

University of Maryland  
Department of Criminology and Criminal Justice

## **CCJS498Q Navigating Your Future: Transforming Your Degree into your Career**

Spring 2019

**Tuesdays 9:30-10:45**  
**Building III-2225**

Instructor: Lindsey Seaby  
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Office Hours: by appointment

### **Course Description:**

CCJS498Q is a blended learning 3 credit course designed to assist Criminology and Criminal Justice students in exploring and preparing for entering graduate school and/or the professional work world. Topics covered in the course include graduate school options, and careers in federal, state, and local agencies. Additionally, CCJS498Q will focus on job preparation skills including writing a resume, creating a cover letter, and preparing for an interview.

### **Learning Outcomes:**

1. Understand the key professional competencies for obtaining a job/internship in CJ field
2. Understand the variety of career options for a CCJS student
3. Develop self-awareness of key strengths and define career goals
4. Identify best practices for finding a job /internship in the criminal justice field
5. Identify best practices for developing a professional network

### **Course Prerequisites:**

CCJS major; Sophomore, Junior or Senior standing

### **ELMS**

I will use ELMS to post the syllabus, grades, handouts, and other material. Please visit <http://elms.umd.edu> and log in with your Directory ID and password to use this feature.

### **Assignments:**

In addition to attending class, students are expected to successfully complete several assignments. Each assignment is worth a specified amount of points; students will be awarded points based on whether or not the work followed listed guidelines and was of high quality. There is a strict policy regarding late assignments. I must be notified either in person or by e-mail at least 12 hours before the assignment is due for me to consider accepting the assignment late. If you know in advance that you will be absent (with an approved absence) when an assignment is due, you will be expected to turn in the assignment before the due date. Students who submit a late assignment will have points deducted for every day the assignment is late.

All assignments are due prior to the start of class on ELMS. All assignments, unless otherwise stated, must be typewritten with the following guidelines:

- Font size: 12 point font maximum
- Font type: Times New Roman
- Spacing: Double Space
- Margins: 1 inch margins on top, bottom and sides

Grammar, spelling, and presentation will be factors in the grading of assignments. Assignments may not be submitted via e-mail.

Below are descriptions of the assignments for CCJS 332. Additional information will be on ELMS as the deadline for each assignment approaches.

1. Participation (10%)

Throughout the semester, you will be expected to participate in several discussion boards on ELMS. Specific topics and due dates will be noted on ELMS. You will also be expected to take an active role in the classroom.

2. Elevator Speech (10%)

After learning about elevator speeches, students will post a video of themselves doing their elevator speech. Students will be expected to provide feedback to their peers on what was good and what could be improved. ELMS Discussion Board due: 2/11/19

3. Resume and Cover Letter Assignments (Criminal Justice focused) (10%)

Students will prepare and submit a professional resume. In class, I will review the elements of a professional resume and students will correct their own resume in class. The following week students will submit a polished final copy of their resume.

Due: **2/19/19 (hard copy to class)**

2/25/19 (final draft uploaded to ELMS)

Additionally, you will write a cover letter and professional email based on an actual job or internship you have found that you would like to apply for. The job should be related to your career goals. It can be a job you are qualified for now or your dream job. You must submit a link to the job as well as your cover letter for the job you chose.

Due: 3/4/19

4. Professional LinkedIn Profile (10%)

Link due: 3/25/2019

5. Employer Prospect List (10%)

Based on your career goals, where you wish to live, and the office culture you desire develop a list of 10 employers (with contact information). Hopefully you can use this list in the future to get an internship or a job!

ELMS submission due 3/25/19

6. USA Jobs Profile and Federal Resume (10%)

All students will build a USA Jobs Profile and create a federal resume.

Due: 4/8/19

7. Mock Interview (10%)

During the week of April 17 you will make an appointment with me/another hiring manager I will select to participate in a mock interview. We will not hold class this week. You will submit a personal critique of your performance in the interview. We will compare the hiring manager's critiques to your critique and provide personal feedback on your performance.

ELMS submission due: 4/29/19

8. Informational Interview (10%)

You will be asked to complete an informational interview with someone in a profession you are interested in.

