**CJ 490: SENIOR SEMINAR**

**FALL 2018**

Professor: Andrina R. Morence, PhD Office #: Mott 407G

Classroom Location: Mott Rm. 305 Phone: (cell) 517-980-0375

Meeting Days & Times: T/F 1:50 – 3:10 E-mail Address: amorence@olivetcollege.edu

Number of Credits: 3 Office Hours: M/R 1:45-2:45; T/W/F 10:30-11:30

Office Phone: 269-749-7649

**Course Description**

This course prepares the student for entry into the criminal justice system as a professional. Interviewing skills and a mock interview are used as learning tools to gain knowledge of the “real world.”

Prerequisites: C or higher in CJ 330 and CJ 340 and Senior Standing.

**Course Goals and Expectations**

The course will provide students with the opportunity to learn about entry into the Criminal Justice profession. The Course will equip students with the necessary tools to make qualified decisions in acquiring employment in the field. This is a three credit course. There will be 37.5 hours of direct instruction and you are expected to devote no fewer than 90 hours of out-of-class work to this course. This work will include assigned article readings, portfolio work, completing resume and cover letter, researching a 20-page capstone project, conducting a professional interview and preparing for robust in-class discussions and activities. You will receive feedback from me via Blackboard for each assignment and directly in the classroom. Course rubrics will also be used to evaluate your assignments.

**PROGRAM LEARNING OUTCOME:**

Through projects, debates, scenarios, and/or research papers students will identify issues in society and analyze, synthesize, and evaluate information to reach conclusions in criminal justice organizations and occupations. This course supports this program learning outcome

**Student Learning Outcomes**

After completing this course, successful students will be able to:

1. Assess how education will influence their future career choices.

Assessment: Class Assignments, Portfolio, Mock Interview, Professional Interview Paper

1. Describe the career options that exist in the criminal justice field.

Assessment: Class Assignments, Professional Interview Paper

1. Describe the role ethics play in law enforcement and security occupations.

Assessment: Class Assignments, Professional Interview Paper, Mock Interview, Portfolio

1. Prepare a resume suitable for use in future job interviews.

Assessment: Resume

1. Prepare a cover letter, references, and follow-up letter.

Assessment: Cover letter, References, and Follow-up Letter

1. Describe how other’s perceptions influence the ability to gain employment.

Assessment: Professional Interview Paper, Mock Interview

1. Demonstrate proper interview techniques.

Assessment: Mock Interview

1. Analyze a current problem in Criminal Justice and devise an original solution

Assessment: Reading Assignments, Final Paper and Presentation

**Textbook for the Course**

There is no textbook for this course, however there are several articles you are responsible for reading. These articles are located on Blackboard in the folder titled “Articles”.

**ACADEMIC SUPPORT SERVICES, STUDENT RESOURCE CENTER, AND TECHNICAL SUPPORT SERVICES**

Academic support services are available to students in Mott 209. You may reach the center by phone at 269-749-6637. The center is open Monday-Friday 8:30 a.m. until 5:00 p.m.

Technical support (ITS) is available by phone at 269-749-7666 or by visiting the lower level of the Burrage Library. ITS is open during the fall and spring semester Monday-Friday from 8:00 a.m. until 5:00 p.m.

During summer semester the business hours are:  Monday-Friday from 8:00 a.m. until 4:00 p.m.

**Learning Assessment, Evaluation Procedures and Grading System**

Active participation and regular attendance is expected. You are expected to arrive prepared to engage in a thoughtful discussion of the material and concepts presented and complete all assignments.

**IN-CLASS ASSIGNMENTS**

Most days you will be required to complete an in-class assignment that correlates with the subject being discussed. The assignment will be completed during class. If you are absent you will not be allowed to make up the assignment unless the absence is excused. In the event of an excused absence, it is the student’s responsibility to request a make-up assignment no later than one week after the assignment was due. (Worth a total of 180 points for the course).

**Article Review**

You will select a total of 5 articles from the “Articles” section on Blackboard and write a 500 word review of each article highlighting the problem presented and a solution. (Worth a total of 50 points for the course).

