Instructor Information

Instructor: Shawn Eastman  
Office: N/A  
E-mail: shawn.eastman@gaithersburgmd.gov  
Phone Number: 240-372-7231  
Office Hours: ½ hour after class, Bldg. III, RM 5101  
Class Room: Building III, Room 3206

Course Information

Course: CCJS498F  
Credits: 3

Meeting Day(s): Wednesday  
Meeting Time(s): 11:00 am – 1:30 pm

Course Description

This course is designed to address the historical understanding of issues that both positively and negatively affect the pre-employment process for public safety agencies. The predictive factors of hiring through the utilization of recruitment techniques and the pre-employment investigation process will be examined. Upon completion of the course, students should possess an understanding of the importance that recruitment and retention, selection, training, and legal issues has in an agency's future success. Students will also develop an understanding of the predominant factors affecting applicant attrition rates.

Core Learning Outcomes

1. Demonstrate an understanding of the various phases of the pre-employment investigative process.  
2. Examine and evaluate the effectiveness of the pre-employment screening process.  
3. Identify the challenges of recruiting, investigating, hiring and retaining qualified candidates.  
4. Demonstrate effective methods of recruiting and retaining qualified candidates.  
5. Address the multitude of legal issues in the hiring process through an examination of federal and state laws.

Instructional Methods

Class discussion, group activities, videos, research paper, guest speakers, exams, lecture, and a project.

Text

### Assessment Method

<table>
<thead>
<tr>
<th>Case Assignment / Exams / Project / Participation</th>
<th>Possible Point Value</th>
<th>Final Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>30</td>
<td>A- = 450+ pts.</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>100</td>
<td>B- = 400+ pts.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>C- = 350+ pts.</td>
</tr>
<tr>
<td>Millennials in Policing Research Paper</td>
<td>100</td>
<td>D- = 300+ pts.</td>
</tr>
<tr>
<td>Recruitment Project &amp; Paper</td>
<td>150</td>
<td>F = 299 and below</td>
</tr>
<tr>
<td>Participation</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>500</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Plus/minus grades are in effect; i.e. a 90-93% is an A-, a 94-96% is an A and 97% and above is an A+**

**Information on emergency closings:** We do not follow College Park for closing information but rather USG. Here is the site with that information: [http://www.shadygrove.umd.edu/campus-services/public-safety/campus-alerts](http://www.shadygrove.umd.edu/campus-services/public-safety/campus-alerts)

**With any additional questions regarding student related policies pertaining to academic integrity, code of student conduct, sexual misconduct, non-discrimination or other University of Maryland policies visit: [http://ugst.umd.edu/courserelatedpolicies.html](http://ugst.umd.edu/courserelatedpolicies.html)

### Progress Report / Assistance

Students may review their progress at any time by entering the “grade-book” feature in Canvas. You will have an ongoing opportunity to evaluate your progress in this course and decide if you need to make any adjustments (additional study, tutoring, conference with instructor etc.) to assure your success in this course. You may also contact me at any point during the semester. Canvas can be accessed via the following link: [https://myelms.umd.edu/login](https://myelms.umd.edu/login).

You may consider seeking assistance from the Center of Academic Success, located on the Shady Grove campus.

**Mission:** The Center for Academic Success (CAS) at USG empowers undergraduate and graduate students to develop effective learning strategies, self-efficacy, persistence, and leadership through customized academic and disability support.

**Services:** CAS offers the following services:

- Writing appointments for feedback on assignments and personal statements
- Statistics and Research Methods assistance with course work, projects, and presentations
- Academic coaching on time management and study strategies
- Disability support services for students registered with accommodations
- Peer-led programs for targeted courses including Guided Study Sessions and Writing Fellows
**Codes of Academic Integrity and Student Conduct**

Students are required to uphold the Code of Academic Integrity and the Code of Student Conduct. Students who violate either of these codes may receive a failing grade in the class. Regarding assignments and exams, students should always observe the highest standards of academic honesty and integrity. Your academic work should be the result of your efforts, thoughts, and ideas. When writing papers or assignments, you should use an appropriate citation style consistently, indicating exactly where you are quoting, or have been inspired by, the work of others.

