



UNIVERSITY OF MARYLAND

CCJS 332 Major Transitions: From Undergraduate to Professional

Spring 2019

Tydings Hall, Room 1102

Wednesdays 12:00PM – 12:50PM

Instructor: Nicole Jackson, M.A.

Office: 2201A LeFrak Hall

Email: jacksonn@umd.edu

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 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

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. Assignments for the PSYC 123 course cannot be used to fulfill assignments for CCJS 332. 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 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 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 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/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. 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

Additionally Classroom Policies:

1. University Course Related Policies

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

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

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 **Friday, February 8, 2019**. 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 2019 semester. This form must be presented to me no later than **February 8, 2019**. 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 2019 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 30, 2019

Lecture topic: Course overview
Review syllabus

Class 2 - Wednesday, February 6, 2019

Lecture topic: Constructing a resume
Assignments: Due: First draft of resume, please bring 2 copies

Class 3 - Wednesday, February 13, 2019

Lecture topic: Careers in Criminology and Criminal Justice
Guest Speaker: Officer Rob Smith, United States Supreme Court Police Department
Guest Speaker: Daniel Loveland Esq., Assistant United States Attorney
Assignments: Due: Final draft of resume (draft 2)
Due: Speaker feedback form 1 (completed in class)

Class 4 - Wednesday, February 20, 2019

Lecture topic: Presenting yourself professionally
Assignments: Due: Introductory Paper

Class 5 - Wednesday, February 27, 2019

Lecture topic: Graduate School
Assignments: Due: None

Class 6 - Wednesday, March 6, 2019

Lecture topic: Career Center – LinkedIn and protecting your image
Guest speaker: Crystal Sehlke, University Career Center
Assignments: Due: Speaker feedback form 2 (completed in class)

Class 7 - Wednesday, March 13, 2019

Lecture topic: Constructing a cover letter
Assignments: Due: First draft of cover letter, please bring 2 copies

Wednesday, March 20, 2019

Spring Break No Class

Class 8 - Wednesday, March 27, 2019

Lecture topic: Law School
Guest speaker: Gregory Shaffer, Esq. Pre-Law Advising
Assignments: Due: Final draft of cover letter (draft 2)

Class 9 - Wednesday, April 3, 2019

Lecture topic: Careers in Criminology and Criminal Justice
Guest speaker: Office Andrew Reynolds, United States Secret Service
Assignments: Due: Speaker feedback form 3 (completed in class)
Due: Career Center Event 1

Class 10 - Wednesday, April 10, 2019

Lecture topic: Careers in Criminology and Criminal Justice
Guest speaker: Deputy Desmond Proctor, US Marshal Service
Assignments: Due: Speaker feedback form 4 (completed in class)
Due: Virtual mock interview assignment

Class 11 - Wednesday, April 17, 2019

Lecture topic: Careers in Criminology and Criminal Justice
Guest speaker: Matthew Stein, National Center for Missing & Exploited Children
Assignments: Due: Speaker feedback form 5 (completed in class)

Class 12 - Wednesday, April 24, 2019

Lecture topic: Careers in Criminology and Criminal Justice
Guest Speaker: Special Agent Jerome Sampson, Drug Enforcement Administration
Special Agent Monica Zink, Office of Inspector General, Department of Health and Human Services
Assignments: Due: Speaker feedback form 6 (completed in class)

Class 13 - Wednesday, May 1, 2019

Lecture topic: Careers in Criminology and Criminal Justice
Guest speaker: Lieutenant Jordan Swonger, Officer Unique Feliciano,
Officer Winifred Melesh, Prince Georges County Police Department
Assignments:
1. Due: Speaker feedback form 7 (completed in class)
2. Career Center Event 2

Class 14 - Wednesday, May 8, 2019

Lecture topic: Credit/Debt Management

Guest speaker: Assistant Dean, Ann Holmes, College of Behavioral and Social Sciences

Assignments: 1. Due: Speaker feedback form 8 (completed in class)

Important Dates:

February 8: End of schedule adjustment

February 20-22: University Career Center Spring Career & Internship Fair

March 18-22: Spring break

April 12: Last day to drop a class with a "W"

May 14: Last day of classes

May 15: Reading day

May 16-22: Final exams

May 22-24: Commencement

Grading:

| Assignments | Points Available |
|---------------------------------------|------------------|
| Introductory Paper | 50 |
| Resume | 50 |
| Cover Letter | 50 |
| Mock Interview and Critique | 50 |
| Attend Career Center Event (2 events) | 80 |
| 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 opportunity to earn extra credit. Extra credit can be earned by scheduling an appointment (two appointments total) to discuss either their resume and/or cover letter. Each appointment is five extra credit points. Students must contact the instructor and schedule appointments by 4:00 PM April 12, 2019. All appointments must be completed by 4:00 PM April 30, 2019.