment.

RESPONSIBILITIES OF IUP

IUP will:

1. Designate a representative to work with the Agency/Corporation liaison.
2. Inform all likely student candidates of Agency/Corporation cooperative education opportunities.
3. Refer all interested and qualified candidates to Agency/Corporation without discrimination.
4. Correlate work and study in a manner that will assure maximum learning on the part of each student.
5. Furnish Agency/Corporation with requested information about the student's fields of study and academic standing.
6. Inform Agency/Corporation of any change in a student's status, including termination of study, change from full-time to part-time enrollment, shifts to other major areas of study, and failure to maintain required standards of IUP or of Agency/Corporation.

CONDITIONS OF STUDENT EMPLOYMENT

1. Student Eligibility. The student must:
 - a. Be enrolled in a curriculum leading to a bachelor's degree on a substantially full-time basis (usually at least 12 semester hours or the equivalent) and must be pursuing a major field of study closely related to the job for which being considered.
 - b. Be enrolled in IUP's cooperative education program. The student must have completed his or her freshman year, or 30 credit hours.

- c. Be recommended to the Agency/Corporation by the appropriate staff of IUP.
- d. Be a citizen of the United States of America or a non U. S. citizen with proper authorization to work.
- e. Be 16 years of age or over.
- f. Be maintaining at least a 2.0 overall average on a 4.0 scale or the equivalent, a grade C or above in all major fields of study at all times, and a record that is in all ways predictive of graduation.

2. Appointment

- a. All appointments are for a full academic term.
- b. A student's appointment may be terminated at any time for any of the following reasons:
 - Resignation
 - Change to a curriculum which will not qualify the student for the position.
 - Suspension, expulsion or withdrawal from IUP.
 - Failure to maintain academic standards.
 - Physical unfitness for duty.
 - Inability of the Agency/Corporation for administrative reasons to retain the student in the job.
 - Unsatisfactory work performance.

The student's Coop work experience will be evaluated by a Job Supervisor. Every effort will be made to select out students who do not show promise for future career service. Prior to the end of each work period the student's supervisor will review his/her performance to determine his/her competence and fitness for the job. This review will be discussed with the student to get reactions, to learn of any factors that may have affected performance, and to determine the student's interest in future employment with the Agency/Corporation.

On the basis of the rating of the student's job performance, the supervisor will recommend retention or release of the student. In the case of release both the student and the IUP program co-ordinator will be notified as soon as possible.

3. Student Work Schedules

- a. The work schedule of the student will encompass at least two separate periods of full time employment of at least 15 weeks each. Schedules will involve alternating periods of full-time study and full-time work.
- b. Work periods may include summers but must not be confined to summers.
- c. Work will be scheduled so that the student, by the date of graduation, can complete two work experiences which are approximately a semester in length making them eligible for an entry level position in an Agency/Corporation.

4. Pay and Benefits

- a. Students will be paid in accordance with the regular pay schedules established for the position and will receive any authorized payment for overtime.
- b. Students are paid for holidays which fall within their work periods if policy qualifies them for such pay.
- c. Students earn sick leave at the rate paid the employees of the Agency/Corporation.
- d. The student will receive regular life insurance provided to employees if life insurance is part of Agency/Corporation pay and benefit package.
- e. When not in pay status, students will be placed on leave-without-pay.
- f. Payment of travel to and from the job and payment of study costs or other payments are at the discretion of the Agency/Corporation.

5. Classification and Promotion

- a. Students should be given an entry level position commensurate with their experience and education.
- b. Students should be promoted when they meet the minimum qualification requirements and their job performance indicates that they are capable of handling additional duties and responsibilities.

3. Student Work Schedules

- a. The work schedule of the student will encompass at least two separate periods of full time employment of at least 15 weeks each. Schedules will involve alternating periods of full-time study and full-time work.
- b. Work periods may include summers but must not be confined to summers.
- c. Work will be scheduled so that the student, by the date of graduation, can complete two work experiences which are approximately a semester in length making them eligible for an entry level position in an Agency/Corporation.

4. Pay and Benefits

- a. Students will be paid in accordance with the regular pay schedules established for the position and will receive any authorized payment for overtime.
- b. Students are paid for holidays which fall within their work periods if policy qualifies them for such pay.
- c. Students earn sick leave at the rate paid the employees of the Agency/Corporation.
- d. The student will receive regular life insurance provided to employees if life insurance is part of Agency/Corporation pay and benefit package.
- e. When not in pay status, students will be placed on leave-without-pay.
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- b. Students should be promoted when they meet the minimum qualification requirements and their job performance indicates that they are capable of handling additional duties and responsibilities.