**RESUME AND COVER LETTER**

You will be required to develop a resume and cover letter that align with course standards to present at the “mock” interview (These documents are worth a total of 120 points).

**PROFESSIONAL INTERVIEW**

You are required to interview a professional currently working in the field of Criminal Justice and submit a paper (This assignment is worth 100 points).

**MOCK INTERVIEW**

You will be required to complete an interview before a panel of professionals working in the criminal justice field. This assignment will prepare you for future interviews and success in the field of criminal justice. Professional appearance and etiquette will be required (Worth 100 points).

**PORTFOLIO**

Your completed portfolio will be due to me (deliver to my office) no later than Friday November 16, 2018, at 3:00 p.m. (Worth 150 points).

**CAPSTONE PROJECT**

You will complete a 20-page Senior Thesis paper on a problem currently occurring within the field of Criminal Justice. You will propose an original solution to the problem. You will develop a 5-10 minute presentation covering your capstone project and present it to the class during the final exam period. The Capstone Project is worth a total of 300 points (200 for the paper, 100 for the presentation). More in-depth information is provided on Blackboard.

**Final Grade –** Your final grade for the course will be based upon the assignments and requirements outlined above and weighted as follows:

1. In-Class Assignments…………………………………………………………………………….180

1. Professional Interview Paper………………….…………………………………………….100

3. Resume……………..…………………………………………………………………………………..80

4. Cover Letter………….……………………………………………………………………………….40

5. Mock Interview……………………………………………………………………….…………..100

6. Article Reviews………………………………………………………………………………………50

6. Portfolio……………………………………………………………………………………………….150

7. Final Paper...……………….……………………………………………………………………….200

8. Class Presentation………………………………………………………………………………..100

Total Available Points………………………………………………………………………….1,000

The following standard grade scale showing percentage or points will be used in the class:

|  |  |
| --- | --- |
| 93-100% = A  925-1000 | 73-76% = C  725-764 |
| 90-92% = A-  895-924 | 70-72% = C-  695-724 |
| 87-89% = B+  865-894 | 67-69% = D+  665-694 |
| 83-86% = B  825-864 | 63-66% = D  625-664 |
| 80-82% = B-  795-824 | 60-62% = D-  595-624 |
| 77-79% = C+  765-794 | 0-59% = F  0-594 |

**Other Policies, Expectations & Information**

**Class Attendance & Participation –** Attendance and meaningful class participation are critical for this course. All absences are considered unexcused unless the student provides a doctor’s notice of injury or illness, or an Olivet College staff member requests the excuse.

**Inclement weather or instructor absence** – In the event of inclement weather, instructor absence, or any other event which causes class to be canceled, you will receive an email from me as to what is expected for the day. None of these events will alter the due date of any assignment.

**Academic Integrity Policy –** Plagiarism is handing in another person’s work or ideas as your own. It is stealing. It belittles you. In this course, any evidence of plagiarism results in a grade of “F” on the assignment. Evidence of repeated plagiarism will result in an “F” for the course. All acts of plagiarism will be reported to the Academic Performance Committee for further action, which could include disciplinary probation or suspension from the College. For more information, refer to the College’s Academic Integrity Policy, available for review in the *Academic Catalog*.

**Standard Paper Format –** All papers submitted for the course should be double-spaced, have page numbers, use a standard 12 point font, and have no more than 1¼” margins. **All work must be submitted through Blackboard as a Word Document or PDF.** Your work should adhere to the *Guidelines for Student Work at Olivet College* and APA format guidelines. A document submitted to the instructor in a format the instructor is unable to open will not be considered an on-time submission and is subject to the late work policy.

**Confidentiality –** Confidentiality In this course is important and is to be respected by both students and instructor. Personal information shared in the classroom should remain in the classroom. Confidentiality will be respected by the instructor except in rare cases where legal requirements for disclosure outweigh this guiding principle.

**Assessment Copies –** Copies of student work with identifying information removed may be retained to assess how the learning outcomes of the course are being met.

## **Cell Phones, Computers, Emails & Texting –** All electronic devices including cell phones and computers must be turned off during class out of courtesy to others unless specifically needed for class assignment.

