

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**VIRTUAL CAMPUS**

Wayland Mission Statement:Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Course Title, Number, and Section: JUAD 3328 VC01 - Careers in Justice Administration

Term:Spring 2020

Instructor:Brenda M. Johnson

WBU Email Address: brenda.johnson@wayland.wbu.edu

Class Meeting Time and Location: Online

Catalog Description: Introduction to areas of specialization, educational and certification requirements, ethics, and other considerations for careers in criminal justice.

**There is no prerequisite for this course.**

Required Textbook(s) and/or Required Material(s) : Harr, Scott J. 2010. Careers in Criminal Justice: From Internship to Promotion 6th Edition. Cengage. **ISBN-13:** 9780495600329

Optional Materials: none

Course Outcome Competencies:Upon completion of this course, students will be able to demonstrate an understanding of the key components of sexual assault cases including but not limited to:

* Understand the different areas of specialization in criminal justice
* Know the types of jobs that exist in the areas of specialization
* Understand the educational and certification requirements for careers in criminal justice
* Be familiar with ethical principles of criminal justice professionals
* Be able to think critically about topics important to criminal justice
* Develop a personal philosophy about the role of faith in criminal justice
* Gain first-hand information by visiting people and places involved in careers in criminal justice

Attendance Requirements:

WBUonline (Virtual Campus)

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

Statement on Plagiarism and Academic Dishonesty:Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

Disability Statement:In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.  The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.

Course Requirements and Grading Criteria:

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| --- | --- |
| Class Participation | 100 Points Possible |
| Weekly Discussion Board | 400 Points Possible |
| Career Search Project Part 1: The Job Search | 100 Points Possible |
| Career Search Project Part 2: The Application Process | 100 Points Possible |
| Career Search Project Part 3: Resume and Cover Letter | 100 Points Possible |
| Career Search Project Part 4: Peer Mock Interview | 100 Points Possible |
| Final Reflection Paper | 100 Points Possible |

**TOTAL: 1,000 POINTS POSSIBLE**

**Reading:** Reading assignments are to be completed on time (i.e., prior to the scheduled discussion/pertinent assessments over the material). You should be prepared to participate in the discussion boards about the assigned readings.

**Class Participation/Attendance**: I will utilize the deadlines and weekly discussion boards to measure your attendance and participation. Missing a deadline will result in an “absence”. In order to obtain the maximum participation points possible, students should ensure that all assignments are submitted timely and that their discussion boards and assignments are meaningful and substantive.

**Weekly Discussion Board:** There will be a weekly discussion board for each week of class, with the exception of week 9 and week 11. However, please note that week 1 has two discussion boards; the welcome discussion board (which is informal and more of a “get to you know you” exercise) and the Week 1 Discussion Board (which covers the weekly assigned reading material). Each week, a prompt will be posted by Monday at 9:00 AM. You will need to formulate an initial response to that prompt by Thursday at 11: 59 PM CST of each week. Then, By Sunday at 11:59 PM CST, you will need to read each of your classmates’ initial responses and reply to at least two of your classmates’ initial responses. Of course, you are welcome to respond to more than two of your classmates’ posts, but you will need to clearly indicate which two responses you would like me to grade. Otherwise, I will grade the first two responses.

**Note:** Participating in the weekly discussions on Bb is a major requirement of this course. **Accordingly, late posts will receive an automatic 2-point deduction (meaning you are starting out w/ a 90 or a B!) If you consistently turn in late assignments, the deductions will increase.** Additionally, please remember that **plagiarism will not be tolerated in any way** (Wayland Baptist University Policy on Dishonesty). You may view your peers work and postings to learn from one another, but you can’t copy their work. While there is no specific word limit, your initial post should be long enough to adequately address the prompt and all issues that are presented. Your initial post must be insightful, thorough, and show an appreciation and understanding of the issues. Your responses to your classmates’ initial posts should identify portions of the post you agree/disagree with and explain why. Additionally, your responses should supplement, contradict, question, or further discussion on the pertinent subject area. All posts should be substantiated by examples from the textbook and/or appropriate websites. **Do not forget to cite your sources**! It is also expected that all posts reflect critical thinking and good grammar.

