



**CAREER AND TECHNICAL EDUCATION**

**The future of career success starts here.**

# *Criminal Justice Studies*

## 16/17

CTE is a Division of the WSWHE BOCES

CTE COURSE SYLLABUS

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# Criminal Justice Studies



<b>Course Description:</b>	Criminal Justice Studies is a two-year course designed for students interested in careers in law enforcement, investigations, security, corrections, courts, law, social work and counseling, or other related fields. The comprehensive curriculum is presented through classroom instruction, computer-based learning and hands-on related activities and labs. Rigorous academic work prepares students for college and civil service exams, along with minimal physical and military-type activities that are required for advancement in some criminal justice professions. Instruction is often reinforced with simulation and real life applications and outcomes.	
<b>Prerequisites:</b>	For a student to be successful, there should be no prior criminal convictions, and the student must maintain a passing minimum GPA. Students must sign and abide by a Class Contract to remain in the program.	
<b>1 Year/2 Years:</b>	2 year program	
<b>Location:</b>	F. Donald Myers Education Center, Southern Adirondack Education Center	
<b>Course Objective:</b>	To prepare students to explore and enter a field of work in Criminal Justice or to continue on to earn a degree in higher education. To integrate the development of personal management skills and character building such as responsibility, accountability, discipline, integrity, teamwork, problem-solving, and effective communication. To give students the opportunities and experiences that will challenge their decision-making process and determination in critical scenarios. To assist students to reach their potential, to earn industry certification and to continue toward their goals with confidence.	
<b>Course Topic Outline:</b>	<ul style="list-style-type: none"><li>• Introduction to the <i>CJS Program</i></li><li>• The Study of Crime</li><li>• The Foundations of Law Enforcement</li><li>• The Courts</li><li>• Emergency and Fire Management</li><li>• Juveniles and the law</li><li>• Interpersonal Communications and Relations with Others</li><li>• Introduction to Criminal Justice</li><li>• Legal Aspects and the Law</li><li>• Investigations</li><li>• Corrections</li><li>• Crime Prevention</li><li>• Civil Service exams</li></ul>	
<b>Student Course Requirements:</b>	Students will be expected to work at a pace to prepare them for college level work. They will also be expected to have acceptable knowledge of the materials presented as evaluated by quizzes, exams, projects, portfolios, and practical applications.	
<b>Textbooks/Materials Resources:</b>	CJ2012 by James A. Fagin, Protection Officer Training Manual	
<b>Assessments/Technical Assessments:</b>	International Foundation of Protection Officers – Certified Protection Officer Certification Student Portfolio	
<b>Grading System:</b>	Quizzes 10%   Projects 40%   In-Class Assignments 20%   Tests 20%   Homework/Journal 10%	

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<b>Attendance &amp; Class Participation:</b>	The WSWHE BOCES has an attendance policy that requires students to miss no more than 18 days across the school year. For those times when it is necessary to be absent, a written note from the parent/guardian will be expected the next class day.						
<b>Activities/Labs/</b>	Crime Scene Investigations, ID Badges, Parking Patrol, police reports, mock trials, research						
<b>Projects/Clinics:</b>	Portfolios, term paper, presentations, security project, field trips, community events						
<b>Student Provided Material List:</b>	A single subject notebook and pen/pencil will be needed by each student.						
<b>Industry Certifications:</b>	Certified Protection Officer Certification First Aid, CPR, & AED Certification per the American Red Cross NYS 8-hour Pre-Assignment Security Guard Certification						
<b>Articulation Agreements:</b>	<p>Each Career and Technical Education (CTE) program is geared to ready students for the world of work and for the rigors of post-secondary coursework. To that end, each program has worked with area colleges to obtain articulation agreements that allow for advance standing or the issuance of credit to those CTE students meeting all program requirements and articulation agreement standards. Agreements are currently in place with the following colleges: (additional articulation agreements pending). Most agreements require the student to earn an 85% program grade average.</p> <ul style="list-style-type: none"><li>› Bryant &amp; Stratton College</li><li>› Fulton-Montgomery Community College</li><li>› Herkimer County Community College</li><li>› Hilbert College</li></ul>						
<b>ELA/Math Credit Integrated Academic Overview:</b>	<p>Each Career and Technical Education (CTE) program offered at the WSWHE BOCES has five (5) major curriculum elements that students will acquire over a one year or two year period. Two (2) of the five (5) curriculum elements include English Language Arts and Mathematics. These program elements are taught using a co-teaching model, which teams the CTE subject experts and certified English and Math instructors. Topics in English and Math are tied to specific business and industry course content, which illustrates to students how academic material and business knowledge and skill relate to one another. English and Math elements are taught at the commencement level and meet NYS Standards for students to obtain one (1) credit for each over a two-year period. Program specifics are as follows:</p> <table><tr><td>Commencement Level Math . . . . .</td><td>54 hours/yr</td></tr><tr><td>English Language Arts . . . . .</td><td>54 hours/yr</td></tr><tr><td colspan="2"><i>1 credit = 108 hours</i></td></tr></table>	Commencement Level Math . . . . .	54 hours/yr	English Language Arts . . . . .	54 hours/yr	<i>1 credit = 108 hours</i>	
Commencement Level Math . . . . .	54 hours/yr						
English Language Arts . . . . .	54 hours/yr						
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<b>Career &amp; Financial Management Credit Overview</b>	Each Career and Technical Education (CTE) program offered at the WSWHE BOCES offers a Career & Financial Management credit to all students who successfully complete a CTE program. This curriculum element is comprised of two major parts; (A) Introduction to Occupations and (B) Nature of Industry. Part A is delivered through integrated class assignments, while Part B is automatically delivered due to the nature of CTE.						

<b>NTHS Nominations Requirements:</b>	<ol style="list-style-type: none"> <li>1. Maintain a cumulative CTE average of 92% or higher based upon 1st &amp; 2nd quarter grades.</li> <li>2. Maintain a record of excellent attendance in CTE (9 days per year).</li> <li>3. Plan to pursue a career in their field of training.</li> <li>4. Maintain an outstanding record of employability skills as judged by the CTE instructor.</li> <li>5. Nomination by the CTE instructor with no reservations.</li> <li>6. Instructor nomination must include a yes answer to the following characteristics established by the national office: follows instructions, safety conscious, works well with others, is dependable, trustworthy, responsible, honest, takes pride in work, exhibits a good attitude, exhibits leadership, exhibits good citizenship.</li> </ol>
<b>Student Affiliated Organization:</b>	SkillsUSA
<b>WBL Experiences/ Requirements:</b>	<p>Each Career and Technical Education (CTE) program has a Work-Based Learning experience more commonly referred to as an internship. This means that all students prior to the end of the second year are given the opportunity to be exposed to the operation of a business and specific job duties related to careers in their CTE area. This internship is designed to connect the skills and knowledge learned in the CTE classroom with the real world requirements of a business. Students must demonstrate good attendance, attitude, internship records, and work ethics, as well as respect for others and property.</p> <p>30 hours of internship to include community service.</p>
<b>Career Path Requirements:</b>	<p>Most employment opportunities in criminal justice require a minimum of a two-year college degree. Many federal employers require a four-year degree. At the very least, a high school diploma is required and further testing may be required such as civil service entrance exams and physical fitness tests. All criminal justice employers will require a thorough background check, drug test, and criminal history check.</p>

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov.