



**Senior Seminar in Criminal Justice  
CJ 480.71E- Bain Center  
COURSE SYLLABUS: Spring 2014**

**Instructor:** Gary Dunlap, Adjunct Professor  
**Office Location:** Navarro College campus Bain Center  
**Office Hours:** On campus Monday- Saturday 7:30AM until 3:00PM  
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**COURSE INFORMATION**

**Materials – Textbooks, Readings, Supplementary Readings:**

***Textbook(s) Required:***

Robinson, Matthew B., 2009. *Justice Blind? Ideals and Realities of American Criminal Justice*. 3<sup>rd</sup> Edition. Upper Saddle River, NJ: Pearson/Prentice Hall.

***Optional:***

Covey, Stephen R. 1989. *The 7Habits of Highly Effective People*. New York, NY: Simon & Schuster.

DeLucia, Robert C. & Thomas J. Doyle. 1998. *Career Planning in Criminal Justice*. 3<sup>rd</sup> Edition. Cincinnati, OH: Anderson Publishing Co.

“Ethic and the criminal justice curriculum.” *Journal of Criminal Justice Education* 4:377-390, 1993.

Harr, J. Scott & Karen M. Hess. 1996. *Seeking Employment in Criminal Justice and Related Fields*, 2<sup>nd</sup> edition. Minneapolis, MN: West Publishing Company.

Henry, Stuart (ed.). 1994. *Inside Jobs: A Realistic Guide to Criminal Justice Careers for College Graduates*. Salem, WI: Sheffield Publishing Company.

*Planning Job Choices: A guide to the job search for new college graduates 2003*. 46<sup>th</sup> edition. National Association of College and Employers. [www.jobweb.com](http://www.jobweb.com)

Taylor, Dorothy. 1999. *Jumpstarting Your Career: An Internship Guide for Criminal Justice*. New York, NY: Prentice Hall, Inc.

**Additional readings may be selected by the professor as the semester progresses.**

**Course Description:**

This class will be conducted predominately by discussions, small group activities, and informative “how to” sessions. Students will be exposed to as much reading as possible that will provide insight, information, and knowledge that assist in their being successful in obtaining

professional employment in the criminal justice field. Research and case studies will be employed to give students a wide-breath of exposure to useful information about the job market in the criminal justice field. Students will work on very practical assignments that will help in their overall development as they prepare to graduate from the university. Students will be expected to show some initiative and self-motivation in terms of determining what their aspirations/goals are and how to go about accomplishing them.

While accomplishing the above, remember that we will start out reviewing chapters within the textbook that will focus on the three components of the criminal justice system.

### **Course Goals & Student Learning Outcomes:**

This class endeavors to bring some reality and connection to the courses the student has taken as he or she has progressed to this point, about to graduate with a degree in criminal justice. This class has two major goals: first, to review in a minor way the subsystems within the criminal justice field; and to assist the student in developing a mental connection between the classes the student has taken. The second goal is to acquaint the student with a pool of information that will assist him or her in obtaining employment within a criminal justice agency or entering a graduate program of criminal justice. To an extent, this course endeavors to contribute to the individual development, professional growth, and the success of entering the job market.

Stated in another way, in order to accomplish the above goals, this class will emphasize:

1. A review of the focus of criminal justice
2. Improve students' ability to speak, communicate orally, while thinking critically
3. Students will practice their writing skills while thinking critically
4. Prepare students to participate in the job market in the searching and securing of a professional position/career in the criminal justice field

After accomplishing the above goals, students' learning outcomes may be expressed in this manner:

1. Students will be able to orally and in written form describe the three components of the criminal justice system
2. Students will understand the importance of being able to speak intelligently about the criminal justice field
3. Students will develop a resume, and cover letter that will be useable in a formal manner
4. Students will have an appreciation for what developing a letter of reference entails
5. Students will be acquainted with a number of avenues which they may employ in seeking professional employment

<b>COURSE REQUIREMENTS</b>
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### **Instructional / Methods / Activities Assessments:**

#### **Course Requirements & Assignments:**

- (1) **We will digest designated chapters in the textbook.** About half of the semester will be spent discussing those chapters and other selected readings by the professor that connect or present interesting ideas associated with the components of the criminal justice system. Review the Course Content Schedule to determine or become acquainted with the selected chapters. The class will cover seven (7) chapters within the textbook. Each student will be expected to comment on each chapter. It will be possible to earn five (5) points for discussion per chapter. Comments must be worthwhile for any credit to be earned. The professor reserves the right to determine whether the student's

comment(s) deserves or earns any grade points. It will be possible to earn thirty-five (35) points from this exercise.

In addition to the chapters identified in the textbook to be covered, the professor reserves the right to introduce any additional reading material that he believes will benefit the students.