**Career Search Project Part 1: The Job Search:** Students will research 3 jobs in their chosen career path through the Career Planning website. This will be done by looking for job positing in the field that most interests you in the State/Community that you desire to live/serve. In this assignment, students will discuss the skills and experience needed for the jobs, the pay rate of those jobs, and the areas where the student will need to improve in order to be a strong candidate for the job. More detailed information regarding the assignment will be released once class begins.

**Career Search Project Part 2: Resume and Cover Letter:** Students will complete a resume and specific cover letter for each of the 3 positions the student wishes to apply for. Students MUST take their Resume and Cover Letters to the Writing Center for review prior to submission. More detailed information regarding the assignment will be released once class begins.

**Career Search Project Part 3: The Application Process:** Students will respond to 1 job posting that they found and apply for those positions with our Mock Application. More detailed information regarding the assignment will be released once class begins.

**Career Search Project Part 4: Peer Mock Interviewing:** Students will take part in mock interviews. Students will participate a written interview for the position that they applied for in Career Search Project Part 3. Additionally, students will also fulfill the role of the interviewer for another student by drafting interview questions for their assigned applicant to answer. Once the applicant returns the questionnaire, the interviewer will provide the applicant with ***constructive*** criticism. This unique opportunity provides students with the advantage of seeing both sides of the interview process. More detailed information regarding the assignment will be released once class begins.

**Final Reflection Paper**: Students will complete a final reflection paper to discuss their experience in the Career Search Projects Parts 1-4. More detailed information regarding the assignment will be released once class begins.

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

**Student Grade Appeals:**

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

Tentative Schedule: **(all due dates are in CST)**

**Course Outline/Calendar**:

**Week 1 (February 24 – March 1)**

**Chapter 1 and Chapter 2**

**Week 1 Initial Discussion Board Response: Due Thursday @ 11:59 PM**

**Classmate DB Response: Due Sunday @ 11:59 PM**

**Week 2 (March 2 – March 8) Chapter 3 and Chapter 4**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Career Search Project Part 1: The Job Search – Due Sunday by 11:59 PM**

**SPRING BREAK (March 9 – March 15): NO CLASS/NO ASSIGNMENTS DUE!**

**Week 3 (March 16 – March 22) Chapter 5 and Chapter 6**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Week 4 (March 23 – March 29) Chapter 9, Chapter 10, & Chapter 11**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Week 5 (March 30 – April 5) Chapter 7 and Chapter 8**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Career Search Project Part 2: Resume and Cover Letter – Due Sunday by 11:59 PM**

**Week 6 (April 6 – April 12) Chapter 12**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Week 6 Quiz - Due Sunday @ 11:59 PM**

**Week 7 (April 13 – April 19) Chapter 13**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Career Search Project Part 3: The Application Process – Due Sunday by 11:59 PM**

**Week 8 (April 20 – April 26) Chapter 14**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Week 8 Quiz - Due Sunday @ 11:59 PM**

**Research Paper Due Sunday @ 11:59 PM**

**Week 9 (April 27 – May 3) Career Search Project 4: Peer Mock Interview**

**-Interviewers must have their written questions to the applicant by Monday at 7:00 PM**

**-Applicants must have their written responses back to the interviewers by Thursday at 7:00 PM**

**-Interviewers must provide their constructive feedback to the applicant by Sunday at 7:00 PM**

**Week 10 (May 4 -May 10) Chapter 15, Chapter 16, & Chapter 17**

**Initial Discussion Board Response: Thursday @ 11:59 PM**

**Classmate DB Response: Due: Sunday @ 11:59 PM**

**Week 11 (May 11 – May 16) FINAL REFELCTION PAPER DUE BY NOON ON WEDNESDAY!!!**

**Other Important Dates:**

**Spring Term Begins: February 24, 2020**

**Last day to drop with a W: April 24, 2020**

**Last day to drop with WP/WF: May 1, 2020**

**Spring Term Ends May 16, 2020**

Additional Information:[WBU Catalog](http://catalog.wbu.edu)