ELMS submission due: 5/20/19

9. Speaker Response Forms (for each guest speaker) (10%)

You will hear from a number of guest lecturers working in different areas of the criminal justice field. Students will complete a speaker response form in class as speakers present.

Due in class: After each guest speaker

Guest Speakers that have already been booked:

3/12 – U.S. Marshals

4/2 – The Supreme Court Police

10. Personal Reflection (10%)

Due: 5/13/2019

**Grading:**

**A+** 97% +            **A** 96% and 93%    **A-** 92% to 90%

**B+** 89% to 87%    **B** 86% to 83%    **B-** 82% to 80%

**C+** 79% to 77%    **C** 76% to 73%    **C-** 72% to 70%

**D+** 69% to 67%    **D** 66% to 63%    **D-** 62% to 60%

F Less than 60%

## Course Policies

Please review this website for University-wide course policies:

<http://www.ugst.umd.edu/courserelatedpolicies.html>

### Attendance and Make-Up Policy

Opportunities to make-up missed in-class work will only be given in cases of excused absences and official documentation is required. Exams and assignments are considered to be Major Scheduled Graded Events and therefore the new University medical excuse policy which allows one student signed honor statement attesting to illness does not apply to them. Excused absences are: illness with a doctor's note, death in the immediate family, required school activities and required court appearance. If the doctor will not write you a note, you will need to get a copy of your medical record from them to verify your illness. By law, you are entitled to get a copy of this and it is your responsibility to do so. I must be notified in person or by phone or by e-mail PRIOR to missing an in-class assignment for me to consider giving you a makeup. If you know you will not be in class for in-class work or a date an assignment is due for an excused reason, it is your responsibility to turn in the work PRIOR to the due date.

### Grade Disputes

All grades will be posted on ELMS. If you have any concerns or issues regarding a grade and would like to discuss it with me or have it reviewed, please contact me **within 48 hours of receiving the grade**. I will not discuss grade disputes after this time.

Life happens and sometimes for various reasons material can be challenging. Should you feel overwhelmed or frustrated and are worried that your grades are suffering, please see me. It is better to tackle the problem at the earliest possible moment and find a solution that will most benefit you.

### Classroom Code of Conduct

The success of this class is dependent not only on my abilities and talents as an instructor to communicate information and ideas, but also on our ability as a class to work together to create an environment conducive to active learning. As a department and university, we expect the faculty and students to be prepared for class and to be actively engaged in the classroom activities. Unfortunately, disruptive behaviors in the classroom cheat other students of opportunities to learn. The University of Maryland's Code of Academic Integrity defines classroom disruption as "behavior a reasonable person would view as substantially or repeatedly interfering with the conduct of a class." Examples include coming late to class, repeatedly leaving and entering the classroom without authorization, excessive talking, persisting in speaking without being recognized, allowing cellphones to ring, talking on a cellphone and receiving and sending text messages. None of this behavior will be tolerated. Students are expected to treat each other with respect. Disruptive behavior of any kind will not be tolerated. Students who are unable to show civility with one another, the teaching assistants or with me

will be subject to being referred to the Office of Student Conduct or to Campus Police. You are expected to adhere to the Code of Student Conduct.

We are fortunate to have a number of speakers from professional fields who will address our class. It is expected that students will treat each guest with courtesy and ask appropriate questions. I ask two things of students when a guest is addressing the class:

1. Please do not engage in overtly disruptive behaviors (leaving early, texting, sleeping, etc.)
2. Please be responsive (a quiet, non-responsive class is the worst). Students will be informed in advance of scheduled speakers

### Use of Technology

**Computers are not to be used during class time**

**Cell phones are not to be used in any capacity during class time**

Cell phones are to be turned off or silenced while in class (the vibrate setting can be disruptive). Students will be prohibited from using their mp3 players, cell phones or any other type of technology during class.

### Absences due to Religious Observances

Students are expected to notify me within the first two weeks of class if they intend to be absent for a class or announced examination due to a religious observance. Reasonable opportunities to make-up any work missed will be provided.

### Students with Disabilities

Students with disabilities are responsible for registering with Disabilities Services (DSS) in order to receive academic accommodations. Students who intend to receive accommodations during the semester, should provide me with a letter from DSS within the first two weeks of class.