- (2) **After the discussion of the designated chapters**, later in the semester (check the content schedule for the exact date) there will be an essay exam administered that will cover the material in the discussed chapters. This essay exam will be worth sixty-five (65) points. This exam must be completed in a Blue book.
- (3) **A multiple choice exam will be given over the components of the criminal justice system.** Preparation for this exam will be discussed as the semester progresses. However, students should already be familiar with much of this information since it will focus on policing or law enforcement; court system (local, state, and federal) and criminal law; corrections (the institution and community); and criminological theories. All of these are areas which students have had at least one or several classes on these subjects. This test will be worth one hundred (100) points.
- (4) **Each student must select a book to read and write a review.** Students should select a book that will help you to prepare for the job market. I will mention some examples, but the book should focus on the areas like “self help,” “self improvement,” personal development, or communication and/or leadership skills. For those who are far along in the job-seeking department, you may want to review the following site for book suggestions: [www.jobweb.com](http://www.jobweb.com). You can select a book that discusses or describes how to be successful or describes employment within the criminal justice field. The professor must approve all books. If you have doubts about a book, share with me the title and what the book is about before you purchase it or begin reading it. You may have to visit other bookstores like BookStop, Walden or Borders to find you a book. You cannot use a book on resumes for this assignment. **This assignment will be worth 50 points.** Each student will turn in a written summary of the book plus he or she will present a brief oral report about the book. More discussion about this assignment is to come.
- (5) **A Research Paper will be required.** Each student will write a research paper, a minimum of 7 pages in length. A special handout will be forthcoming. **The paper will be worth 50 points.** Students will be expected to follow the citation style they are most familiar with. Uniformity in the paper will be a key item. Publication manuals that outline the procedures for each style are listed below:

<b>Chicago Style</b>	<a href="http://www.dianahacker.com/resdoc/history/footnotes.html">http://www.dianahacker.com/resdoc/history/footnotes.html</a>
<b>APA</b>	<a href="http://www.apastyle.org/">http://www.apastyle.org/</a>
<b>MLA</b>	<a href="http://owl.english.purdue.edu/handouts/research/r_mla.html">http://owl.english.purdue.edu/handouts/research/r_mla.html</a>
<b>ASA</b>	American Sociological Association Style Guide, 1996

This professor will prefer published or printed peer reviewed material over electronic sited material. This style of method of citation will be discussed, but students should limit the use of this type of citation. When possible even if the material is taken from an electronic site the printed citation form should be used.

**No papers will be accepted late.**

- (6) **We will cover an area that we will call “Professional Growth.”** This area will be presented and worked with in the latter part of the semester. Students will develop cover letters or application letters; write and/or develop resumes (be prepared to do a re-write after the first draft); we will discuss and practice interviewing skills; and we will speak about dressing for success. **Assignments within this area will be worth 50 points.**

- (7) **Beginning the week after the spring break until the close of the semester we will use that time to review material that will help students become more professional.** We will read and perform exercises that assist us in developing a professional orientation. **Exercises in this area will total 50 points.** Further elaboration on this part of the course will occur later.

Within these points we will include a discussion of the components of the criminal justice systems, worth ten (10) points.

### **Grading:**

#### **Grading Scale:**

We will achieve a total of FOUR grades for this class. **All criminal justice students must earn at least a C grade within this course.** Assignments missed will be given a zero. No late work will be accepted.

The following grade scale will be used:

A = 90 – 100	360 – 400 pts.
B = 80 – 89	320 – 359 pts.
C = 70 – 79	280 – 319 pts.
D = 60 – 69	240 – 279 pts.
F = 59 or below	239 or less pts.

#### **Course Possible Points:**

1 exams @ 65 pts.	=	65 pts
7 discussions of chapters @ 5 pts. each in class	=	35 pts
1 multiple choice exams @ 100 pts. (over components of criminal justice system)	=	100 pts
1 typed Book Report (a good oral discussion of the book will required for this grade)	=	50pts
1 typed Research Paper	=	50pts
1 Composite Professional Growth exercise (Resume will be worth 30pts.) (Cover letter for resume 10pts.) (Letter of reference 10pts.)	=	50pts
1 Additional Exercise (catch all)	=	<u>50pts</u>
		400pts

<b>COMMUNICATION AND SUPPORT</b>
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#### **Interaction with Instructor Statement:**

**The professor will communicate with students through using the individual email address through the MyLeo system. Students should make sure they frequently check this email address.**

#### **Class Policy:**

Class attendance and participation are expected, especially for this class, senior seminar. I do not plan to build attendance into the class requirements at this point, and hope no need will arise to so. Students are expected to be present and ready to contribute when the class is in session.

Tardiness is reacted to in an unfavorably manner. Students will not be permitted to enter the class after the professor has initiated the focus for that class period.

Telephone and pagers must be placed on vibrate but should not be answered unless you work for some type of emergency agency (medical or law enforcement, etc.) or you know it to be an emergency call.

This department has a strong policy and a low tolerance for cheating. Plagiarism is disliked and treated very seriously. Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. A site that addresses plagiarism and how to avoid it: <http://www.plagiarism.org>.

Students should be doing everything within their power to become better equipped to secure employment within the field, and therefore should maintain a good attitude and desire to learn as much as possible as they prepare to graduate from this university.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### University Specific Procedures:

#### ADA Statement:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**

**Texas A&M University-Commerce**

**Gee Library 132**

**Phone (903) 886-5150 or (903) 886-5835**

**Fax (903) 468-8148**

[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

[Student Disability Resources & Services](#)

#### Student Conduct:

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

## COURSE OUTLINE / CALENDAR

We will discuss the times table for each assignment the first day of class.