## **Accommodation Notification –** Please notify the instructor of any special classroom learning needs you may have during the first week of the semester. Students who need accommodations for examinations or written work due to disability should arrange a meeting with his/her instructor as well as with staff at the Gruen & Speare Student Resource Center.

**Late Assignments –** All assignments may be turned in early, however all late work, regardless of reason, will lose 50% of the possible points if turned in within seven days of the due date. After seven days, late work will receive no credit. This rule does not apply to in-class assignments, article review #5 nor the final paper and presentation for which no late work is accepted.

**In-Class Assignments-** In-Class Assignments are completed in class on the due date and there is no make-up option for students who are absent during the assignment unless the absence is excused. If the absence is excused, it is the student’s responsibility to make arrangements with the instructor regarding a make-up assignment. This request must be made no later than one week after the assignment is missed.

**Extra Credit** – Individual requests for extra credit will be denied.

**Course Schedule**

*(This schedule is subject to change.)*

| **Class #** | **Date**  **(Tues/Fri)** | **Topic** | **Assignments DUE in Class** | |
| --- | --- | --- | --- | --- |
| 1 | Tues 21 August | Introduction to Class | Assignment #1 | |
| 2 | Fri 24 August | Careers in Law Enforcement and Related Fields | Assignment #2 | |
| 3 | Tues 28 August | Portfolio Work | Assignment #3 | |
| 4 | Fri 31 August | Careers in Courts, Corrections & Related Fields | Assignment #4 | |
| 5 | Tues 4 Sept | Careers in Private Security | Assignment #5 | |
| 6 | Fri 7 Sept | On Choosing a Career | Assignment #6 | |
| 7 | Tues 11 Sept | Internships | Assignment #7 | |
| 8 | Fri 14 Sept | Use of Force |  | |
| 9 | Tues 18 Sept | Physical Fitness and Testing | Assignment #8 | |
| 10 | Fri 21 Sept | Personality and Criminal Justice | Assignment #9 | |
| 11 | Tues 25 Sept | Your Job Seeking Uniform | Assignment #10 is due by midnight  Article Review #1 is due by midnight | |
| 12 | Fri 28 Sept | Communication & Your Social Media Presence | Assignment #11 is due by midnight  Article Review #2 is due by midnight | |
| 13 | Tues 2 Oct | Attributes of Successful Candidates | Assignment #12 | |
| 14 | Fri 5 Oct | The Resume, Cover Letter & References (Bring Resume to Class) | Assignment #13  Professional Interview paper is due | |
| 15 | Tues 9 Oct | Preparing for Not Getting the Job | Assignment #14 | |
| 16 | Fri 12 Oct | Guest Speaker: Sgt. Tom Agueros, Ingham County Sheriff’s Office | Resume and Cover Letter are Due Today. Submit through Blackboard | |
| 17 | Tues 16 Oct | The Application Process | Assignment #15 | |
| 18 | Tues 23 Oct | The Interview |  | |
| 19 | Fri 26 Oct | Mock Interviews | Article Review #3 is due by midnight | |
| 20 | Tues 30 Oct | Mock Interviews |  | |
| 21 | Fri 2 Nov | Mock Interviews | Article Review #4 is Due by Midnight | |
| 22 | Tues 6 Nov | Mock Interviews |  | |
| 23 | Fri 9 Nov | At Last! You’ve Got the Job! The Career Ladder | Assignment #16 | |
| 24 | Tues 13 Nov | “Training Day” |  | |
| 25 | Fri 16 Nov | “Training Day” Ethics in Criminal Justice | Assignment #17  Portfolios are due today. Bring to my office no later than 3:00 p.m. | |
| 26 | Tues 20 Nov | No Class Today |  | |
| 27 | Tues 27 Nov | Stress Management in the Criminal Justice Profession | |
| 28 | Fri 30 Nov | Library Day  Article Review #5 is due by midnight | |
| 29 | Tues. 4 Dec 1:15-3:15 FINAL | Final Paper and Presentations are due | |

\*No class meetings:

* October 19 (Fall Break Day)
* November 20
* November 21-23 (Thanksgiving)