

**INSTITUTE OF CRIMINOLOGY & CRIMINAL JUSTICE
CARLETON UNIVERSITY
ICCJ FIELD PLACEMENT COORDINATOR
JOB DESCRIPTION
January 2020**

Preamble

The position of the Field Placement Coordinator for the Institute of Criminology & Criminal Justice (ICCJ) is an Instructor position with an individual job description per Article 12.1(b) of the Carleton University Academic Staff Association (CUASA) Collective Agreement. Accordingly, the duties contemplated for this position were developed by the Institute Director in consultation with the employees concerned and were recommended to the Faculty Dean for further consultation and finalization. Copies of this job description are maintained by the Office of the Dean, Faculty of Public Affairs (FPA); the Director of Human Resources; and CUASA. Note that the following individual job description is separate to and distinct from a job advertisement and the appointments process.

In accord with Article 13.4 (c) of the CUASA Collective Agreement, the ICCJ Field Placement Coordinator shall devote three quarters (3/4) of their time to duties specified in the following job description. Most of the remaining time available shall be used for professional and related development, and as required for training Teaching Assistants, serving on School Faculty, and University committees, or other duties as may be assigned by the Director from time to time.

General Job Description

The ICCJ Field Placement Coordinator has primary responsibility for the overall management of all placement-related educational components of undergraduate programs in Criminology & Criminal Justice.

The ICCJ Field Placement Coordinator has primary responsibility for administering the following courses: CRCJ3901 and CRCJ 3902.

The ICCJ Field Placement Coordinator carries out the mandate of the position with credibility, authority and influence, using resources effectively and efficiently.

Specific Job Responsibilities

The ICCJ Field Placement Coordinator is primarily responsible for facilitating appropriate matches between students and field placement settings in accordance with the curriculum, the students' learning needs, and the needs of the field settings.

The ICCJ Field Placement Coordinator is responsible for the following tasks related to field placement:

- Linking ICCJ practicum courses to ICCJ program level learning outcomes by working collaboratively with the supervisor of the undergraduate program.
- Administering and delivering practicum courses (preparing up-to-date syllabus, assigning TA tasks, arranging for guest speakers, animating seminars, marking assignments,

submitting final grades, and conducting all other tasks related to the administration and delivery of practicum courses).

- Reviewing budget allocation to ensure adequacy of funds pertaining to expenses necessary for contact with agencies and for support of the Field Placement Practicum.
- Reviewing the number and types of agencies currently providing field placements for students.
- Identifying and recruiting additional agencies to participate in placements as needed.
- Annually reviewing individual agency needs and plans for students and revising placement descriptions as required.
- Annually revising the Student Information Package for participating students.
- Updating placement forms as needed.
- Soliciting feedback from students through evaluations of seminars and evaluations of their placement experience.
- Providing information sessions for students about the Field Placement Practicum and ensuring appropriate advertisement of the Practicum.
- Responding to queries from students about the Practicum and career.
- Organizing an annual social mixer for supervisors and students.
- Attending University events related to recruitment and providing information seminars on the Criminology and Criminal Justice Program and Field Placement Practicum as required.
- Providing information to the Institute Director and Institute Board as required.
- Sitting as a voting member on the Institute Board.
- With assistance from the Institute's administrative staff, reviewing applications for the Field Placement Practicum.
- Advising students of acceptance.
- Collecting and reviewing information submitted by accepted candidates (resumes, background information, placement choices).
- Advising field placement supervisors of selected student candidates.
- Arranging for interviews and if successful, ensuring students complete security clearances and provide any other required information.
- Ensuring students complete forms for required insurance coverage.
- Submitting insurance forms to registrar's office and submitting reports at the end of each term.
- Reviewing Student-Agency contracts and directing students to make revisions where required.
- Meeting with students and agency supervisors once during the year, to discuss their progress and address any issues or concerns.
- Contributing to solving eventual problems between students and their supervisors.
- Meeting with students individually in January to discuss placement and career opportunities.