

CCJ 4934-11865 Careers in Criminal Justice

Course Dates: January 7 – April 21

Class Meeting Times: Tuesday 2nd-3rd period/Thursday 3rd period

Location: LIT 109

Professor: Erika J. Brooke, Ph.D.

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Office: TUR 3334

Office Hours: Tuesday 1st and 5th
periods/Thursday 1st and 2nd periods or
by appointment

Teaching Assistant: Joseph (Joey) Hoft

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Office: TUR 3347

Office Hours: Thursday 12:45-2:45pm

Course Description

This course operates as a professional development opportunity that is designed to assist undergraduates with the transition from student to professional in the criminology and criminal justice fields. Students are exposed to the various career paths and options available through experiential learning activities, guest speakers, readings, and assignments. Specifically, careers in federal, state, and local agencies, as well as graduate/law school processes are addressed. Emphasis is also placed on the development of job seeking skills and strategies such as: building experience during undergraduate education, application processes (for jobs and graduate/law schools), cover letter/resume writing, network building, interview preparation, and creating a professional online presence.

Learning Objectives

- Examine the various skills learned as a criminology major
- Explore diverse professions within the fields of criminology and criminal justice and how they relate to solving social problems
- Examine the requirements and skill sets associated with specific vocations
- Learn how to build experience during undergraduate education
- Develop job seeking skills and strategies
- Build a professional presence for both face-to-face and online environments

Required Readings

Johnston, C. H. (2019). *Careers in Criminal Justice* (2nd edition). Los Angeles, CA: Sage Publications, Inc. (ISBN: 9781544316123)

This book is required. It is available from the UF bookstore and online booksellers. Stick with the appropriate edition. If you purchase an older version, you might have problems completing the necessary reading.

There may be other assigned readings throughout the course. These will also be required. I will post the articles on Canvas (<http://elearning.ufl.edu/>) a minimum of one week prior to its due date. You must access Canvas to download all necessary materials.

Equipment and Access Requirements

Students will need reliable access to standard computer equipment and services (e.g., Word, power point, email, youtube). No specialized software is required for purchase. Grades will be maintained on the canvas site (<http://elearning.ufl.edu/>). Assignment requirements and course materials will also be posted on this site, along with updates and announcements. **Students should check canvas every day for important class notifications.** The “announcements” tab is where you can access course announcements. Should you experience a technical issue in canvas, please contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu. The “modules” tab is where you can find the course material organized by semester week.

Expectations

This is an upper-division course. Students should devote a minimum of six hours per week to out-of-class reading and assignment completion. All assigned reading must be completed prior to class. During class, you should pay attention, take notes, and ask questions as needed. Talking, texting, emailing and other disruptive or inattentive activities are prohibited. **If the use of electronics becomes an issue in the classroom, I reserve the right to prohibit their use in the classroom.**

Because of the experiential learning component of the class, students should expect to spend a substantial amount of time out of the “formal” classroom and within the local community exploring the criminology and criminal justice fields and other experience building opportunities. A list of required out of class activities will be listed on the last page of this syllabus. Be sure to thoroughly review this list and the course schedule (located at the bottom of the syllabus) to ensure that you are able to actively participate within the course.

During my office hours, my door is open, and you do not need an appointment. Should you wish to see me outside of office hours, an appointment is required.

Email and Classroom Etiquette

All students will use professional communication styles. A university classroom is a professional environment just like a job. You may address me as “doctor” or “professor.” Anything else (including “Mrs.”, “Ms.”, or “Miss”) is not acceptable. Please maintain a formal tone in your email correspondence. I reserve the right to not reply to unprofessional emails. I will show you the same courtesy. Professional email exchanges include an opening salutation (e.g., “Hello Dr. Brooke”), an introduction (e.g., “My name is John Doe and I am in your T/Th Careers in Criminal Justice course”), content/question, and closing salutation (e.g., “Thank you, John Doe”). Proper grammar and sentence structure are also expected. In addition, I can tell when your iPhone autocorrects your words and you send me a messy email. Please review your email prior to hitting “Send”. Lastly, if your email to me sounds like a text message to your friend, do not expect me to respond. Respect is crucial. All emails must be sent from your official university email account. I will not respond to emails sent from third-party addresses (Gmail and the like). **Please cc” Mr. Hoft, the teaching assistant, on all course emails.**

We will return most emails within 24-48 hours, except in the case of a weekend, holiday, or time period when I announce that we will be away from email. In these events, emails will be returned within 24-48 hours of our return to the office. Please allow ample time for us to answer your

questions, and do not attempt to contact us at the last minute with an urgent problem. Emails sent after 5pm on a weekday, even if an assignment is due that evening, may not be answered until the following day.

Students will maintain respectful, professional attitudes and demeanors during class. We may broach upon some controversial or uncomfortable topics. It is important to discuss these matters because they help us improve as people and as a society. Under no circumstances will these discussions create hostile environments for anyone based on race, ethnicity, gender, religion, sexual orientation, gender identity, or any other personal characteristic. The university classroom is a unique place where freedom of expression meets freedom from prejudice.

