



**Course Syllabus**

**Criminal Justice Survey  
CJLE 2325**

**Course Description:**

Develop fundamental skills to seek employment in the criminal justice field. Overview of the criminal justice world of work in the 1990's; preparing for job search; job seeking strategies, and how to succeed once the job has been obtained.

**Semester Hours Credit:** 3

**Lecture/Lab Hours:**

**Prerequisite:**

**Textbook(s):** Careers in Criminal Justice and Related Fields: J. Scott Harr

**Student Learning Outcomes:**

1. Identify employment trends in the criminal justice field.
2. Explain how the fields of criminal justice and private security are growing in importance in society.
3. Identify the impact of technology on the job market.
4. Identify characteristics of the criminal justice jobs of the future.
5. Write a resume'.

**TEACHING METHODS:**

1. Facilitation
2. Class Discussion
3. Reading assignments
4. Audio visual aids
5. Practical Exercises
6. Homework assignments



**Evaluation Methods:**

- 1. Examination
- 2. Class Engagement
  - 1. Homework Assignments            550 A = 900 - 1000 points
  - 2. Presentation                        300 B = 800 - 899 points
  - 3. Class Engagement                150 C = 700 - 799 points
  - 1000 D = 600 - 699 points
  - F = 599 points and below

- Late assignments will be penalized 20 points per day/partial day late. (assignments are due at the beginning of the class assigned).
- Bonus points: Perfect Attendance 50 Points
- Final examination is comprehensive.
- All homework assignments will be computer generated. Proper English counts.
- Homework is do the beginning of class on the days assigned.
- You may get your grades on line at <http://www.coastalbend.edu>

**Exams:** There will be none.

**Class Engagement:** This counts as 15 percent of your final grade. It is NOT the same as attendance. It includes intelligent statements and sincere questions, and clear preparation for class. Please see the Class Engagement Rubric for a guide to your evaluation.

**Reading:** Readings will be assigned for certain days of class. Not all of the reading assignments are listed in the syllabus. These are to be read **before** coming to class and you are to be prepared to discuss your reactions to the readings, as well as to any of the current events, as they are applicable to class. Your class engagement grade relies heavily on this preparation.

**Attendance:**

Attendance is expected at all class meetings and please do not confuse attendance with “participation” (which I refer to as “engagement” – see the rubric). Class begins at TIME. You are expected to be on time. Roll is taken, and if you are not in your seat, you will be counted absent. Leaving class early without prior permission will result in your being counted absent for the class session. The penalty for missing class **for any unexcused reason** is as follows:

- 1<sup>st</sup> absence = no penalty
- 2<sup>nd</sup> absence = no penalty
- 3<sup>rd</sup> absence = no penalty
- 4<sup>th</sup> absence = 2-3 page paper on the topic for the day missed OR 2 points off your FINAL grade
- 5th absence = 2-3 page paper on the topic for the day missed AND 2 points off your FINAL grade OR 1 letter grade drop on your FINAL grade
- 6th absence = Failing grade in the class

Communicate with the instructor if there are extenuating circumstances.



**Student Responsibility:** Students with special needs, including physical and learning disabilities, who wish to request accommodations in this class, should contact the Counseling Office as soon as possible to make arrangements. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Special Needs Counselor. For more information, please go by the Counseling Office, or contact the following Counselors at each campus:

Beeville, Eddie Rojas, edrojas@coastalbend.edu (361) 354-2731

Alice, Dee Berthold, deede@coastalbend.edu (361)664-2981 Ext. 3025

Kingsville, Pete Trevino, ptrevino@coastalbend.edu (361)592-1615 Ext. 4077

Pleasanton, Lauren Denver, ldenver@coastalbend.edu (830)560-4222 Ext. 1203

The last day to drop this course with a "W" is 12:00 noon on \_\_\_\_\_ 20 \_\_\_\_\_.  
(Date)

**Academic Integrity:** You are expected to practice the highest possible standards of academic integrity. Any deviation from this expectation will result in a minimum of your failing the assignment, a possible failing grade in the course, and may result in additional, more severe disciplinary measures. This includes improper citation of sources, using another student's work, and any other form of academic misrepresentation. When in doubt on collaboration, citation, or any issue, please contact me before embarking on a perilous path. Please see [www.coastalbend.edu](http://www.coastalbend.edu) for more information.

