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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 400 - Independent Study - CR 400 - University-wide

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

INDIANA UNIVERSITY OF PENNSYLVANIA
SENATE CURRICULUM COMMITTEE R-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

All Cooperative Education

Cooperative Education is a program designed to combine

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)

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?

with a qualification as here 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

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

Who Will Make This Determination and By What Procedure?

The Department Coordinator in conjunction with the site supervisor.

IMDY DETERMINATION

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

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

D? How Frequently Do You Expect This Course To Be Offered?

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.

APPLICATION FOR CO-OP
IUP

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

DATE: _____

HOME ADDRESS: _____

MAJOR: _____

COLLEGE ADDRESS: _____

HOME PHONE: _____

SOCIAL SECURITY NO. _____

COLLEGE PHONE: _____

ADVISOR: _____

BIRTHDATE: _____

ADVISOR SIGNATURE: _____

ANTICIPATED GRAD. DATE: _____

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,

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 _____

This agreement provides a basis for mutual understanding between the above parties in matters relating to employment of cooperative education students who are employed in the _____ process. A separate position description will be _____

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 ~~employment~~ 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.

As requested information about the stu-

- 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.

- 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.

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.

summers.

- c. Work will be scheduled so that the student, by the date of graduation, can complete two work experiences which are approxi-

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.

3. Student Work Schedules

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.

EFFECTIVE DATE AND DURATION OF AGREEMENT

This Agreement becomes effective upon signature of both parties and becomes void

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

INDIANA UNIVERSITY OF PENNSYLVANIA
Office of Professional Laboratory Experience

COOPERATIVE EDUCATION SUPERVISION REPORT

104 A. Schaeffer Hall

Dr. Larry A. Vold Director

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):

EMPLOYER'S EVALUATION OF COOPERATIVE STUDENT

Mid-Term

Final

INDIANA UNIVERSITY OF PENNSYLVANIA
COOPERATIVE EDUCATION

Student's Name _____

Employer Name _____

Address _____

INSTRUCTIONS: The immediate supervisor will evaluate the student objectively, comparing him with other students of comparable academic level.

Indiana University of Pennsylvania
Cooperative Education

NOTE: Recommendations will be beneficial to the student's improvement. Please be as

What are the student's particular strengths?

February 6, 1985