Late Work and Make-up Work

No late work is permitted. Do not wait until the last minute to start or submit assignments or exams, as technical glitches or errors can occur. If you are experiencing technical issues **BEFORE** an assignment deadline, then reach out to the UF help desk (at 352-392-4357 or via e-mail at helpdesk@ufl.edu) or email us the assignment. Any issues brought to our attention **AFTER** the deadline has passed will still be given a "0."

No make-up assignments will be given except in cases of a documented emergency. Notification of an emergency should be made promptly (within 72 hours) post-emergency event and not weeks later. I reserve the right to require make-up assignments in lieu of late submission, even if an emergency has occurred. Make up assignments, no matter the excuse, are given immediately (within 72 hours) following the excused absence and will be in essay style format.

Assessments

Syllabus Quiz

During the first week of the course, a quiz testing your knowledge of the course syllabus will be made available via canvas. The quiz is open note/syllabus and is worth 5 points. It is due on January 13th at 11:59pm.

Class Participation Assignments

Class assignments (both in class and via the web) are required. The assignments are designed to give students first-hand experience on topics and are intended to promote reading and participation class. Assignments will vary in format and may include reflection papers, resume drafts, cover letter drafts, self-biographies, short reflection papers, video resumes, personal statement writing, mock interviews or any other format that the instructor chooses. When necessary, all citations must be in APA format. Key assignments will be noted on the course schedule. Each graded participation assignment is worth 4 points.

You cannot make up missed participation assignments. To account for legitimate reasons for missing class (e.g., emergencies, sick days and other legitimate absences as defined by UF's attendance policy – (<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>) two (2) participation assignments with the lowest grades are dropped at the end of semester. Be sure to obtain documentation for these two absences. If you miss any more than the two 'free' absences, you must provide documentation for all absences or you will receive a "0" for class participation for the additional missed day. For example, if you miss two class periods and you want the third absence excused, you will be required to provide documentation for all three absences.

****Note:** You should attend the entire class period. If you arrive to class late or leave class early, your participation points may be forfeited for the day depending on when assignment was given during the class. Similarly, if you just show up to class and do not participate in the class activity or submit an incomplete participation assignment, then you will also receive a “0” for the day. If you miss class for any reason, it is your responsibility to review the material and/or to get with your classmates on what you missed.

Field Hours

As stated above, because of the experiential learning component of the class, students should expect to spend a substantial amount of time out of the “formal” classroom and within the local community exploring the criminology and criminal justice fields and other experience building opportunities. A list of required out of class activities are located on the last page of this syllabus. You are required to complete a total of 20 field hours over the course of the semester. Proof of hours completed will be due on April 16 at 11:59pm and should be submitted via canvas. This assignment is worth 60 points. Further instructions on how to show/submit proof of completed hours will be provided on the 2nd week of classes.

System Reflections Paper or Video Presentation

You will have the option to complete a paper or video presentation reflecting on what you have learned about the criminal justice system, and what work inside the justice system looks like by integrating what you have read, observed, and experienced over the course of the semester through this class. The assignment is worth 35 points and is due on April 16 at 11:59pm via canvas.

If you choose the paper option: Your paper should take the form of a coherent, well-organized essay, with a logical structure that is apparent to the reader. You will be graded in part on how effectively you are able to communicate your ideas in written form, so be sure to pay close attention to details such as spelling, grammar, punctuation, APA format, citations, etc. Papers should be four to five pages in length (no more than five pages), double spaced, 12pt New Times Roman font, use APA format, contain in-text citations and have a subsequent reference list. This will require you to be clear and concise in your writing. More instructions and rubric to follow.

If you choose the video presentation option: Your video presentation should take the form of a coherent, well-organized oral presentation, with a logical structure that is apparent to the viewer. You will be graded in part on how effectively you are able to communicate your ideas as an oral presentation, so be sure to pay close attention to details such as eye contact, proper grammar and pronunciation, speaking pace, background distractions, professional dress, volume, etc. A reference list will need to appear at the end of the video. Video presentations should be between 10 and 12 minutes long (no more than 12 minutes long). This will require you to be clear and concise in your speaking. More instructions and rubric to follow.

E-Portfolio

The e-portfolio is the culmination of all items produced over the course of the semester. The e-portfolio will be maintained through the website builder Wix. It is worth 100 points or one-third of your final grade. This will be due on the last day of class—April 21st at 11:59pm. Further instructions

on what you will need to include in your e-portfolio will be provided on the 2nd week of classes. You will be able to view the instructions via canvas.

Academic Integrity

Academic dishonesty is strictly prohibited. *Dishonesty includes cheating and plagiarism*. Cheating encompasses acts such as, but not limited to, collaborating with other students on the research summaries or looking at someone else's test during an exam. I reserve the right to require people suspected of cheating to take an oral or written exam to demonstrate their knowledge of the subject matter in question. Failure to take the required re-test or failure on the re-test may result in a zero on the exam. I do not need to prove that you cheated in order to take these measures; my articulable suspicion is sufficient.

