

Metropolitan State University
School of Law Enforcement and Criminal Justice

2020 APPLICATION – SUMMER SKILLS PRACTICUM
LAW ENFORCEMENT DEGREE PROGRAM

Due: Noon Friday – November 22, 2019

PART 1 APPLICANT INFORMATION

Last Name	First Name	Student Tech ID
Metro State Email:		@metrostate.edu
Mailing Address:		
Home Phone ()	Work Phone ()	Mobile Phone ()

PART 2 COMPLETE DEGREE INFORMATION

I plan to graduate from Metropolitan State University _____ (term) _____ (year). **NOTE: Do not enter Spring 2020. You must complete the Skills Practicum in order to graduate with a Track 1 Law Enforcement Degree.**

I have an Associate's (two year) Degree from _____

Yes, I plan on using my Associate's Degree from a regionally accredited college or university to satisfy the degree requirement for taking the MN POST licensing exam. I will provide beforehand to the Metro State Director of Professional Peace Officer Education and Training an official transcript reflecting this degree. **If I have outstanding transfer credits, I understand that it is my responsibility to complete a transfer update request prior to the start of the Skills Practicum.**

No, I will use my Bachelor's Degree from Metropolitan State University to take the MN POST licensing exam.

PART 3 COMPLETE CHART - SKILLS PREREQUISITE COURSES

Fill out under **CHART A** the Professional Peace Officer Education (PPOE) courses you have already completed along with those that are in progress or pending. **Make sure to fully complete this chart.** You must receive a grade of C- or better on each of the required PPOE courses in order to be counted. All these PPOE courses must be completed before the start of the 2020 summer skills practicum. Please contact your Academic Advisor if you need assistance with this section.

CHART A – Required PPOE Courses

Note: Incomplete or inaccurate information may delay the processing of your application.

Course Title	Institution	Term	Year	Credits	Grade
Introduction to Criminal Justice CJS 101					
Juvenile Justice LAW 280					
Procedural Studies in Law Enforcement LAW 210					
Procedural Studies in Law Enforcement LAW 210L - Lab Component					
Legal Studies in Law Enforcement LAW 220					
Policing in the 21 st Century LAW 301					
Policing in the 21 st Century LAW 301L – Lab Component					
Law and Human Behavior LAW 321					
Law and Human Behavior LAW 321L - Lab Component					
Ethics and Professionalism in Criminal Justice – CJS 375					

PART 4 GRADUATION REQUIREMENTS

_____ (Initial) I understand my graduation requirements.

Graduation Requirements Include:

- General Education/Liberal Studies—48 credits
- Major course and credit requirements
- Minimum total credits to graduate—120 credits
- Minimum upper-division credits—40 credits
- Minimum credits completed at Metropolitan State—30 credits

Please contact your Academic Advisor if you have any questions regarding graduation requirements and student responsibilities.

PART 6 STUDENT ACKNOWLEDGEMENT AND UNDERSTANDING

(Please note Metropolitan State University is abbreviated under this section as Metro State)

READ AND INITIAL EACH OF THE FOLLOWING STATEMENTS

- _____ I confirm having submitted a Major Declaration Form and receiving formal notification of my acceptance to the Law Enforcement Major at Metro State.
- _____ I understand that if I am admitted to the skills practicum, but do not complete all the required coursework with a C- or better grade, my admission to the skills practicum will be rescinded.
- _____ I understand this application does not guarantee my acceptance into the skills practicum and that incomplete information will result in my application being rejected.
- _____ I understand that I will be notified via my Metro State email account about my application status (acceptance, wait list or denial) by the end of January 2020.
- _____ I understand that if my application is approved, I will be required to attend one of the Skills Orientation Sessions in February 2020. I further understand that failure to attend one of these mandatory orientation sessions could result in my conditional acceptance into the skills practicum being rescinded.
- _____ I understand that I will normally be placed in the Day Skills Practicum unless circumstances dictate otherwise. This will be determined by the Metro State Director of Professional Peace Officer Education and Training. I further understand that I can request to be placed in the Night/Weekend Skills Practicum, but there is no guarantee my request will be granted.
- _____ I understand that if I decide to drop from the skills practicum once accepted, I will notify the Metro State Director of Professional Peace Officer Education and Training via email as soon as possible. I further understand it is my responsibility to officially withdraw from the courses that comprise the skills practicum.
- _____ I understand that most of the content and instruction for the skills practicum is typically delivered through a contractual arrangement with Hennepin Technical College (HTC) Customized Training. I further understand this partnership arrangement between Metro State and HTC is subject to modifications or dissolution if circumstances warrant alternative arrangements being made for the delivery of the skills practicum.
- _____ I understand that I will need to provide documentation from Driver and Vehicle Services (MN or other state) that my driver's license is valid prior to the start of the Skills Practicum. I further understand that my driving status must be valid for the duration of the Skills Practicum and that I am obligated to immediately notify the Metro State Director of Professional Peace Officer Education and Training of any changes to my driving status during this period.
- _____ I understand that I must receive advanced approval from a licensed physician and psychologist to attend the skills practicum. This approval needs to be documented on the forms provided by Metro State. I further understand that during the skills practicum I am obligated to report to the Metro State Director of Professional Peace Officer Education and Training any changes in my physical and/or mental status that adversely affect my ability to participate in the program.
- _____ I understand that portions of the skills practicum include stressful and strenuous activities. I further understand it is my responsibility to prepare for and maintain a level of physical fitness that will allow me to fully participate in the physical activities and testing that are part of the skills practicum.

