Course Description & Prerequisites from 2012-2013 Catalog:
Careers and Technologies in Criminal Justice (CJ) is designed to introduce students to the many career paths that exist in criminal justice and common skill sets needed for communication, problem solving and leadership abilities that are required by various agencies. Students will also explore the history of technologies used by CJ, as well as current and future trends.

Course Objectives:
- Students will be able to write a professional resume
- Students will be familiar with oral interviews
- Students will be familiar with career paths in criminal justice
- Students will be familiar with past, current, and future technologies used in criminal justice

Transformational Learning Objectives: The University of Central Oklahoma is a learning-centered organization committed to transformative education through the “Central Six,” which include Discipline Knowledge; Leadership; Problem Solving (Research, Scholarly and Creative Activities); Service Learning and Civic Engagement; Global and Cultural Competencies; and Health and Wellness.

This course addresses two of the university’s transformative learning goals: discipline knowledge and leadership. This course addresses leadership through public speaking opportunities, as well as gaining confidence to discuss difficult issues and contemplate many different solutions. The ability to speak effectively to a group is an important feature of leadership.

Required Text for Course:
**Course Format:**
This course will consist of lecture and class/group discussion. On several occasions, a video or guest speaker will be used to supplement the course material. All material covered in class could potentially be on an exam. Multiple times throughout the course there will be an in-class activity for students to complete. These activities are based on class readings and lecture. They ask students to apply what they have learned and are completed during class time. The activities are either individual or group. They are worth varying amounts. The in-class activities cannot be made up unless the student missed class for an excused absence.

**Course Assignments:**

**Exams** - There will be two exams for this course (midterm and final). Each exam is worth 75 points and will consist of matching, multiple choice, true & false, and short answer questions. A review sheet detailing exactly what material will be on each exam will be provided to students a week in advance of the scheduled exam.

**Purpose/Goal Statement** – Each student is required to write a 2-3 page purpose/goal statement. The document should contain details on what specific job the student would like to have and how he/she will go about obtaining that job. As part of the document, the student will also address one or two life goals that he/she has. It is worth 50 points.

**Resume** – Each student is required to write a professional resume. The student should use tips from the course textbook. It is worth 50 points.

**Interview** – Each student will type answers to common interview questions (which are provided in D2L on the official assignment sheet). Students will bring their typed answers to class. Students will “interview” each other in class using the questions and answers. Students who in their answers but do not attend class and participate in the interview process will only receive ½ credit. It is worth 50 points.

**Questions for Guest Speakers** – Several times during the semester we will have a guest speaker come to class and share his/her practical experiences and knowledge. On days we have a guest speaker (see tentative schedule), students will need to have typed one question to ask the guest speaker. While listening to the guest speaker, students should come up with one additional question and write it on the sheet of paper with the typed question. Students will turn in the two questions at the end of that class. The questions should be related to the speaker’s job, education/training, experience, course material, presentation, etc. Please come up with questions that you’d like the speaker to answer. Each question is worth 2 points for a total of 4 points per guest speaker.

**Technology Presentation and Handout** – Students will be in groups of 2-3 people. Each group will select a current or future technology (off of the approved list) and research that technology. Each group will create a handout for their classmates summarizing the technology, its potential uses, costs, pros/cons, etc. Each group will give a 10 minute presentation summarizing their technology. Please see the detailed assignment sheets in D2L. The handout and presentation are worth 75 points.
Course Grading: 500 points total  
Exams (2 x 75) = 150 points (30%)  Written Assignments (3 x 50) = 150 points (30%)  
In-Class Activities = 65 points (13%)  Technology Project & Presentation= 75 points (15%)  
Guest Speaker Questions (4 x 15) = 60 points (12%)  

A = 448-500 points (90-100%)  
B = 398-447 points (80-89%)  
C = 348-397 points (70-79%)  
D = 298-347 points (60-69%)  
F = 0-297 points (59% and below)  

Extra credit may be offered at the discretion of the professor.  