Cheating on any assignment or exam will result in the following disciplinary actions:

1. “XF” (a cheating F) will be the grade earned for the course, and (2) possible expulsion from the UMCP’s B.A. Program in Criminology & Criminal Justice at the Shady Grove Center, effective the following semester. All cases of academic misconduct will be referred to the Student Honor Council at UMCP.

2. Examples of conduct meriting such disciplinary actions include, but are not limited to, the following: (1) cheating on an exam, either with or without assistance of another student or students, (2) submitting as your own work a paper that is either wholly or partially plagiarized, such a purchasing a paper from an internet site or superficially rewriting the work of others without proper citation, or (3) collaborating with fellow students on assignments or take-home exams for which you were instructed to work alone.

Missing a class to participate in a religious observance or to seek medical care constitutes an excused absence. Please inform me in advance, if possible, if you will need to miss a class for such reasons. It remains your responsibility to check with fellow students for class notes.

Per University of Maryland policy for a student’s medically necessitated absence from class, students shall now make a reasonable attempt to inform the instructor of his/her illness prior to the class; and, upon returning to class, present their instructor with a self-signed note attesting to the date of their illness. Each note must also contain an acknowledgment by the student that the information provided is true and correct. Providing false information to University officials is prohibited under Part 9 (h) of the *Code of Student Conduct* (V-1.00 (B) UNIVERSITY OF MARYLAND CODE OF STUDENT CONDUCT) and may result in disciplinary action.

If a student misses an exam, s/he must produce a documented, valid reason for doing so as soon as possible. I reserve the right to assess a penalty deduction in grading make-up work when the absence is unexcused. The make-up session for a missed exam will be held at a time of my choosing, and the format of the make-up exam may be altered at my discretion.

**Students with Disabilities**

The University is legally obligated to provide appropriate accommodations for students with disabilities. The campus’s Disability Support Service Office (DSS) works with students and faculty to address a variety of issues ranging from test anxiety to physical and psychological disabilities. If an instructor believes that a student may have a disability, DSS should be consulted (4-7682 or dissup@umd.edu). Note that to receive accommodations, students must first have their disabilities documented by DSS. The office then prepares and Accommodation Letter for course instructors regarding needed accommodations. Students are responsible for presenting this letter to their instructors by the end of the drop/add period.
**Religious Observances**

The University's policy on religious observance and classroom assignments and tests states that students should not be penalized for participation in religious observances and that, whenever feasible, they should be allowed to make up academic assignments that are missed due to such absences. Faculty should describe this policy in the syllabus. Students are responsible for notifying the instructor of projected absences within the first two weeks of the semester. This is especially important for final examinations. Instructors should take the validity of these requests at face value. It is the student’s responsibility to inform me of any intended absences for religious observances in advance.

**Participation / Attendance Policy**

Attending and participating in every class, arriving to class on time, submitting assignments on time, remaining in class until it is completed and ensuring a proper division of labor on the final project are all taken into consideration when factoring your participation grade. Assignments must be turned in by the assigned due date or face penalty (5% for every day late). Utilizing electronic devices, other than for legitimate class purposes, will not be tolerated and will also be factored into your participation grade. Class participation, to include discussion, group and individual class work, and respectful interaction between the instructor and students are emphasized in this course. Each student is expected to be prepared for, and participate in, the recruitment project. This will also be factored into your participation grade.

