



## **COURSE SYLLABUS**

**CJ 470-71E: Criminal Justice Internship**

**Fall 2017**

**Class Time: Monday 5:00PM – 7:30PM**

**BC 202**

**Instructor:** Lieutenant Heath Oakley  
**Office Location:** Navarro College Department of Public Safety  
3200 W. 7<sup>th</sup> Ave., Corsicana, Texas 75110  
**Office Hours:** Monday – Friday 10AM-2PM  
**Office Phone:** 903)875-7502  
**Office Fax:** 903)875-7696  
**Email Address:** [heath.oakley@tamuc.edu](mailto:heath.oakley@tamuc.edu)

**Preferred Form of Communication:** Email  
**Communication Response Time:** Refer to the Interaction with Instructor Statement

## **COURSE INFORMATION**

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

**Textbook(s) Required:**

No text book will be required for this course.

**Required Reading(s) and Activities:**

No supplemental text book will be required for this course.

Akpan, J., & Notar, C. E. (2012). How to write a professional knockout resume to differentiate yourself. *College Student Journal*, 46(4), 880.

Guisseppi, M. (2016). Mind your online reputation: The personal branding social proof paradigm and two little-known ways to master it. *Career Planning & Adult Development Journal*, 32(2), 101.

Harness the power of LinkedIn. (2016). *Journal of Financial Planning*, 29(7), 11.

Joyce, S. P., & Smith-Proulx, L. (2016). How the unemployed can leverage LinkedIn. *Career Planning & Adult Development Journal*, 32(2), 131.

Power, A. (2015). LinkedIn: Facebook for professionals?. *British Journal of Midwifery*, 23(3), 196-198.

Roberts, C. C. (2016). How to identify and implement keywords into USAJOBS (federal) resumes. *Career Planning & Adult Development Journal*, 32(2), 66.

Review and explore the FEMA web site: <http://www.fema.gov/>

- Independent Study Program ○ IS-700a ○ IS-800b ○ IS-230d

Create and maintain a LinkedIn account.

- Add information presented in class
- Add peers and instructor (connected to)

Create and maintain (update) a portfolio.

Create and maintain a current resume.

- This will be added to the portfolio but it is considered an independent graded assignment.

### **Supplement Reading(s):**

Supplemental readings may be added to clarify discussion material. As the supplemental readings or alternative readings are needed or utilized, the instructor will provide links to the material. The links may be URL or pdf. file attachments, which is contingent on the source of the material.

### **Course Description**

An internship program demonstrates how an individual can learn by many methods. This course allows the student to enter the professional world on a consistent and organized basis. In the internship the student will spend 150 hours with a criminal justice agency which will allow the student to experience assigned tasks and responsibilities in a criminal justice agency. The exposure of the student to the environment of the agency will assist in the professional development of the student. Besides a limited number of assignments the student will spend a large amount of class time with the agency. Time spent in the classroom will allow the student to focus on developing a useful and informative resume, letters of references, and other material helpful in obtaining professional employment.

In addition to gaining experience within a criminal justice agency, this course will be used as an exit class for the major. In other words, this course will serve as the culmination of what the student has learned across all of his/her criminal justice courses. A strategic goal of this class, not only to expose the student to the professional arena of criminal justice, but its goal is to summarize and present an overall picture of what the student has learned as he/she has matriculated here at Texas A&M University-Commerce.

### **Course Goals**

This course is an academically based work experience integrated within selected agencies of the criminal justice system. The purpose of the internship is to provide an arena for the application of classroom principles within the context of the day to day reality of the criminal justice system. The internship includes field supervision as well as classroom experiences.

The goals for this course have been divided into four distinctive domains: the accumulation of information, appraisal of accomplishments, individual development, and professional growth.

- The goal of *accumulating information*. Each student will acquire knowledge about an agency or agencies they did not know before taking this course. This information will be obtained from reading various publications, class discussions where various information about students' experiences will be shared, and from practical experiences at an agency for the enrolled semester.
- The goal of *appraising accomplishment*. Each student will develop knowledge about a particular agency as he or she performs the assignments of field placement, and as he or she acquires professional experience while interning within the agency. While performing the internship each student is encouraged to examine patterns, distinguished motives for alliances, and evaluate the conditions in the agency. Each student should be able to determine how much professional knowledge he/she has accumulated during the internship about the agency.
- The goal of *individual development*. Each student will assess his or her strengths and weaknesses as they relate to performing within the agency. This assessment may occur while the student is learning to work with people from diverse backgrounds. Each student will be conscious of improving his or her report writing and language (professional jargon) skills as they relate to that particular agency.
- The goal of *professional growth*. Each student will increase his or her awareness of what a career would be like within the agency where the internship is conducted. Each student will communicate his or her aspirations as they relate to the criminal justice field. Each student will become acquainted with relationship building with co-workers and peers.