Further, you need to remind me of accommodation requests at least five business days prior to needing the accommodation.

### Academic Dishonesty

Academic Dishonesty of any form will absolutely NOT be tolerated. Academic dishonesty encompasses the traditional behavior such as cheating on exams and assignments, giving false statements, etc., but also includes activities such as possessing and/or reviewing previous semester's exams and computer assignments. Additionally, students will be asked to write the University approved Honor Pledge on each exam and project. The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit <http://www.studenthonorcouncil.umd.edu/whatis.html>

### Copyright Notice

*Legally, course materials such as written or recorded lectures and Power Point presentations are copyright protected and the ability to copy and distribute course materials unless it is for personal use and with instructor's permission is **illegal**.*

The lectures that I provide and course materials I create are protected by federal copyright law as my original works. My lectures are delivered from written lectures in order to ensure copyright protection. You are permitted to take notes and use course materials but please do not record my lectures, reproduce or distribute notes of lectures or my materials or make any commercial use of them without my express consent.

I will provide "shells" of my lectures so you may take notes and fill in gaps during our sessions together. If you have any questions or concerns please let me know.

### Incident Weather

Official closures and delays are announced on the campus website at <http://www.shadygrove.umd.edu> and snow phone line (301-738-6000) as well as local radio and TV stations. **USG follows its own closure schedule, not that of College Park.**

Should class be cancelled due to inclement weather, the instructor will communicate via email any changes to the course schedule and deadlines.

### Course Evaluation

Your feedback about this course is very important to me and therefore we do several forms of evaluations throughout this semester. One important campus-wide evaluation is the online evaluation at the end of the semester. Students can go directly to the website ([www.courseevalum.umd.edu](http://www.courseevalum.umd.edu)) to complete their evaluations.

## **Course Schedule**

This schedule is subject to change at the instructor's discretion. All reading materials will be posted on ELMS with at least one-weeks' notice. All assignments due before the start of class unless otherwise noted.

\*\*All work outside of class is due before class the following Tuesday. All online work can be found in the weekly Modules on ELMS. Additional Discussion Board assignments may be added throughout the semester. They will be announced in class.

Week		In Class	Online (ELMS)
1	Jan 29	Course Overview	<ul style="list-style-type: none"><li>• Pre-Test</li><li>• Week 1 Discussion-The value of Internships</li></ul>
2	Feb 5	Presenting yourself professionally	<ul style="list-style-type: none"><li>• Elevator Speech Assignment</li></ul>
3	Feb 12	Private and Public Sector Opportunities for CJ Majors	<ul style="list-style-type: none"><li>• Week 3 Discussion: CJ Jobs in the Private Sector</li><li>• Assignment: Identify a job/internship/grad school description that interests you. More details on ELMS.</li></ul>
4	Feb 19	Constructing a Resume	<ul style="list-style-type: none"><li>• Resume Assignment</li><li>• Week 4 Discussion: UMD Career Center Website</li></ul>

5	Feb 26	Cover Letter and Digital Communication Best Practices	<ul style="list-style-type: none"> <li>• Cover Letter and Professional Email Assignment</li> </ul>
6	Mar 5	LinkedIn/Alumni Tool	<ul style="list-style-type: none"> <li>• LinkedIn / Employer Prospect List Assignments</li> </ul>
7	Mar 12	Guest Speaker	<ul style="list-style-type: none"> <li>• U.S. Marshals</li> </ul>
8	Mar 19	SPRING BREAK	
9	Mar 26	How to write a federal resume	<ul style="list-style-type: none"> <li>• USA Jobs Profile / Federal Resume Assignment</li> </ul>
10	Apr 2	Guest Speaker	<ul style="list-style-type: none"> <li>• Supreme Court Police</li> </ul>
11	Apr 9	Behavioral Interviewing	
12	Apr 16	Mock Interviews	<ul style="list-style-type: none"> <li>• Mock Interview Assignment</li> </ul>
13	Apr 23	Guest Speaker	
14	Apr 30	TBD	
15	May 7	Reflection	<ul style="list-style-type: none"> <li>• Post-Test</li> <li>• Reflection Essay Assignment</li> </ul>