Tentative¹ Schedule:  
Mon Jan. 14 – Introduction to Course and Ethics  
Wed. Jan. 16 – Employment Trends (Harr & Hess, Ch. 1)  
Fri. Jan. 18 – First Responders (Harr & Hess, Ch. 2)  
Mon. Jan. 21 - MLK Day, No Class  
Wed. Jan. 23 – Guest Speaker, Edmond Police Department [Captain Tim Dorsey]  
*Guest Speaker Questions Due  
Fri. Jan. 25 – First Responders continued  
Mon. Jan. 28 – Guest Speaker, County Sheriff’s Office  
*Guest Speaker Questions Due  
Wed. Jan. 30 – Careers in Courts and Corrections (Harr & Hess, Ch. 3)  
Fri. Feb. 1 – Guest Speaker, Attorney Taylor McLawhorn  
*Guest Speaker Questions Due  
Mon. Feb. 4 – Careers in Courts and Corrections continued  
Wed. Feb. 6 – Guest Speaker, Oklahoma Department of Corrections [Borman Stell]  
*Guest Speaker Questions Due  

¹ This schedule is subject to change as the need arises. Students will be notified in advance of any changes to allow enough time for proper preparation.
Fri. Feb. 8 – Guest Speaker, Oklahoma District Attorney’s Council
*Guest Speaker Questions Due

Mon. Feb. 11 – Careers in Private Security (Harr & Hess, Ch. 4)

*Guest Speaker Questions Due

Fri. Feb. 15 – Guest Speaker, OSBI Forensics
*Purpose/Goal Statement due in class and Guest Speaker Questions Due

Mon. Feb. 18 – On Choosing a Career (Harr & Hess, Ch. 5)

Wed. Feb. 20 – Internships (Harr & Hess, Ch. 6)

Fri. Feb. 22 – Guest Speaker, Homeland Security [Director Kim Carter]
*Guest Speaker Questions Due

Mon. Feb. 25 – Physical Fitness and Training (Harr & Hess, Ch. 7)

Wed. Feb. 27 – Discussion of UCO Liberal Arts Symposium during class time (see assignment in D2L)

Fri. March 1 – Guest Speaker, Polygraph Examiner [OSBI Don Faircloth]
*Guest Speaker Questions Due

Mon. March 4 – review for midterm exam

Wed. March 6 – Midterm Exam

Fri. March 8 – Guest Speaker, Federal Bureau of Prisons [Federal Transfer Center OKC]
*Guest Speaker Questions Due

Mon. March 11 – Other Forms of Testing (Harr & Hess, Ch. 8)

Wed. March 13 – Attributes of Successful Candidates (Harr & Hess, Ch. 9)

Fri. March 15 – Guest Speaker, U.S. Marshals
*Guest Speaker Questions Due

March 18-22 – No Classes, Spring Break

Mon. March 25 – The Resume (Harr & Hess, Ch. 10)

Wed. March 27 – Preparing for Not Getting the Job (Harr & Hess, Ch. 11)
Fri. March 29 – Guest Speaker, Fraud Examiner
*Resume due in class and Guest Speaker Questions Due

Mon. April 1 – The Application Process (Harr & Hess, Ch. 12)

Wed. April 3 – Your Job Seeking Uniform (Harr & Hess, Ch. 13)

Fri. April 5 – Guest Speaker, U.S. Secret Service
*Guest Speaker Questions Due

Mon. April 8 – The Interview (Harr & Hess, Ch. 14)
*Interview answers due in class

Wed. April 10 – Guest Speaker, Crime Victim Services/Advocacy [Karen Cunningham]
*Guest Speaker Questions Due

Fri. April 12 – You get the job (Harr & Hess, Ch. 15)

Mon. April 15 – The Career Ladder (Harr & Hess, Ch. 16)

Wed. April 17 – Job Loss and Change (Harr & Hess, Ch. 17)

Fri. April 19 – Technologies in Criminal Justice

Mon. April 22 – Student Technology Presentations

Wed. April 24 – Student Technology Presentations

Fri. April 26 – Guest Speaker, Juvenile Justice [Juvenile Probation Officer & Juvenile Detention Officer]
*Guest Speaker Questions Due

Mon. April 29 – Student Technology Presentations

Wed. May 1 – Student Technology Presentations

Fri. May 3 – review for final exam

**Final Exam: Wednesday, May 8, 3:00-4:50pm**

**Online Course Management System = D2L (Desire to Learn)**
As you might be aware, UCO recently switched course management software systems. We will be using D2L during this semester. If you are unfamiliar with D2L or need assistance, please use the resources below for help.
Students access D2L through the "My Courses" tab inside UCONNECT (uconnect.uco.edu). Below are the resources available for students:
- Learn@UCO Student Website: [http://www.uco.edu/technology/student/d2l](http://www.uco.edu/technology/student/d2l)
- Full D2L Student Help Guide available in Learn@UCO
- Walk-up, phone, or email assistance is available through the UCO Service Desk.
  - Walk-up: Library, 1st Floor
  - Phone: 974-2255
  - Email: support@uco.edu

**Policies & Expectations:**

**Attendance:** Daily Attendance will be taken. You are allowed to miss three (3) classes without any penalty. For every unexcused absence after the third, you will lose five (5) points per absence towards your final course grade. Examples of excused absences are documented illness, death of a relative, etc. Additionally in-class activities can only be made up if the absence is excused.