### **Course Objectives**

- Each student will have a "hands on" experience with a criminal justice agency/organization - become familiar with the operations, functions, and activities of the agency.

- Each student will have his/her knowledge base of the criminal justice system assessed.
- Students will be exposed to information detailing a properly written resume, cover letter, and reference letter.
- Students will have an opportunity to practice the professional jargon used within an agency based on their internship.
- Students will practice or employ accumulated knowledge about the criminal justice field, the profession through the fulfillment of various assignments during this course.

### **Student Learning Outcomes**

1. Students will be able to describe in written and oral forms the function(s) of the criminal justice components.
2. Students will develop a resume appropriate for a prospective job or to carry to an interview.
3. Students will demonstrate their accumulated knowledge gained from the criminal justice curriculum by earning a successful (70% or better) grade on the survey exam (Final Exam) over criminal justice.
4. Students will describe the internship in an oral presentation.

Note: The student learning outcomes (SLOs) will be reviewed and refined, as needed, to reflect the materials presented.

## **COURSE REQUIREMENTS**

### **Instructional / Methods / Activities Assessments**

This course will provide a variety of activities and assessments to assist you in achieving the outcomes and objectives for this course. Each week the student will work toward achieving these outcomes through the assigned tasks.

A core competency of this course is critical thinking. There are numerous texts and articles that articulate and define critical thinking that students can locate and review to improve in this area. Critical thinking requires students to think through situations, facts, and issues with an open mind and in an objective way to analyze and evaluate information in an informed manner. Critical thinkers consider all points of view and carefully consider other's perspectives.

While internship is an experiential learning activity, it must be remembered that its ultimate goals are academic, for example, the student should become familiar with the inter-connection

between theory, research, and practice or application in the field of criminal justice. CJ 470 will have the **following requirements**:

### **Internship:**

Having a successful internship is most important. The internship itself will be graded. The internship grade will be cumulative. Every student must obtain 150 hours at the agency/organization. If for some reason a student cannot make a scheduled visit or be present at the agency then he/she should make sure the time is made-up (**re-scheduled**). Each student will maintain a *timesheet* which must be signed by the student's immediate supervisor at the agency. Each student must maintain an accurate, informative and up-to-date *journal*. The purpose or usefulness of the journal is for the student to describe in detail what occurred each time, each day he/she served or spent at the agency. Naturally, the student must respect confidentiality and write or report on nothing that would offend the agency or those receiving service. At the end of the internship an *evaluation* of the student will be performed by the immediate supervisor. The score obtained from the evaluation will be reflected in the student's grade.

### **In-class assignment:**

The class will meet a number of times during the semester. Students are expected to be present. Being absent will impact your grade. Although this class does not require an assigned text book, the instructor will assign readings or articles specifically related to the topic of discussion. Students are expected to read these assigned readings, to perform assigned tasks, and to complete a criminal justice summary exam (Final Exam). Students are encouraged to secure books from previous classes that address or focused on the police, corrections, and courts. Reviewing an introduction to criminal justice book may be useful. Students will be expected to show some resourcefulness, especially in reference to preparing for the summary exam.

### **Outside of class assignment:**

A number of assignments will be done outside of class and turned in on designated dates. No late assignment will be accepted.

### **Student Responsibilities**

Please remember that you are being observed while at the host agency, present yourself well and be professional. You are expected to show interest in the position and to learn as much as possible about the agency. Be an aggressive and enthusiastic learner. Remember you may seek employment or a letter of reference from this very agency or individual. Creating networks through your interactions with others combined with social media outlets will be in your best interest. As you will see from discussions during class, you are your best marketing tool.

Students will be expected to adhere to the course schedule and/ or outline pertaining to due dates. No late work will be accepted without prior approval.

The course is designed so that each week begins on Monday (12:00AM) and ends on Sunday (11:59PM), with the exception of the last week of the course (Final Exam Week). The course schedule will reflect this design.