**General Rules:**

1. No eating in class – this includes snack foods. You may drink soda, water, etc. but all cans or bottles that may make noise should be opened PRIOR to class beginning so as not to disturb the class. Violations of this rule will result in your immediate dismissal from class.
2. This class will engage in open discussion – all students are to address one another and the instructor with respect and courtesy, this includes speaking when recognized by the professor. The proper way to be recognized is to raise your hand and wait until you are called on. This is not Parliament – you never “have the floor.” I will let you know when you have been recognized and when your turn to speak is complete. If you disagree with a point or classmate, you are expected to express yourself in a principled and dignified fashion. Debate in America today is seemingly dissolving into an “all-or- nothing, with-us-or-against-us” mentality, which undermines the value of dissenting opinions and free expression on which our country was founded. Zero sum arguments also tend to ignore the nuance and subtlety of legal arguments, social issues, and governmental policy challenges. I trust and feel confident we will engage in discussion and debate that exemplifies the ideals and spirit of the founders of our country. I will accept no less.
3. Any name-calling (e.g., fascist, socialist, ignorant, etc.) during debate will result in your immediate dismissal from class. Name calling is an indication of a lack of ideas and civility – it will not be tolerated in this forum.
4. Any disrespectful or disruptive behavior – including, but not limited to: sleeping, reading, side discussions, overt disruptions, harassing behaviors, etc.- will result in your dismissal from the class, and may result in your dismissal from the course with a “WF” (Withdraw Failing), and/or a referral to the Office of Student Conduct.



5. If you miss a class it's up to you to make up all course work by the next class. If you miss a test, it will be taken on the next class date. If you fail to do this you will receive a zero for that test.
6. **CELL PHONES (READ THIS TWICE, PLEASE).** There are NO cell phones permitted to be out and/or in my (or your) sight in this class. This class requires your engagement, and cell phones serve to detract from that engagement. Additionally, your phone should be not only put away, but on “silent” (NOTE: vibrate is NOT silent). If your phone is out and/or in sight, you will be asked to put it away, and you will lose 2 points off of your FINAL grade. Should your phone ring/vibrate during class, you are dismissed for the day. You are to silence it immediately, and quietly leave the class session. You will be counted absent for the session. Failure to adhere to this will result in more stringent disciplinary action.
7. I am to be addressed as “Professor” or “Mr.” Sullivan. Decorum in emails and other communications should reflect the same professionalism.
8. The instructor reserves the right to amend these rules as necessary throughout the term.

*Note: This syllabus is a guide. Circumstances may alter the reading and/or test schedules. You are required to check your email at least once a week.*

**CAMPUS RESOURCES:**

- COUNSELING CENTER – (361-664-2981 ext. 3025)
- ACADEMIC SUPPORT CENTER - (361-664-2981 ext. 3025)
- STUDENT CONDUCT OFFICE - (361-664-2981 ext. 3025)
- STUDENT CODE OF CONDUCT WEBSITE - [www.coastalbend.edu](http://www.coastalbend.edu)
- ACADEMIC INTEGRITY WEBSITE - [www.coastalbend.edu](http://www.coastalbend.edu)

**Course Outline:**

- A. Where to look for Employment
  1. Researching municipal, state, and federal employers
- B. Resume Writing
- C. Preparing for interviews
- D. Practice State License Exams

**Tentative Reading Assignments:** In this course we will start with chapter 1 and progress through each chapter sequentially. We may vary from this method and you will be given prior notice of any changes. There may also be additional outside reading assignments as the requirements may dictate.

