**Criminal Justice 250A: Capstone Course-Job Search and Interviewing**

**Spring Term 2015**

**Tuesday: 3:00-3:50, Room RCH 216**

**Instructor:** R. Rodger **Office:** NSH 215

**Office hours:** Office hours**: M, W, F** 12:00-12:45 **E-Mail:** rodgerr@linnbenton.edu **T** 2-2:45

AND BY APPOINTMENT

**Required Materials:**

Harr, J. Scott, Hess, Karen M., (2010). *CAREERS In Criminal Justice and Related Fields (6th Ed.).* Wadsworth, Cengage Learning, Belmont, CA. A copy is also located in the campus library for your convenience.

**PREREQUISITE:** Second-year status

**Course Description:**

The first of three capstone courses in the Criminal Justice Department. This course is designed to instruct the student in interview techniques, job search strategies, and interviewer characteristics specific to law enforcement and corrections, and it identifies common mistakes made by applicants. May be taken concurrently with CJ 250B. This course must be passed with a grade of “C” or better.

**Course Learning Outcomes:** Upon successful completion, the student will be able to identify and articulate:

1. Successful strategies for applying and interviewing for work in law enforcement and corrections

2. Proper interview clothing and demeanor

3. Common mistakes made by job applicants

4. How to execute a successful job search campaign

**Learning Activities:**

1. Listening to lectures

2. Watching videos

3. Class discussion

4. Role playing exercises

5. Guest speakers

**Assessment Tasks:** How will the students show evidence of achieving the learning outcomes?

1. Passing scores on written in-class assignments

2. Meaningful participation in class discussions and role-playing exercises.

**Course Requirements:**

In this class you will be required to think, read, write, speak, observe, and participate. Attendance is taken in each class. Students who may need accommodations due to documented disabilities and who have medical information that the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you have not accessed services and think you may need them, please contact Disability Services, 917-4789. If you documented your disability, remember that you must complete a Request for Accommodations form every term in order to receive accommodations.

**LBCC Comprehensive Statement of Nondiscrimination:**

Linn-Benton Community College is committed to providing an atmosphere that encourages individuals to realize their potential. We embrace diversity and inclusion of all persons. The college prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, or age in any area, activity or operation of the college. In addition, the college complies with related federal, state, and local laws (Civil Rights, Disability & Rehabilitation Acts, Veterans Acts).

**Course Evaluation:**

• **Attendance** is required. Each class is worth 10 points for a total of 100 points.

• **Class Assignments:** Throughout the term there will be in-class and homework opportunities to demonstrate your knowledge. This will include group work, reflective writing, and other individual activities. In-class work cannot be made up. (100 pts)

*Late work is penalized a full letter grade for each day late, and you are accountable for content missed if you are absent.*

• **Tests:** There will be two online multiple-choice tests worth 50 points each.

• **Speaker Write ups:** Guest speakers were chosen because of their expertise in the field of criminal justice. You are required to submit a 1 page write-up on each of the speakers. (100 pts)

Summary:

 Attendance (10 points/class) 100 points

 In-Class Activities/Homework 1/week 100 points

 Tests (2) 100 points

 Write up on guest speakers 125 points

 425 possible points

**Grades:**

Grades will be figured on straight percentage based on the total number of points possible. I encourage you to check in with me about your progress throughout the term to maximize your success and minimize any surprises.

A= 90-100%

B= 80-89%

C= 70-79%

D= 60-69%

F= 59% or below

CLASS CALENDAR

\* **Instructor reserves the right to make changes in the course schedule in response to changing**

 **Student needs.**

Week 1: 3/31 Introduction

 **Assignment: Personal Honor Code**

Week2: 4/7 Chapter 9/Attributes of a Successful Candidate

 **Due: Personal Honor Code**

 **Assignment: 5 Questions for speakers**

Week 3: 4/14 Chapter 12/The Application Process: Finding and Applying for Jobs

 **Due: Questions for Speakers**

Week 4: 4/21 **Quiz Chapter 9 & 12** Marcy Johnston, Career/Counseling Center

 **Due: 10 job search inquiries**

Week 5: 4/28 Troy Fuller, Detention Manager, Linn Benton Detention Center

 **Due: Write up on Interns**

Week 6: 5/5 Frank Stevenson, Lebanon Police Chief

 **Due: Write up on Troy Fuller**

Week 7: 5/12 Terry Thompson, Deputy Director of the Benton County Juvenile Department

 **Due: Write up on** Frank Stevenson

Week 8: 5/19 Sergeant Jeff Lewis, Oregon State Police

**Due: Come to class dressed for job interview**

 **Due: Write up on Terry Thompson**

Week 9: 5/26 Chapter 13 Your Job-Seeking Uniform: Presenting Yourself as the One to Hire

 **Due: Write up on Sergeant Lewis**

Week 10: 6/2 Chapters 14The Interview: A Closer Look

Week 11: 6/9 **Due: The Letter**

 **Final DUE BY MIDNIGHT WEDNESDAY 12/10 ONLINE!!**

 **Final (Quiz on Chapters: 13 & 14)**