Students are expected to have properly formatted papers/assignments. The format standard for this course is the American Psychological Association (APA) style format. To aid in properly formatting written work for this course students can purchase:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association. ISBN: 9781433805615\*

...or students can review the online manual locate at:

<https://owl.english.purdue.edu/owl/resource/560/01/>

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

Telephone and pagers must be turned off unless you work for some type of emergency agency (medical or law enforcement, etc.).

### **Tips on How to be Successful in this Class:**

Be very focused and involved during the internship, learning as much as possible about the agency and show interest.

Perform the tasks or assignments given while at the agency to the best of your ability.

Complete all the class assignments on time.

Achieve a good evaluation from the host agency.

### **Discussion Forums**

This class will have 2 discussion forums that will take place outside of the class room. Each discussion will count for a total value of 50 points towards your final grade for this course. The combined value of the discussion forums is 100 points (10% of the overall course grade).

The discussion topic will be selected and a question will be formulated for you to answer. The question may consist of several parts. Be sure to read the question carefully. Be sure to answer the question entirely and post it to the discussion forum.

To receive full credit for the discussion, you are required to post your initial response (answer the question completely) by the due date prescribed in the course schedule. Then you **must** reply to 2 other classmate's post by the due date prescribed in the course schedule. Think of this as a two part process:

- Part 1 – Initial response to the question

- Part 2 – Reply to 2 other classmate’s posts

This should be a conversation among students. In other words, during part 2 of this process, you should begin to reply to classmate’s post. The purpose of the reply is to engage in conversation.

Your reply to your classmates must add to the discourse. As I said, this is a conversation. The simple reply, “I agree” or “That is a very interesting position” will not be sufficient. If you do not add to the conversation, then I will deduct points from your grade.

### **Assignments**

Seven assignments are required for this class:

- Internship Evaluation valued at 100 points (10% of the overall course grade),
- Time sheet valued at 100 points (10% of the overall course grade),
- FEMA Independent Study valued at 100 points (10% of the overall course grade), ○  
Choose two of the following:
  - IS-230d
  - IS-700a
  - IS-800b
- Portfolio valued at 100 points (10% of the overall course grade),
- Resume valued at 100 points (10% of the overall course grade),
- LinkedIn valued at 100 points (10% of the overall course grade), and
- Oral presentation of internship valued at 100 points (10% of the overall course grade).

See course outline for further details.

### **Exams**

This course will have one comprehensive exam and this exam is considered the final exam for this course which will be valued at 200 points (20% of the overall course grade).

The final exam will cover the material discussed in this course and include concepts that you have been exposed to in previous criminal justices courses taken at TAMUC (or throughout your undergraduate studies).

## **GRADING**

Final grades in this course will be based on the following scale:

900-1000	points = A or 90% -100%
800-899	points = B or 80%-89%
700-799	points = C or 70%-79%
600-699	points = D or 60% -69%
0-599	points = F or 59% or Below

### Assessments

2 discussion forums	100 points (10%)
7 Assignments	700 points (70%)
Final Exam	200 points (20%)
Total:	1000 points (100%)

Remember that the lack of participation will result in the deduction of points from your overall course grade.

I have been asked in the past how one can calculate grade percentages based on the point system. I have included an example below:

To figure the percentage for a single grade, multiply the fractional grade by 100.

Points earned divided by Points available multiplied by 100

$$12/15 \times 100 = 80\%$$

$$30/35 \times 100 = 85.7\%$$

$$55/70 \times 100 = 78.6\%$$

To figure out a numerical grade, add up all your earned points (total earned points), add up all the possible points (total possible points available), and write that as a fraction:

$$\text{Total earned points} \quad 12 + 30 + 55 = 97$$

$$\text{Total possible points} \quad 15 + 35 + 70 = 120$$

$$\text{Multiply this fraction by 100} \quad 97/120 \times 100 = 80.83333$$

In this example the grade would be a "B".

## TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred



- Broadband connection required courses are heavily video intensive
- Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer ○ Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: **JAVA web site**  
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website.  
**Browser Check**  
[http://help.ecollege.com/LS\\_Tech\\_Req\\_WebHelp/enus/#LS\\_Technical\\_Requirements.htm#Browsset](http://help.ecollege.com/LS_Tech_Req_WebHelp/enus/#LS_Technical_Requirements.htm#Browsset)
- Running the browser check will ensure your internet browser is supported.
  - Pop-ups are allowed. ○ JavaScript is enabled. ○ Cookies are enabled.
- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software: ○ **Adobe Reader**  
<https://get.adobe.com/reader/>
  - **Adobe Flash Player** (*version 17 or later*) <https://get.adobe.com/flashplayer/>
  - **Adobe Shockwave Player** <https://get.adobe.com/shockwave/> ○ **Apple Quick Time**  
<http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007, or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: **System Requirements for LearningStudio** <https://secure.ecollege.com/tamuc/index.learn?action=technical>

## ACCESS AND NAVIGATION

### Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to **myLeo**.