If you are absent from class, you cannot participate; therefore, class should only be missed for serious illness, emergency, religious holidays, or participation in official college functions. Students who miss a single class for a medical reason must make a reasonable effort to contact me in advance by email or phone, and upon return to class, present me with a self-signed note which acknowledges that the information provided is accurate. A student’s failure to provide an accurate statement is a violation of the honor code. What to do if you must seek to be excused from class: Excusal will be granted, at my discretion, and make up work and late assignments accepted in these emergency cases as contracted and documented in email between the student and instructor. In case of absence, students are responsible for requesting missed material from me or another student. Three or more absences for medical reasons require medical documentation from a health care provider. In the event a student is absent for a major grading event, (which consists of the midterm exam, the final exam and the recruitment project), the student must provide documentation of illness from a health care provider as well as notify me in advance. Students with written, valid excused absences are entitled to a makeup exam at a time mutually convenient for the instructor and student. As this class relies heavily on interaction, participation is worth **50 points** (see above).

All electronic devices (cell phones, etc.) must be turned off and put away. Laptops are permitted for note-taking purposes only. You cannot participate fully if you are engaged in other activities.
Exams
There will be two exams, a midterm and a final, each worth 100 points. The format of each exam will be announced at least two weeks prior to administration. The final exam is not cumulative per se; however, students must demonstrate a command of all material. Exam dates are posted on the course calendar. Unless prior permission is given, all students are required to take the examination on the day it is administered. If prior permission is not obtained, students will receive a zero (“0”) for that examination. The instructor is not bound to provide the same examination/format for make-up examinations.

Millennials in Public Safety Research Paper
Students will research the subject of millennials in policing and answer the following questions.
1. How do millennial candidates differ from candidates from previous generations?
2. What cited benefits do millennials bring to the profession?
3. What are the primary recruiting and retention concerns of millennials?
4. If you were in charge of recruiting and retention, how would you address these concerns?

APA style format, 4-6 pages, 100 points, see the Millennials in Policing paper guidelines for further instructions

Recruitment Project
Students will be required to complete a group project and corresponding subject matter paper. Each group will create a fictional police department. Each “police department” will be on display at a mock recruitment drive (law enforcement career day). On this day, each group will be tasked with operating an informational booth as if they were present at an actual career day. Real police officers who are intimately familiar with the hiring process will be role-playing as potential police officer candidates and will visiting each booth. Each group will be responsible for answering general questions about their police department, the pre-employment process and generally try to “recruit” the role players. Each group will be subdivided and assigned to address specific subject matters.

APA style format, 150 total points, see the Recruitment Project and Subject Matter Paper guidelines for further instructions
<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
<th>Subject</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>1/23 – 3/6</td>
<td>Practical implications of PEI, PE screening process, legal issues in the hiring process, videos &amp; guest lecturer, millennial paper due, 3 quizzes</td>
<td>Chapters 1-3 Quiz 1 2/13 Quiz 2 2/20 Quiz 3 2/27 Millennial paper due 2/27</td>
</tr>
<tr>
<td>7</td>
<td>3/13</td>
<td>Midterm exam- building I room 206 computer lab</td>
<td>Covers chapters 1-3</td>
</tr>
<tr>
<td>None</td>
<td>3/18-3/25</td>
<td>Spring break</td>
<td>N/A</td>
</tr>
<tr>
<td>8-13</td>
<td>3/27-5/1</td>
<td>Medical &amp; psychological standards, informational sources &amp; the final investigative package, the past predicting the future of PEI, videos &amp; guest lecturer, recruitment project paper due, 3 quizzes</td>
<td>Chapters 4-6 Quiz 4 4/10 Quiz 5 4/17 Quiz 6 4/27 Recruitment project paper due 5/1</td>
</tr>
<tr>
<td>14</td>
<td>5/8</td>
<td>Recruitment booth project presented (last regular class)</td>
<td>Recruitment booth</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Final exam- building I room 206 computer lab</td>
<td>Covers chapters 4-6</td>
</tr>
</tbody>
</table>

- **Copyright Notice**
  
  Class lectures and other materials are copyrighted and that they may not be reproduced for anything other than personal use without written permission from you.