



CCJS 332 Major Transitions: From Undergraduate to Professional

Spring 2022

Location: SQH1103 When: Wednesdays, 12-12:50 PM

Instructor: Erin Doolin, she/her/hers

Office: 2147 LeFrak Hall

Email: edoolin@umd.edu

Telephone: (301) 405-4729

Office Hours: Schedule an appointment through TerpEngage

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 potential careers for Criminology & Criminal Justice majors. Additionally 332 will incorporate job preparation skills including writing a resume, creating a cover letter, and preparing for an interview.

Masking Requirement:

President Pines provided clear expectations to the University about the wearing of masks for unvaccinated students. **Face coverings over the nose and mouth are required (at the time of this writing) while you are indoors at all times.** There are no exceptions. Masks may be momentarily removed for a sip of a drink but need to be in place immediately after a sip is taken. Students not wearing a mask will be given a warning and asked to wear one, or will be asked to leave the classroom immediately. Students who have additional issues with the mask expectation after a first warning will be referred to the Office of Student Conduct for failure to comply with a directive of University officials.

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 Prerequisites:

CCJS major; Sophomore, Junior or Senior standing

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.

Course Expectations:

1. Attendance

CCJS 332 meets once per week for the duration of the semester. Students are encouraged to attend every class to absorb the material and network with professionals. **Students are required to complete 6 discussion posts based on guest speakers. Students will not be able to complete these assignments if they did not attend class.**

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. Assignments for the PSYC 123 course cannot be used to fulfill assignments for CCJS 332. Doing so is self-plagiarism and is a violation of the honor code. Students using assignments from PSYC 123 to fulfill assignments for CCJS 332, will receive a zero on the assignment in CCJS 332. There is a strict policy regarding late assignments. All assignments are due at 11:59 PM (unless otherwise noted).

All assignments, unless otherwise stated, must be typewritten with the following guidelines:

- Font size: 12 point font maximum
- Font type: Times New Roman, Georgia, or similar font
- Grammar, spelling, and presentation will be factors in the grading of assignments
- **PDF Format Required**

Numerous assignments will be in the form of a discussion post. Once discussion posts open, you will have approximately one week to complete the discussion post. You must post your discussion post before being able to see other students' discussion posts. This is to ensure that you are sharing your own thoughts. Discussion posts are due at 11:59 PM, unless otherwise noted.

There are a variety of reasons why students may require an extension or make-up assignment.

Students are required to give prior notification for any missed assignment with an excused absence. To give

notice, please email me directly at EDoolin@umd.edu. University-excused absences include: illness with a doctor's note, death in the immediate family, required University activities, and required court appearance. Please note the University medical excuse policy allows a student to sign an honor statement attesting to the illness once per semester. **The last day to turn in any assignment is May 4, 2021.**

3. 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: <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. 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/smart phones, text messaging, side conversations, use of personal computers for reasons outside of taking notes (e-mail, 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 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/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 our class. It is expected that students will treat each guest with courtesy and ask appropriate questions. If you attend class with a guest speaker:

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 should always feel safe and comfortable in the classroom. If you do not feel comfortable or safe with a guest speaker, please let me know at least (1) week before the in-class presentation.

Additionally Classroom Policies:

University Course Related Policies

Here is a link to the University of Maryland policies for undergraduate students:

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

1. Religious Observances:

Students will not be penalized for participation in religious observances. **If students are unable to attend a lecture or submit an assignment due to religious observance, students must inform me no later than February 4, 2022.** 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 [Accessibility and Disability Services \(ADS\)](#) and provide me with a University of Maryland ADS Accommodation form, which has been updated for the Spring 2022 semester. This form must be presented to me no later than **February 4, 2022**. 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.

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 2022 courses in April. Students can go directly to the website (courseevalum.umd.edu) to complete their evaluations.

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 26, 2022

Lecture topic: Course overview
Review syllabus
Feller Center website

Assignments: Introductory Discussion Post due February 2 at 11:59 PM

Assignment: Read the article & watch the TedTalk on White Supremacy & Professional Development & write a response paper by Feb 1 at 11:59 PM

Class 2- Wednesday, February 2, 2022

Lecture topic: Professional Development and White Supremacy with Office of Diversity & Inclusion

Assignment: Response paper (Professional Development/White Supremacy) due February 9 at 11:59 PM

Class 3- Wednesday, February 9, 2022

Lecture topic: Vault, Exploring Career Interests, and Introduction to Career
What is an Informational Interview/Networking?