<http://www.tamuc.edu/myleo.aspx>

**You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).**

It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the “My Courses” tab, and then select the “Browser Test” link under Support Services.

### Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit **Pearson 24/7 Customer Support Site**

<http://247support.custhelp.com/>

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

**Accessing Help from within Your Course:** Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone.

**Note:** Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or

work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

### **Policy for Reporting Problems with Pearson LearningStudio**

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866656-5511.
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

**PLEASE NOTE:** Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

### **myLeo Support**

Your myLeo email address is required to send and receive all student correspondence. Please email [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at **myLeo**. <https://leo.tamuc.edu>

### **Learner Support**


Go to the following link **One Stop Shop**- created to serve you by attempting to provide as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>

Go to the following link **Academic Success Center**- focused on providing academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

## **FREE MOBILE APPS**

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented. The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	<b>App Title:</b>	<b>iPhone</b> – Pearson LearningStudio Courses for iPhone <b>Android</b> – LearningStudio Courses - Phone
	<b>Operating System:</b>	<b>iPhone</b> - OS 6 and above <b>Android</b> – Jelly Bean, Kitkat, and Lollipop OS
	<b>iPhone App URL:</b>	<a href="https://itunes.apple.com/us/app/pearson-learningstudiocourses/id977280011?mt=8">https://itunes.apple.com/us/app/pearson-learningstudiocourses/id977280011?mt=8</a>

<b>Android App URL:</b>	<a href="https://play.google.com/store/apps/details?id=com.pearson.lsphone">https://play.google.com/store/apps/details?id=com.pearson.lsphone</a>
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Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

## **LEARNINGSTUDIO NOTIFICATIONS**

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bellshaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

## **COMMUNICATION AND SUPPORT**

### **Interaction with Instructor Statement**

My primary form of communication with the class will be in class and through email. Any changes in the syllabus or important information critical to this class will be disseminated to students via your official university email address. It is your responsibility to check your

university email on a regular basis. Students who email me outside of regular office hours can expect a reply within 24 hours Monday through Friday. Students who email me during holidays or over the weekend should expect a reply by the end of the next regularly scheduled business day.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures Attendance/Lateness**

As previously mentioned, class attendance and participation are expected. I do not plan to build attendance into the class requirements at this point, and hope no need will arise to do so. Students are expected to be present and ready to contribute when the class is in session. Tardiness is reacted to in an unfavorable manner.

### **Late Work**

As previously mentioned, no late work will be accepted without prior approval.

### **Missed Exams**

Exams will have a scheduled date. The exam must be taken during this scheduled period. An exam cannot be made up; therefore, an effort to complete the exam during the assigned period must be made.

### **Quizzes**

No quizzes will be given in this course.

### **Extra Credit**

Extra credit may be provided at the instructor's discretion (See course schedule).

### **Academic Honesty**

Students who violate university rules on scholastic dishonesty will be subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the possibility of receiving an "F" in the course, and dismissal from the university. Policies on scholastic dishonesty will be strictly enforced. Incidents of academic dishonesty will be reported to the Department Head. Students should be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion. The mid-term and final exams are not considered group assignments.

### **Drop Course Policy**

Your grades in this class will be an accurate reflection of your time, effort, and commitment to the subject matter. Everyone begins the class with an "A". No curves will be assessed in the course. If you feel that you have dropped below an acceptable level in this course, it is your responsibility to contact your instructor for possible remedies, drop, or withdraw from the course.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced.