_____ I understand that basic firearms familiarization is important knowledge to have prior to the start of the skills practicum, including training in the safe and proper handling of a semi-automatic handgun from a qualified firearms instructor.

Note: Hennepin Technical College (HTC) recently began offering a Basic Firearms Course that is geared toward pre-skills students. Their intent is to offer this course twice on campus fall semester and twice during spring semester depending on interest and enrollment. Although students with little or no firearms experience are strongly encouraged to attend this course, others with a varying degree of firearms experience may also want to attend to refresh their skills. Please contact the Metro State Director of Professional Peace Officer Education and Training if you would like to discuss your particular situation.

_____ I understand that I am responsible during the skills practicum to act in a professional manner at all times and adhere to the Student Code of Conduct for both Metro State and HTC. I further understand that skills instructors may impose additional expectations that must be followed due to safety concerns and/or other considerations.

_____ I understand that any safety violations I commit may result in my immediate removal from one or more of the courses that comprise the skills practicum and forfeiture of my tuition.

_____ I understand information, correspondence, admission status, and updates concerning the skills practicum will be sent to my Metro State email account. I further understand that I am responsible for ensuring all my personal data is current and valid (legal name, home address, phone number(s), student email address, etc.) with both the Records Office and the Metro State Director of Professional Peace Officer Education and Training.

_____ I understand that during the skills practicum I am responsible for regularly checking my Metro State email account and the designated D2L site(s).

_____ I understand that both the Day and Night/Weekend Summer Skills Practicums are programmed to be delivered within the confines of Summer Session 2020 (May – August). I further understand that the start and end dates of these practicums will be determined and disseminated to students on or before the skills orientation sessions in February 2020.

_____ I understand that the two-day Emergency Vehicle Operations Course at the Minnesota Highway Safety and Research Center in St. Cloud, Minnesota is usually scheduled for the week prior to the start of the skills practicum. (Students will be assigned to one of the two sessions reserved that week for Metro State students). I further understand that I will need to provide my own transportation and lodging, if desired, while attending this off-campus training. Although unlikely, I understand that the provider and location of this training could change.

_____ I understand that as part of the skills practicum, I will be required to complete a self-directed Skills Supplemental Training Module delivered online through D2L. I further understand this non-credit, no-cost module must be completed on or before the end of the skills practicum.

_____ I understand that any questions I might have relating to this application should be directed to the Metro State Director of Professional Peace Officer Education and Training (contact information has been provided on the following page).

PART 7 APPLICATION SUBMISSION AND APPLICANT SIGNATURE

Applications are due in the School of Law Enforcement and Criminal Justice office no later than noon on Friday, November 22, 2019. Applications may be dropped off at the LECJEC front desk or can be mailed to:

Director Bryan Litsey
Professional Peace Officer Education and Training
Metropolitan State University
School of Law Enforcement and Criminal Justice
9110 Brooklyn Boulevard
Brooklyn Park, MN 55445

Contact Information:
bryan.litsey@metrostate.edu
(763) 657-3752

No information about your application status will be given out prior to official notification, which will be emailed before the end of January 2020.

I do hereby certify all information contained in this application is true. I understand reporting false or inaccurate information on this application may result in the termination of my application.

Full Name: _____
(Please Print)

Signature: _____ Date: _____