Seminar in Criminal Justice  
CRJ 260

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


Optional Reading and Guides:

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
41. name primary types of employee benefits
42. explain right-to-revise clauses
43. explain concept of employment-at-will
44. prepare an organizational chart
45. identify characteristics of a team player
46. dress proper for hiring
47. provide necessary information to hiring board
48. 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.

**STATEMENT OF NON-DISCRIMINATION**
The Technical College of the Lowcountry is committed to a policy of equal opportunity for all qualified applicants for admissions or employment without regard to race, gender, national origin, age, religion, marital status, veteran status, disability, or political affiliation or belief.

**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.

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:
- Mid-term – 15%
- Final – 15%
- Resume and Cover Letter – 20%
- Application – 10%
- Practicums – 40%

Mid-term and Final Exam

Mid-term and final exams will consist of multiple choice questions, true/false, and fill-in the blank type questions. Each test is valued at 15% for a total of 30% 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. Each is valued at 10% of the final grade for 20% of the final grade.

Practicum

Each student will prepare and participate in a mock hiring process. The practicum is valued at 20% of the final grade.

Each student will prepare and participate in an etiquette practicum. The practicum is valued at 20% of final grade.
SAFETY ADDENDUM

Purpose.
The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definitions
An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using 911 if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling 911 and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies
- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter

Building Evacuation
1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons.

Campus Evacuation
1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown
1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the “All Clear” before leaving

Course Schedule

Developed/Revised: May 17, 2013