



UNIVERSITY OF MARYLAND

CCJS 332 Major Transitions: From Undergraduate to Professional

Fall 2023

Parren J. Mitchell Art-Sociology Bldg., Room 3203

Wednesdays 12:00PM – 12:50PM

Instructor: Shannon Sibel

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Office Hours: By appointment

Office: 2201 LeFrak Hall

Telephone: (301) 405-8094

Course Description:

CCJS 332 is a one-credit course designed to assist Criminology and Criminal Justice majors explore and prepare for entering graduate school and/or the professional work world. Topics covered in the course include graduate school, law school, and careers in federal, state, and local agencies.

Additionally 332 will incorporate job preparation skills including writing a resume, creating a cover letter, and preparing for an interview.

Course Prerequisites:

CCJS major; Sophomore, Junior or Senior standing

Learning Objectives:

In the course of this class, students will:

1. Identify strengths, interests, and professional development goals.
2. Develop a high-quality resume and cover letter.
3. Practice and refine interview skills.
4. Practice and refine professional communication and networking skills.
5. Identify career paths related to the CCJS major.

Course Text:

No textbook required

Email Policy:

The University has decided that your official email to be used in all classes is your TERPMAIL email. Therefore, all of our communication must be through your TERPMAIL email account.

Inclusive Learning Environment:

Students should be respectful of their fellow peers and the instructors and at all times feel comfortable and safe in the classroom environment. A diverse exchange of ideas is an integral part of the learning process and is essential to intellectual growth. The classroom should be a space where diverse opinions are exchanged in a non-threatening and respectful manner. No student should ever be made to feel marginalized in the classroom. If at any time you feel uncomfortable or offended with something that is said or presented in the classroom, please notify the instructor immediately. Furthermore, UMD's official policy recognizes that name and gender identity are central to most individuals' sense of self and well-being, and it is important to establish mechanisms to acknowledge and support individuals' self-identification. To this end, we ask that students honor the name and pronouns that each of us go by.

Course Expectations:**1. Mask Policy**

I will follow and enforce the official University mask policy. The official University mask policy is available on the [UMD Covid-19 website](#).

2. Attendance

CCJS 332 meets once per week for the duration of the semester and students are expected to attend every class session. Additionally, timeliness to class is expected. The university recognizes legitimate circumstances for missing a class, which include: documented illness (self or dependent) with a doctor's note; religious observance; participation in University activities at the request of University authorities; death in the immediate family; required court appearances; and compelling circumstances beyond a student's control. Campus Senate policy requires students who are absent due to illness/injury to furnish documentary support to the instructor. I require students to contact me by email before class indicating they are ill or injured. Students must provide written documentation verifying their illness/injury immediately upon their return to class. Students will not be allowed to turn in missed assignments or make up course work if you have not provided this documentation.

Documentation not presented in a timely manner will not be accepted. Additionally, if it is found that a student has falsified the documentation provided, I will refer the student to the University's Student Conduct Office.

3. 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 is of high quality. Assignments for the PSYC123 course cannot be used to fulfill assignments for CCJS332. Students using assignments from PSYC123 to fulfill assignments for CCJS332, will receive a

zero on the assignment in CCJS332 and will be referred to the Honor Council for Self Plagiarism.

There is a strict policy regarding late assignments. All assignments are due at the very beginning of class. An assignment turned in more than **ten** minutes after the beginning of class is considered late and will lose credit. Assignments are considered Major Scheduled Graded Events and therefore the University medical excuse policy, which allows a student a signed honor statement attesting to illness, does not apply to them.

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

4. Academic Integrity

Academic dishonesty of any form will 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 papers. The University of Maryland, College Park has a nationally recognized code of academic integrity, administered by the Student Honor Council. The 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 students 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 the [undergraduate catalog](#).

5. Classroom Code of Conduct

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 toward one another, guest lecturers, or us will be referred to the Office of Student Conduct or to campus police. Students are expected to adhere to the Code of Student Conduct.

The success of this course is hinged on, not only my ability to communicate ideas and concepts, but also my ability to create an environment conducive to learning. Disruptive behaviors make sustaining a learning-conducive environment impossible and cheat students out 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." Disruptive behaviors include, but are not limited to: the use of cell/smart phones, text messaging, side conversations, use of personal computers for reasons outside of taking notes (email, internet surfing, messaging, etc.),

leaving class early, coming into class late, reading outside materials, making loud or distracting noises, and sleeping. Please note the following:

- Students can use their personal computers to take class notes. If a student is found to be using a personal technology device in any way that is not related to taking class notes, the student will lose the privilege of using a personal technology device for the duration of the semester
- Cell/smart phones are not to be used in any capacity during class time. Cell/smart phones are to be turned off or silenced while in class

We are fortunate to have a number of speakers from professional fields who will address the class. It is expected that students will treat each guest with courtesy and ask appropriate questions. We 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; this is your time to ask questions and network

Additional Classroom Policies:

1. University Course Related Policies

Here is a link to the University of Maryland [policies for undergraduate students](#).

