

Technical College of the Lowcountry  
921 Ribaut Road ~ PO Box 1288  
Beaufort, SC 29901-1288

Michael Ricks  
Business Technologies Division  
Building 14, Room 107  
843-525-8322  
[mricks@tcl.edu](mailto:mricks@tcl.edu)



## CRJ 260 SEMINAR IN CRIMINAL JUSTICE

### Course Description

This course includes a study of new trends in criminal justice. This course includes a study of new trends in criminal justice. This course is designed to afford the student independent research and study of new trends, innovations and problems in the field of criminal justice. This course will target the latest in the hiring processes in the criminal justice field.

3 Cr (3 lect/pres: CRJ 101, 0 lab, 0 other) **Course Focus**

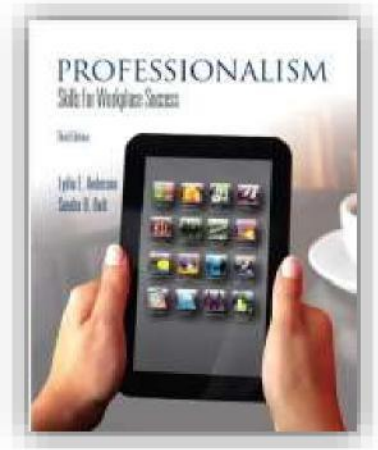
The student will receive a general overview of principles for hiring practices within the criminal justice field. Student will research and identify new trends, innovation, and problems as it relate to hiring and maintain a job.

### Text and References

**Professionalism: Skills for Workplace Success**, 3<sup>rd</sup> Edition, Anderson, L. E. and Bolt, S. B., Pearson Education, Inc. ISBN 0-1326-2466-4.

### Optional Reading and Guides:

Goodman, D.J., & Grimming, R. (2007). *Work in Criminal Justice: An A-Z Guide to Careers*. Pearson/Prince Hall, Inc. ISBN: 0-13-195981-6



### Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives. (\*designates a CRUCIAL goal)

1. identify debt management resources
2. identify personality traits
3. identify importance of customers and customer service
4. utilize professional etiquette
5. apply appropriate use of technology in business/social situations

6. recognize negative impact of prejudice and stereotypes in workplace
7. identify importance of maintaining workplace confidentiality
8. define workplace ethics
9. define primary business functions
10. describe how stress impacts workplace performance
11. analyze organizational structures
12. recognize money wasters
13. create a personal budget
14. describe importance of personal financial management
15. differentiate between extrinsic and intrinsic rewards
16. identify impact of setting goals and objectives
17. state advantages of having mentor
18. create short-term and long-term goals
19. define goal setting
20. identify primary and secondary learning styles
21. identify individual values
22. apply time management techniques
23. link concepts of empowerment, responsibility, and accountability
24. understand the importance of formal and informal learning
25. explain types of workplace terminations
26. develop professional interview techniques
27. create a cover letter and resume
28. create job search portfolio
29. conduct targeted job search
30. identify characteristics of effective leadership
31. describe elements of successful presentations and meetings
32. list traits of difficult customers
33. categorize appropriate and inappropriate workplace relationships
34. understand possible changes in employment status
35. demonstrate basic telecommunication etiquette
36. create correctly formatted business correspondence
37. name key elements of communications process
38. list types of communications media
39. differentiate between formal and informal communication
40. explain the function of human resources department
42. name primary types of employee benefits
43. explain right-to-revise clauses
44. explain concept of employment-at-will
45. prepare an organizational chart
46. identify characteristics of a team player
47. dress proper for hiring
48. provide necessary information to hiring board
49. demonstrate proper interviewing techniques

### **Student Contributions**

Each student will spend at least 6 hours per week preparing for class. Attendance is critical in this class. At the conclusion of this course, students will provide the following documents for their portfolio; resume, cover letter, and completed application. It is the responsibility of the student to take the tests and submit the research paper

within the specified due dates. The syllabus is subject to change. All changes will be discussed in class and students will be accountable for such changes.

### **Course Evaluation**

Your performance objective and exams will be translated to points and the points to grades. There are 100 possible points and grades will be earned as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

Final grade in this class will be based upon:

Discussion Forum – 40%

Final – 20%

Resume and Cover Letter – 10%

Application – 10%

Practicum – 20%

### **Discussion Forum**

Discussion questions are the online version of classroom conversations in an on-ground course. As such, every student is expected to participate in each discussion question. To participate, please first submit a discussion response containing a minimum of 150 words by Day 4 (Thursday). Then by Day 6 (Sunday), submit feedback to a minimum of two classmates. While feedback does not have to be a minimum of 150 words, it should be more than “I agree with you” or “Good job on the post.” While it is acceptable to start the feedback in this manner, you must tell the classmate why you agree or why his or her discussion response is good. The discussion forum is valued at 40% of final grade.

### **Final Exam**

The final exams will consist of multiple choice questions, true/false, and fill-in the blank type questions. The final exam is valued at 20% of the final grade.

### **Application/Resume/Cover Letter**

Each student will research a job from a criminal justice agency, complete an application, and submit it for grading. The application will become a part of the student’s portfolio. **STUDENT WILL NOT SUBMIT THE APPLICATION TO THE AGENCY AS PART OF THE CLASS.** Students will submit a resume and cover letter for grading and it will become a part of the student portfolio.

### **Practicum**

Each student will prepare and participate in a mock hiring process. The instructor will provide more details about this assignment later in the course.

Approved by:     Kenneth Flick     Developed/Revised: 5/13  
Ken Flick, Division Dean for Business/Industrial Division

## **ADA STATEMENT**

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

## **ACADEMIC MISCONDUCT**

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

## **ATTENDANCE**

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Students taking an online/internet class must sign in **and** communicate with the instructor within

the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.

Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance  
*or*

under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

### **HAZARDOUS WEATHER**

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOG TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert

System. [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)

### **Emergency Text Message Alert**

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancellations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to [www.tcl.edu](http://www.tcl.edu). On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to [www.tcl.edu/textalert.asp](http://www.tcl.edu/textalert.asp)