CCJS 332 Major Transitions: From Undergraduate to Professional

Spring 2016

Tydings Hall, Room 1102       Wednesdays 12:00PM – 12:50PM

Instructor: Nicole Jackson, M.A.
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Telephone: (301) 405-4729
Office Hours: Monday through Friday from 9:00AM – 4:00PM. Students are strongly encouraged to schedule an appointment

Course Description:
CCJS 332 is a one-credit course designed to assist Criminology and Criminal Justice students 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

Course Text:
No textbook required

Course Expectations:
1. 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. You must provide written documentation verifying your illness/injury immediately upon your return to class. You will not be allowed to turn in missed assignments or make up course work if you have not provided this documentation. Documentation not presented to me in a timely manner will not be accepted. In addition, if it is
found that you have falsified the documentation provided, I will refer you to the University’s Student Conduct Office.

2. 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. 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. Assignments may not be submitted via e-mail without prior permission. Assignments can be turned in early and can be submitted in my mailbox or under my door, only if they are turned in prior to the actual due date. If you are turning in your assignment on the day it is due, it must be turned in at the classroom.

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

3. Academic Integrity
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 papers. 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 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 http://www.president.umd.edu/policies/docs/III-100A.pdf

4. 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 myself 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 our 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 phones including text messaging, side conversations, use of personal computers for reasons outside of taking notes (e-mail, internet surfing, messaging, etc.), utilizing smart phones, leaving class early/coming into class late, reading outside materials, making loud or distracting noises, and sleeping. Please note the following:

- Students are allowed to 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 phones are not to be used in any capacity during class time. Cell 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 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 (this is your time to ask questions and network). Students will be informed in advance of scheduled speakers

**Additionally Classroom Policies:**
1. 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 Tuesday, February 9, 2016. Accommodations will be made regarding attendance and assignments for students who have informed me of religious observances before the end of schedule adjustment.

2. Disability Support
   I will make every effort to accommodate students who are registered with the Disability Support Services Office (DSS) and provide me with a University of Maryland DSS Accommodation form, which has been updated for the Spring 2016 semester. This form must be presented to me no later than February 9, 2016. I am not able to accommodate students who are not registered with DSS or who do not provide me with documentation, which has been reviewed by DSS.

3. Course Evaluations
   Student feedback about this course is very important to both the CCJS department and myself. Please complete the online evaluation at the end of the semester. CourseEvalUM will be open for students to complete their evaluations for Spring 2016 courses in April. Students can go directly to the website (www.courseevalum.umd.edu) to complete their evaluations. Students who complete evaluations for all of their courses in the previous semester (excluding summer), can access the posted results via Testudo’s CourseEvalUM Reporting link for any course on campus that has at least a 70% response rate.
4. 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, January 27, 2016
Lecture topic: Course overview
Review syllabus

Class 2 - Wednesday, February 3, 2016
Lecture topic: Constructing a resume
Assignments: 1. Due: First draft of resume, please bring 2 copies

Class 3 - Wednesday, February 10, 2016
Lecture topic: Resume review
Constructing a cover letter
Assignments: 1. Due: Final draft of resume (draft 2)
2. Due: First draft of cover letter, please bring 2 copies

Class 4 - Wednesday, February 17, 2016
Lecture topic: Presenting yourself professionally
Assignments: 1. Due: Final draft of cover letter (draft 2)

Class 5 - Wednesday, February 24, 2016
Lecture topic: Presenting yourself professionally
Assignments: Due: Introductory Paper

Class 6 - Wednesday, March 2, 2016
Lecture topic: Career Center - tips and tricks using LinkedIn to locate professionals in your field of interest and explore new fields of interest
Guest speaker: Lee Penn, University Career Center
Assignments: Due: Speaker feedback form 1 (completed in class)
Class 7 - Wednesday, March 9, 2016
Lecture topic: Graduate School
Assignments: Due: None

Wednesday, March 16, 2016

Spring Break No Class

Class 8 - Wednesday, March 23, 2016
Lecture topic: Law School
Guest speaker: Gregory Shaffer, Esq. Pre-Law Advising
Assignments: Due: Speaker feedback form 2 (completed in class)