Plagiarism involves acts such as, but not limited to, failing to cite sources properly in written work, using phrases taken from original sources without proper quotations and citations, submitting all or part of papers that have been submitted to another class either in the past or during this current semester, and attempting to pass off someone else's ideas as your own. *Plagiarism can occur in the absence of intent*; it is your responsibility to make sure that you do not copy words or ideas from anyone, either purposefully or inadvertently. Cheating or plagiarism will result in penalties. It might be a zero on the assignment, an E in the class, or other disciplinary action. I may also elect to report academic dishonesty to the Dean of Students Office.

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

Extra Credit

Small amounts of extra credit might be offered; however, I will under no circumstances provide a student with an individualized extra-credit assignment. I also do not use "incompletes" except in the event of genuine problems (usually occurring after the withdrawal deadline) that are valid excuses for being unable to finish coursework on time. Your grade in the class is based on your performance on the assignments, the research paper, the research poster, lab attendance and participation, and exams. Do not come to me at the end of the semester asking for "extra" points. It is your responsibility to check Canvas regularly and to always know your current grade.

Disability Access

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students are required to meet with the instructor to discuss the appropriate accommodations required for the class. Just simply emailing the instructor

your accommodation letter with no further discussion will not suffice. Students with disabilities should follow this procedure as early as possible in the semester, as accommodations are not retroactive. Additionally, if you were to experience an event during the semester that may require class accommodations, please reach out to the Disability Resource Center as soon as possible and provide me the documentation immediately following your visit, so that you are not delayed in receiving class accommodations, as accommodations cannot be made retroactively.

Course Evaluation

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Grading Totals and Scheme

The grade you receive in the course is the one you earn by putting in the proper effort on all course assessments. All grades are posted on canvas throughout the semester. **You have up until two weeks after an assignment grade is posted to bring an error or a question to our attention.** We will not discuss grade errors after the two weeks has passed. It is your responsibility to review your grades regularly. Should you have a grading question, please see the teaching assistant first, as he has been provided specific instructions on how to grade assignments from me. If you still have questions after speaking with the teaching assistant, then please reach out to me so that I can answer your remaining questions. I do not round grades and strictly adhere is the grading system listed below.

<i>Assignment</i>	<i>Points</i>	<i>% of Grade</i>
Syllabus Quiz	5	2
Class Participation Assignments x 25 (@4pts ea.)	100	33
Systems Reflection Paper or Video Presentation	35	12
Field Hours x 20 (@3pts ea.)	60	20
E-portfolio	100	33
<i>Total</i>	<i>300</i>	<i>100</i>

Grading System

<i>Percentage</i>	<i>Letter Grade</i>
93– 100	A
90 – 92.9	A-
87 – 89.9	B+
83 – 86.9	B
80 – 82.9	B-
77 – 79.9	C+
73 – 76.9	C

70 – 72.9	C-
67 – 69.9	D+
63 – 66.9	D
60 – 62.9	D-
59.9 and below	E

Please also see: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Syllabus Disclaimer

By taking this course, you agree to read the syllabus carefully and abide by its terms. I, too, will adhere to the rules and procedures. I do, however, reserve the right to make adjustments as needed. Every class is unique and new challenges often arise; therefore, flexibility might be required. Should there be an alteration that affects grading or course planning, I will announce the change and provide an amended syllabus to you.

Required out of class activities for CCJ 4934—Careers in Criminal Justice

(20 hours total)

- Spend 12 hours outside of class exploring the field (police, courts and corrections)—points of contact will be posted on canvas during week 2
 - Police—minimum of 4 hours
 - Courts—minimum of 4 hours
 - Corrections—minimum of 2 hours
 - The remaining 2 hours can be completed in whichever component you prefer
- Attend 1 Criminology & Law Honor Society Meeting (1 hour) —schedule will be posted on canvas after week 1 (<https://www.facebook.com/CLHS.UFL/>) (<https://soccrim.clas.ufl.edu/undergraduate/criminology-law/organizations-and-groups/>)
- Attend 2 Career Connections Center workshops (1 hour each)—schedule posted on canvas or see <https://career.ufl.edu/students/events-and-programs/>
- Volunteer within the community for 4 hours—get prior approval on agencies (<http://gatorsvolunteer.ufl.edu/>)
- Attend the Career Showcase (1 hour)—Tuesday, Jan 21st 9am-3pm (non-technical day) (<https://career.ufl.edu/students/events-and-programs/career-showcase/>)

*****Required materials to show proof of attendance at these various activities will be posted on canvas during week 2***

Course Topics and Schedule

Course Schedule for Spring 2020 – TBA

A detailed course schedule outlining course topics, readings, assignment due dates will be provided on the first day of class.