**Make-Ups:** Exams will be taken at scheduled times unless arrangements are made with the professor. Students who miss exams due to an excused absence (e.g. death in the family or documented illnesses) will be allowed to take a make-up exam. If at all possible the student should contact the professor within 24 hours of the original exam date. If possible, please notify the professor before the scheduled exam. The professor reserves the right to make all make-up exams 100% essay exams. The professor also reserves the right to issue a zero to any student not adhering to this policy.

**Late Assignments:** Late assignments are accepted with penalties and only until one week after the original due date. Each day the assignment is late is worth a letter grade. For example, if the assignment is due at 1pm on November 4th, it is late at 1:01pm on 11/4 and the highest grade you could receive would be a B. If you turned in the assignment on 11/6, the highest grade you would receive would be a D. Assignments will not be accepted one week (7 days) after the original due date.

**Academic Integrity:** Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student's confidential academic records without authorization; disclosing confidential academic information without authorization; and, turning in the same work to more than one class without informing the instructors involved. Any student found responsible of academic dishonesty will be subject to disciplinary action. Violation of these expectations, as specified above and in sections III, IV, and V of the Student Handbook, may result in penalties up to and / or including expulsion from the University.

UCO subscribes to the Turnitin.com plagiarism prevention service. Students agree that by taking this course, all required assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as
source documents in the Turnitin.com restricted access reference database for the purpose of 
detecting plagiarism of such assignments. Use of the Turnitin.com service is subject to the Terms 
and Conditions of Use posted on the Turnitin.com website. Turnitin.com is just one of various 
plagiarism prevention tools and methods which may be utilized by your faculty instructor during 
the terms of the semesters. In the UCO Student Handbook, there is a process for contesting any 
plagiarism allegations against you.

*Students with Disabilities:* The University of Central Oklahoma complies with Section 504 of 
the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with 
disabilities who need special accommodations must make their requests by contacting Disability 
Support Services at (405) 974-2516. The DSS Office is located in the Nigh University Center, 
Room 309. Students should also notify the instructor of special accommodation needs by the end 
of the first week of class.

To access the Student Information Sheet and Syllabus Attachment, please go to: 

*Expectations:* Students are expected to come to class prepared. Students should have read the 
assigned chapter/material prior to that day’s class and be ready to discuss the material.

*Fatal Error Policy* – Students should know (or learn) how to write properly and in a 
professional manner. All written work should meet certain standards. For this course, there are 
three (3) main areas of writing that students will be expected to know. If students do not do as 
instructed, there will be consequences. The three areas are citations, following directions, and 
grandma and spelling.

**Citations** - students need to properly cite their sources, quotations, etc. If they do not, it will 
result in an automatic zero for the assignment.

**Following Directions** - students need to follow the directions for the assignment. Failure to 
follow the directions will result in an automatic 25% reduction in grade for the assignment.

**Grammar and Spelling** - student’s work should be free of grammar and spelling mistakes. A 
few common mistakes include:

- Misspelled word,
- Sentence fragment,
- Run-on sentence,
- Capitalization mistake,
- Serious error in punctuation,

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2 Modified from Southern Illinois University Edwardsville’s Fatal Error Policy—Adopted by the School of Business 
faculty on November 13, 1995. Retrieved 12/7/12 from 
[http://www.siue.edu/business/current/policies_forms.shtml#fep](http://www.siue.edu/business/current/policies_forms.shtml#fep)
• Error in verb tense or subject/verb agreement.

If a student's assignment exceeds the allowed number of grammar and/or spelling mistakes (see each individual assignment for that specified number), he/she will automatically receive a 25% reduction in grade for the assignment. Students could receive a total of 50% off an assignment if they do not follow directions and exceed the number of grammar and spelling mistakes allowed.

If you have trouble writing, please visit with writing center on campus (part of Tutoring Central). It helps to read your work out loud. You will catch many mistakes that way. Additionally it is always a good idea to have someone else proofread your work.

Final Exam, Emergency & No-Show: If a university emergency occurs that prevents the administration of the final exam, the student’s final course grade will be calculated based on the work in the course completed to that point. Final exams will not be rescheduled, and a grade of incomplete (I) will not be given as a result of the missed exam. If a student does not show up and take the final exam during the scheduled exam time, he/she will receive a zero for the exam unless the student contacts the professor within 24 hours of the scheduled exam and provides documents detailing why the student had a legitimate reason for not taking the exam as scheduled.