EFFECTIVE DATE AND DURATION OF AGREEMENT

This Agreement becomes effective upon signature of both parties and becomes void if there have been no students from IUP employed by this Agency/Corporation for the previous 12-month period. Otherwise, this agreement shall continue indefinitely unless terminated by mutual agreement between IUP and the Agency/Corporation or by either party upon sixty (60) days written notice. It shall be reviewed annually and automatically renewed in its present form unless modified.

Signed:

_____ **IUP**

_____ **Agency's/Corporation Representative**

_____ **Title**

_____ **Title**

_____ **Official Mailing Address**

_____ **Official Mailing Address**

_____ **Telephone (include area code)**

_____ **Telephone (include area code)**

_____ **Date**

_____ **Date**

INDIANA UNIVERSITY OF PENNSYLVANIA
Office of Professional Laboratory Experience
COOPERATIVE EDUCATION SUPERVISION REPORT

104 A Stouffer Hall
Indiana, PA 15705

Dr. Larry A. Vold, Director
412-357-2485

Name of Student _____ Subject/Area _____ Date of Visit _____
Co-op Site _____ Name of Job Supervisor/Title _____

BRIEFLY RESPOND TO THE FOLLOWING:*

What Were Co-op Student's Job Responsibilities; Were They Appropriate For The Co-op Objectives?

Main Points Or Issues In Conferences With Student And Job Supervisor:

GENERAL ASSESSMENT OF QUALITY OF WORK DONE BY STUDENT (points that were noteworthy and/or areas that needed additional education, training, or development):

GENERAL OBSERVATIONS AND RECOMMENDATIONS MADE RELATIVE TO UNIVERSITY REQUIREMENTS, LOGS, JOURNALS, PROJECTS, REPORTS, OTHER.

*Use additional page if necessary. DATE: _____ SIGNED _____
University Supervisor

EMPLOYER'S EVALUATION OF COOPERATIVE STUDENT

Mid-Term

Final

INDIANA UNIVERSITY OF PENNSYLVANIA
COOPERATIVE EDUCATION

Student's Name _____

Employer Name _____ Address _____

For the work period _____ to _____
month/day/year month/day/year

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him with other students of comparable academic level, with other personnel assigned the same or similarly classified jobs, or with individual standards.

RELATIONS WITH OTHERS

- ___ Exceptionally well accepted
- ___ Works well with others
- ___ Gets along satisfactorily
- ___ Has some difficulty working with others
- ___ Works very poorly with others

ATTITUDE-APPLICATION TO WORK

- ___ Outstanding in enthusiasm
- ___ Very interested and industrious
- ___ Average in dilligence and interest
- ___ Somewhat indifferent
- ___ Definitely not interested

JUDGEMENT

- ___ Exceptionally mature
- ___ Above average in making decisions
- ___ Usually makes the right decisions
- ___ Often uses poor judgement
- ___ Consistently uses bad judgement

DEPENDABILITY

- ___ Completely dependable
- ___ Above average in dependability
- ___ Usually dependable
- ___ Sometimes neglectful or careless
- ___ Unreliable

ABILITY TO LEARN

- ___ Learns very quickly
- ___ Learns readily
- ___ Average in learning
- ___ Rather slow to learn
- ___ Very slow to learn

QUALITY OF WORK

- ___ Excellent
- ___ Very good
- ___ Average
- ___ Below average
- ___ Very poor

ATTENDANCE: _____ Regular _____ Irregular

PUNCTUALITY: _____ Regular _____ Irregular

OVERALL PERFORMANCE: Outstanding _____
Very Good _____
Average _____
Marginal _____
Unsatisfactory _____

Indiana University of Pennsylvania
Cooperative Education

NOTE: Your comments will be beneficial to the student's improvement. Please be as specific as possible.

What are the student's particular strengths?

Additional Remarks:

This report has been discussed with student Yes No

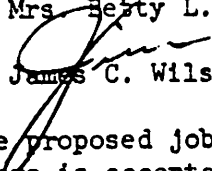
(Signed) _____
(Immediate Supervisor)

Date _____

February 6, 1985

SUBJECT: Cooperative Education Program

TO: Mrs. Betty L. Wood

FROM:  James C. Wilson, Chair, APSCUF Meet and Discuss

The proposed job description for Cooperative Education Program Coordinators is acceptable to APSCUF.

The workload alternatives are also acceptable. Departments should have the option of choosing either (a) where credits are awarded use the same workload formula as for the Internship Program, or (b) where 0 credits are awarded the faculty coordinator will be granted 1 re-assigned workload credit for every 8 Co-op students being supervised.

This approval is granted for the duration of the grant or to the time that the grant is extended. If an extension is sought, the process should be reviewed.