



**Missouri State**  
UNIVERSITY

**Master of Science in Criminology  
Graduate Practicum Assessment  
Elective Credit Option**

***Expectations and Requirements***

Graduate students *may choose* to complete a graduate practicum as part of their *elective* coursework for the Master of Science in Criminology and Criminal Justice. Students are expected to work 45 hours in the agency for each credit hour for up to a maximum of 6 credit hours. The following lists the expectations and requirements for completing the practicum.

1. Before starting the practicum, the student must complete the Internship Agreement/Contract form with his or her agency supervisor. The agency supervisor and student must agree about the job duties and responsibilities to be performed, the types of knowledge and skills to be gained and developed, and the anticipated workload and duration of the practicum. Both the student and agency supervisor must sign and date this form. Once signed, copies should be made for both the student and agency supervisor and the signed original must be submitted to the faculty supervisor prior to any accumulation of work hours.
2. Students must keep a log which documents duties and activities while working for the practicum site. The specific dates and time frames during which these duties and activities are performed must be documented in the log. The agency supervisor should sign the log once all required hours are completed.
3. A journal must be kept in which students critically reflect upon their experiences with the practicum agency. The journal should include such things as ethical dilemmas encountered, perceptions of the positives and negatives of various agency operations and functions, and how the work experiences related to what was learned in our Master of Science program.
4. Students must notify the faculty supervisor once they have reached the 90-hour and 180-hour marks of their practicum experience. At these times, the faculty supervisor will make contact (either email or phone) with the agency supervisor to receive an update on the student's progress.
5. At the end of the practicum, the student must sign and complete the Student Self-Evaluation form and submit it to the faculty supervisor. The agency supervisor will be required to complete and sign the Supervisor Evaluation form. Both forms must be submitted to the faculty supervisor before a final grade can be calculated and recorded.



# Missouri State UNIVERSITY

## Master of Science in Criminology Graduate Practicum Assessment

### *Practicum Agreement/Contract*

TO BE COMPLETED JOINTLY BY THE STUDENT AND AGENCY SPONSOR

Student Name \_\_\_\_\_

Practicum Site \_\_\_\_\_

1. What will be the practicum student's job duties and responsibilities?

2. What types of knowledge and skills will be developed by the student through the practicum experience?

3. Roughly specify the workload involved in the practicum and the time frame during which the work will be done?

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Supervisor Signature

\_\_\_\_\_  
Date



**Master of Science in Criminology  
Graduate Practicum Assessment**

*Agency Supervisor Evaluation*

Student Name \_\_\_\_\_

Practicum Site \_\_\_\_\_

*Please rate the student in the following areas using the scale below:*

	Very Weak	Weak	Competent	Strong	Very Strong
Cooperation	1	2	3	4	5
Organization	1	2	3	4	5
Punctuality	1	2	3	4	5
Initiative	1	2	3	4	5
Communication	1	2	3	4	5
Organization	1	2	3	4	5
Professionalism	1	2	3	4	5
Problem-Solving	1	2	3	4	5
Productivity	1	2	3	4	5
Academic Preparation	1	2	3	4	5

*Overall, how would you rate the student's performance?(Circle One)*

*Poor          Fair          Good          Excellent*

*Please answer the following:*

1. Has the student successfully completed all practicum requirements with your agency as outlined in the Practicum Agreement/Contract Form? Please provide details.
  
  
  
  
  
  
  
  
  
  
2. How could the student have been better prepared academically for this practicum?
  
  
  
  
  
  
  
  
  
  
3. How could the student improve his or her performance in the workplace?
  
  
  
  
  
  
  
  
  
  
4. Would you consider this student for a permanent position if one became available? Why or why not?
  
  
  
  
  
  
  
  
  
  
5. Additional Comments:

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**Agency Supervisor Signature**

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**Date**



**Master of Science in Criminology  
Graduate Practicum Assessment**

*Student Self Evaluation*

Student Name \_\_\_\_\_

Practicum Site \_\_\_\_\_

1. Did you fulfill your goals for this practicum? Explain.
2. What types of contributions did you make to the agency? Which do you feel are most significant?
3. What strengths and weaknesses have you identified about your work performance? How might you work to improve your weaknesses in the future?
4. Now that you've completed the practicum, would you like to pursue a career with a similar agency? Why or why not?
5. What classes at MSU helped prepare you for your practicum?
6. How could our M.S. in Criminology and Criminal Justice program be improved to better prepare students for their practicum?
7. Would you recommend this practicum site to another student?

*Overall, how would you rate your performance?(Circle one)*

*Poor          Fair          Good          Excellent*

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**