Assignment: Vault Discussion Post due February 16 at 11:59 PM

Assignment: Informational Interview #1 due March 16

Assignment: Informational Interview #2 due April 27

Class 4 - Wednesday, February 16, 2022

Lecture topic: Graduate School: Master's/PhD

Guest speakers: Richard Fletcher Hahand Shuhao Zhang

Assignment : Discussion Post on Graduate School due February 23

Class 5 - Wednesday, February 23, 2022

Lecture topic: Graduate School: Law School
Guest speaker: Nicki Kern

Assignment : Discussion Post on Law School due March 2

Assignment: Internship/Job/Grad School Posting due March 2

Class 6 - Wednesday, March 2, 2022

Lecture topic: **Careers in Criminology: US Capitol Police, US Supreme Court Police**

Assignment: Career Event assignment #1 due March 9 at 11:59 PM

Class 7 - Wednesday, March 9, 2022

Lecture topic: Constructing a resume (federal and private)

Assignment: Resume Draft #1 due March 16 at 11:59 PM

Assignment: Informational Interview #1 due March 16 at 11:59 PM

Wednesday, March 16, 2022

Lecture topic: Careers in Criminology

Guest Speaker: TBD

Assignment: Enjoy Spring Break

Class 8 - Wednesday, March 23, 2022

No Class- Enjoy Spring Break

Class 9 - Wednesday, March 30, 2022

Lecture topic: Cover Letters & Interview Stream

Get resumes back

Assignments: Final Draft of resume due April 6 at 11:59 PM

Assignments: Cover letter or personal statement due April 6 at 11:59 PM

Class 10 - Wednesday, April 6, 2022

Lecture topic: Careers in Criminology and Criminal Justice

Guest speaker: Danielle James, NCIS

USAJobs

Assignments: Virtual mock interview assignment due April 13 at 11:59 PM

Class 11 - Wednesday, April 13, 2022

Lecture topic: Careers in Criminology and Criminal Justice

Guest speaker: Robin McNair, Restorative Justice

Class 12 - Wednesday, April 20, 2022

Lecture topic: Careers in Criminology and Criminal Justice

Guest Speaker: TBD

Assignments: Career Event Assignment due April 27 at 11:59 PM

Class 13 - Wednesday, April 27, 2022

Lecture topic: Careers in Criminology and Criminal Justice

Guest speaker: TBD

Assignments: Final submissions of all job/internship materials, if applicable due May 4 at 11:59 PM

Class 14 - Wednesday, May 4, 2022

Lecture topic: Credit/Debt Management

Guest speaker: TBD

Grading:

Assignments	Points Available
Introduction Discussion	10
Vault & Exploring Careers Discussion	25
Job/Internship Description Assignment	25
Resume (First Draft)	10
Resume (Final Draft)	40
Cover Letter	50
Mock Interview and Critique	50
Attend Career Center Event (2 events)	50 (25 points each)
Informational Interviews (2)	100 (50 points each)
Reflection Paper- White Supremacy & Professionalism	15
Reflection Paper- White Supremacy & Professionalism	15
Discussion Posts (6 required) <ul style="list-style-type: none">- Law school (10)- Grad school (10)- Guest speaker (10)- Guest speaker (10)- Guest speaker (10)- Guest speaker (10)	60
Total Points Available	450
Extra Credit Points Available	10

I reserve the right to adjust the policies/assignments/points if emergency health conditions dictate it or we move online.

Final Grades:

97-100% A+

93-96.9% A

90-92.9% A-

87-89.9% B+

83-86.9% B

80-82.9% B-

77-79.9% C+

73-76.9% C

70-72.9% C-

67-69.9% D+

63-66.9% D

60-62.9% C-

<60% F

Extra Credit:

Students will have two opportunities to earn extra credit.

Extra credit can be earned by scheduling an appointment with Erin Doolin or a Feller Center employee to discuss their resume/cover letter/internship search/etc. Students can earn 5 points/appointment.

Appointments for extra credit must be completed by April 13, 2022.

Important Dates:

February 04 :	End of schedule adjustment
February 23-25:	University Career Center Spring Career & Internship Fair
March 20-27:	Spring break
April 08 :	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 19-21:	Commencement