**IMPORTANT DATES:**

- January 19
- March 14 - 18
- April 15
- April 22, 25
- May 5
- May 10

**DATE ITEM:**

- Classes Begin
- Spring Break
- Last Day to Drop Classes with a “W” 12 noon
- Spring Holiday
- Last Day for Day & Evening Classes
- Final Exams (This class does not have a final all assignments do NTL May 3<sup>rd</sup>)



**WARNING-DISCLAIMER:** This class will deal with some **very adult subjects** and **very adult language**. We will may be discussing murder, rapes, gang rapes, homosexuality, race, gangs, drugs, nudity, women in prisons, capital punishment, and other highly controversial topics that may offend certain people. If you are offended by frank adult discussions of these topics *please take another course*. Your professor has worked 39 years in various parts of the criminal justice system. He has seen and heard some things that are not very nice. He will be presenting some of his experiences in class.

**SCAN SKILLS, FOUNDATION SKILLS, AND WORKPLACE COMPETENCIES:**

1. Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.
2. Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
3. Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
4. Receive, attend to, interpret, and respond to verbal messages and other cues.
5. Organize ideas and communicate orally.
6. Generate new ideas.
7. Specific goals and constraints, generate alternatives, consider risks, and evaluate and choose the best alternative.
8. Recognize problems and devise and implement plan of action.
9. Organize and process symbols, pictures, graphs, objects, and other information.
10. Use efficient learning techniques to acquire and apply new knowledge and skills.
11. Discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.
12. Exert a high level of effort and persevere toward goal attainment.
13. Believe in one's own self-worth and maintain a positive view of oneself.
14. Demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings.
15. Assess one-self accurately, set personal goals, monitor progress, and exhibit self control.
16. Choose ethical courses of action.
17. Select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
18. Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
19. Acquire, store, allocate, and use materials or space efficiently.
20. Assess skills and distribute work accordingly, evaluate performance and provide feedback.
21. Contribute to group effort.
22. Teach others new skills.
23. Work to satisfy customers' expectations.
24. Communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
25. Work toward agreements involving exchange of resources, resolve divergent interests.
26. Work well with men and women from diverse backgrounds.
27. Acquire and evaluate information.
28. Organize and maintain information.



- 29. Interpret and communicate information.
- 30. Use computers to process information.
- 31. Know how social, organizational, and technological systems work and operate effectively with them.
- 32. Distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.
- 33. Suggest modifications to existing systems and develop new or alternative systems to improve performance.
- 34. Choose procedures, tools or equipment including computers and related technologies.
- 35. Understand overall intent and proper procedures for setup and operation of equipment.
- 36. Prevent, identify, or solve problems with equipment, including computers and other technologies.

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

**CJLE 1325 - CRIMINAL JUSTICE SURVEY**

I \_\_\_\_\_ have read the syllabus for this  
(Print your name **CLEARLY**)

course, on \_\_\_\_\_, 2012 and completely understand the syllabus.  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
CBC#



**ADA Statement:** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GL \(Legal\)](#)

**Special Needs Services:** Students with special needs, including physical and learning disabilities, who wish to request accommodations in this course should contact the Student Development Office as soon as possible to make arrangements; this should occur no later than the second week of class or as soon as the student has the documentation on the disability and requested accommodation per a certified medical or psychological professional. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Student Development Advisor.

For more information, contact: in Alice at [sdalice@coastalbend.edu](mailto:sdalice@coastalbend.edu); Beeville at [sdbeeville@coastalbend.edu](mailto:sdbeeville@coastalbend.edu); Kingsville at [sdkingsville@coastalbend.edu](mailto:sdkingsville@coastalbend.edu); and Pleasanton at [sdpleasanton@coastalbend.edu](mailto:sdpleasanton@coastalbend.edu).

**Academic Dishonesty:** Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

See at: [FLB \(Local\)](#) and [FM \(Local\)](#).

See the [Student Handbook](#) for further explanation of Scholastic Dishonesty.

**Copyright Law and Intellectual Property Rights Policy:** Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Coastal Bend College



Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**Intellectual Property: Student /Third Party Works:** Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**NOTE:** The College website ([www.coastalbend.edu](http://www.coastalbend.edu)) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.