2. Religious Observances:

Students will not be penalized for participation in religious observances. If students are unable to attend lecture or submit an assignment due to religious observance, students must inform me by **Monday, September 11, 2023**. Accommodations will be made regarding attendance and assignments for students who have informed us of religious observances before the end of schedule adjustment.

3. Disability Support

I will make every effort to accommodate students who are registered with the Accessibility & Disability Services Office (ADS) and provide us with a University of Maryland ADS Accommodation form, which has been updated for the Fall 2023 semester. This form must be presented to me no later than **September 11, 2023**. I am not able to accommodate students who are not registered with ADS or who do not provide me with documentation, which has been reviewed by ADS.

4. Course Evaluations

Student feedback about this course is very important to both the CCJS department and myself. Please complete the online evaluation towards the end of the semester. The course evaluation system will be open for students to complete their evaluations for Fall 2023 courses in November.

5. Canvas

I will use Canvas 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.

Course Schedule:

The course schedule is subject to change at the instructor's discretion.

Class 1 - Wednesday, August 30, 2023

Lecture topic: Course overview
Review syllabus

Class 2 - Wednesday, September 6, 2023

Lecture topic: Constructing a resume
Assignments: Due: Introductory Discussion Post

Class 3 - Wednesday, September 13, 2023

Lecture topic: Constructing a resume – Peer Review
Assignments: Due: First draft of resume (draft 1)

Class 4 - Wednesday, September 20, 2023

Lecture topic: Presenting yourself professionally
Assignments: Due: Final draft of resume (draft 2)

Class 5 - Wednesday, September 27, 2023

Lecture topic: Law School
Guest Speaker: Gregory Shaffer, Esq. Pre-Law Advising
Assignments: Due: Speaker feedback form 1 (completed in class)

Class 6 - Wednesday, October 4, 2023

Lecture topic: Careers in Criminology and Criminal Justice
Guest speaker: Christine Sim, Maryland Judiciary
Assignments: Due: Speaker feedback form 2 (completed in class)

Class 7 - Wednesday, October 11, 2023

Lecture topic: Careers in Criminology and Criminal Justice
Guest Speaker: Tinsae Gebriel, Research and Policy Senior Associate,
Criminal Justice Reform, FWD.us

Assignments: Due: Speaker feedback form 3 (completed in class)

Class 8 - Wednesday, October 18, 2023

Lecture topic: Careers in Criminology and Criminal Justice
Guest speaker: Danielle James, Special Agent in Charge, NCIS

Assignments: Due: Speaker feedback form 4 (completed in class)

Class 9 - Wednesday, October 27, 2023

Lecture topic: Graduate School

Class 10 - Wednesday, November 1, 2023

Lecture topic: Careers in Criminology and Criminal Justice
US Secret Service Site Visit or Canvas module

Assignments: Due: Speaker feedback form 5 (completed in class) or Canvas module

Class 11 - Wednesday, November 8, 2023

Lecture topic: Careers in Criminology and Criminal Justice

Assignments: Due: Speaker feedback form 6 (completed in class)
Due: Virtual mock interview assignment

Class 12 - Wednesday, November 15, 2023

Lecture topic: Cover Letters

Assignments: Due: First draft of cover letter (draft 1)

Wednesday, November 22, 2023

No Class – Thanksgiving Break

Class 13 - Wednesday, November 29, 2023

Lecture topic: Careers in Criminology and Criminal Justice
 Guest Speaker: TBA

Assignments: Due: Speaker feedback form 7 (completed in class)
 Due: Final draft of cover letter (draft 2)

Class 14 - Wednesday, December 6, 2023

Lecture topic: Credit/Debt Management
 Guest speaker: Assistant Dean, Ann Holmes, College of Behavioral and Social Sciences

Assignments: Due: Speaker feedback form 8 (completed in class)
 Due: Informational Interview Assignment
 Due: Career Center Event

Important Dates:

September 11: End of schedule adjustment
 September 28: University Career Center Fall Career & Internship Fair
 November 6: Last day to drop a class with a “W”
 December 11: Last day of classes
 December 12: Reading day
 December 13-19: Final exams

Grading:

Assignments	Points Available
Introductory Discussion Post	30
Resume	50
Cover Letter	50
Mock Interview and Critique	50
Informational Interview Assignment	50
Attend Career Center Event (1 event)	50
In Class Assignments (8 assignments)	120
Total Points Available	400
Extra Credit Points Available	10

Final Grades:

400-387 points	A+	C+	319-307
386-374	A	C	306-294
373-360	A-	C-	293-280
359-346	B+	D+	279-267
345-333	B	D	266-254
332-320	B-	D-	253-240
		F	239-0

Extra Credit:

Students will have two opportunities to earn extra credit. Extra credit can be earned by scheduling an appointment (two appointments total) to discuss either a student's resume and/or cover letter. Each appointment is five extra credit points. Students must contact the instructor and schedule the appointment(s) by 4:00 PM on November 10, 2023. All appointments must be completed by 4:00 PM December 1, 2023.