Class 9 - Wednesday, March 30, 2016
Lecture topic: Careers in federal law enforcement
Guest Speaker: Special Agent Jerome Sampson, Drug Enforcement Administration
Special Agent Monica Zink, Office of Inspector General, Department of Health and Human Services
Assignments: 1. Due: Speaker feedback form 3 (completed in class)
2. Due: Virtual mock interview assignment

Class 10 - Wednesday, April 6, 2016
Lecture topic: Credit/debt management
Guest speaker: Crystal Jackson, MBA, Bank of America
Assignments: 1. Due: Speaker feedback form 4 (completed in class)
2. Due: Virtual mock interview assignment

Class 11 - Wednesday, April 13, 2016
Lecture topic: Careers in a non-profit
Guest speaker: Shelley Allwang, National Center for Missing & Exploited Children
Assignments: Due: Speaker feedback form 5 (completed in class)
Class 12 - Wednesday, April 20, 2016
Lecture topic: Careers in local law enforcement
Guest speaker: Sergeant Jordan Swonger, Prince Georges County Police
Unique Feliciana, Prince Georges County Police
Scott Koogle, Montgomery County Police

Assignments: Due: Speaker feedback form 6 (completed in class)

Class 13 - Wednesday, April 27, 2016
Lecture topic: Careers in federal law enforcement and USA Jobs
Guest speaker: Special Agent in Charge Rachel Neil, Office of Inspector General, National Archives and Records Administration

Assignments: 1. Due: Speaker feedback form 7 (completed in class)

Class 14 - Wednesday, May 4, 2016
Lecture topic: Careers in federal law enforcement
Guest speaker: Deputy Desmond Proctor, US Marshal Service

Assignments: 1. Due: Speaker feedback form 8 (completed in class)
2. Career Center Events

Important Dates:
February 9: End of schedule adjustment period
February 24-26: University Career Center Spring Career & Internship Fair
March 13-20: Spring break
April 11: Last day to drop a class with a “W”
May 10: Last day of classes
May 11: Reading day
May 12-18: Final exams
May 18-20: Commencement
Assignments:
Below are descriptions of the assignments for CCJS 332. More detailed information about each assignment is posted on Canvas.

Resume
Students will prepare and submit a professional resume. In class, the elements of a professional resume will be reviewed and students will correct their own resume. The following week, students will submit a corrected and polished final draft of their resume.
Assignment Due: First draft: February 3, 2016 and final draft: February 10, 2016

Cover Letter
Students will prepare and submit a professional cover letter. In class, the elements of a professional cover letter will be reviewed and students will correct their own cover letter. The following week, students will submit a corrected and polished final draft of their cover letter.
Assignment Due: First draft: February 10, 2016 and final draft: February 17, 2016

Introductory Paper
Students will write a short 2-3 page paper introducing themselves and identifying what skills and/or information they hope to gain from this course.
Assignment Due: February 24, 2016

Virtual Mock Interview
Students will participate in a virtual mock interview with the University Career Center. After the interview students will write a short 2-3 page paper critiquing their performance.
Assignment Due: April 6, 2016

Career Center Events
Students are required to attend two events hosted/sponsored by the University Career Center. Eligible events include: career fairs, employer-in-residence information sessions, networking sessions, and/or job preparation sessions. After attending a University Career Center sponsored event, students will write a short one page summary about their experience and the event. Students will write a one page summary for each individual event, for a total of two one page summaries.
Assignment Due: May 4, 2016

Speaker Feedback Forms
In CCJS 332 students will hear from a number of guest lecturers working in different areas of the criminal justice field. Students will complete a speaker feedback form in class as speakers present. Students will complete speaker feedback forms beginning March 2, 2016.
Assignment Due: After each designated course
**Grading:**

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<th>Assignments</th>
<th>Points Available</th>
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<tr>
<td>Introductory Paper</td>
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<tr>
<td>Resume</td>
<td>50</td>
</tr>
<tr>
<td>Cover Letter</td>
<td>50</td>
</tr>
<tr>
<td>Mock Interview and Critique</td>
<td>50</td>
</tr>
<tr>
<td>Attend Career Center Event (2 events)</td>
<td>80</td>
</tr>
<tr>
<td>In Class Assignments (8 assignments)</td>
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<tr>
<td><strong>Total Points Available</strong></td>
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**Final Grades:**

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<th>Points Range</th>
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<td>C+</td>
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