### **University Specific Procedures 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 current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum (i.e. discussion boards): **Netiquette**

<http://www.albion.com/netiquette/corerules.html>

### **Campus Concealed Carry**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&MCommerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> and/or consult your event organizer. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

**Please be aware of the new campus carry policy issued by Navarro College effective August 1, 2017. You are responsible for reading and knowing this information. Please see link below:**

<http://navarrocollege.edu/boardpolicies/section-gj-1/>

### **ADA Statement Students with Disabilities**

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- Room 132

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

Fax (903) 468-8148

Email: [Rebecca.Tuerk@tamuc.edu](mailto:Rebecca.Tuerk@tamuc.edu)

Website: Office of Student Disability Resources and Services

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

**Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## COURSE OUTLINE / CALENDAR

### Week 1 (August 28 – Sept. 3)

Meet on Monday August 28 – BC 202

- Class introductions.
- Syllabus review.
  - Expectations for the class.
  - Discuss forms required for internship (host agency)
- Discuss intern opportunities

### Week 2 (Sept. 4 – Sept. 10)

September 4 is a Holiday – University Closed

### Week 3 (Sept. 11 – Sept. 17)

Meet on Monday September 11 – BC 202

- Document student's selected agencies
- Overview on policies/agency policy

### Week 4 (Sept. 18 – Sept. 24)

Meet on Monday September 18 – BC 202

- Assigned Reading

Harness the power of LinkedIn. (2016). *Journal of Financial Planning*, 29(7), 11.

Joyce, S. P., & Smith-Proulx, L. (2016). How the unemployed can leverage LinkedIn. *Career Planning & Adult Development Journal*, 32(2), 131.

Power, A. (2015). LinkedIn: Facebook for professionals?. *British Journal of Midwifery*, 23(3), 196-198.

- LinkedIn Assignment
  - Initial set up and connect with instructor by September 24
  - Continue to add to LinkedIn throughout the course
- Discussion #1
  - Due October 8 by 11:59PM



**Week 5** (Sept. 25 – Oct. 1)

Meet on Monday September 25 – BC 202

- FEMA
  - <http://www.fema.gov/>
    - Review FEMA web site
  - <https://training.fema.gov/is/>
  - Independent Study Exams now require a FEMA Student Identification (SID) Number. If you do not yet have a SID, register for one today: <https://cdp.dhs.gov/femasid>.
  - Under the independent study tab, after you acquire SID, complete lesson and exam for two of the following:
    - IS-230.d
    - IS-700.a
    - IS-800.b ○ Print a copy for your records (include a copy in the portfolio)
    - Show the copy to me so a grade can be assessed

**Week 6** (Oct. 2 – Oct. 8)

No class room meeting.

- Complete FEMA assignment.
- Discussion #1 due October 8 by 11:59PM
- Complete third FEMA Exam for 25 points – extra credit.
  - Due by the beginning of class on December 11

**Week 7** (Oct. 9 – Oct. 15)

Meet on Monday October 9 – BC 202

- Assigned reading:

Guisseppi, M. (2016). Mind your online reputation: The personal branding social proof paradigm and two little-known ways to master it. *Career Planning & Adult Development Journal*, 32(2), 101.

- Discussion #2 ○ Due by October 29 at 11:59PM

**Week 8** (Oct. 16 – Oct. 22)

Meet on Monday October 16 – BC 202

- Discuss portfolio
  - Provide examples
    - Due on November 27
- Present to class

**Week 9** (Oct. 23 – Oct. 29)

Meet on Monday October 23 – BC 202

- Assigned Reading

Roberts, C. C. (2016). How to identify and implement keywords into USAJOBS (federal) resumes. *Career Planning & Adult Development Journal*, 32(2), 66.

- Class discussion on job searches and required credentials

**Week 10** (Oct. 30 – Nov. 5)

No class meeting.

**Week 11** (Nov. 6 – Nov. 12)

Meet on Monday November 6 – BC 202

- Assigned Reading

Akpan, J., & Notar, C. E. (2012). How to write a professional knockout resume to differentiate yourself. *College Student Journal*, 46(4), 880.

- Assignment
  - Professional Resume
    - Due on November 13

**Week 12** (Nov. 13 – Nov. 19)

Meet on Monday November 13 – BC 202

- Review accumulative work on:
  - Resume
  - LinkedIn
  - Portfolio
- How do these items combine to sell yourself to potential employers

**Week 13** (Nov. 20 – Nov. 26)

No class meeting.

**Week 14** (Nov. 27 – Dec. 3)

Meet on Monday November 27 – BC 202

- Present Portfolio ○ Class discussion

**Week 15** (Dec. 4 – Dec. 10)

Meet on Monday December 4 – BC 202

- Oral Presentations ○ Intern documents due
- Final Review

**Week 16** (Dec. 11 – Dec. 15)

Meet on Monday December 11 – BC 202

- Extra Credit (FEMA) due by beginning of class.
- Final Exam will be in class on December 11 at 5:00PM

Semester ends – 12/15/17