CCJ 4934-1C35 Careers in Criminal Justice  
Course Dates: August 22 – December 5  

Class Meeting Times: MWF 3rd Period  
Location: LIT 0113  
Professor: Erika J. Brooke, Ph.D.  
Contact: ejbrooke@ufl.edu  
Office: TUR 3334  
Office Hours: W 2nd & 4th periods or by appointment

Course Description  
This course operates as a professional development opportunity that is designed to assist undergraduates with the transition from student to professional in the criminology and criminal justice fields. Students are exposed to the various career paths and options available through experiential learning activities, guest speakers, readings, and assignments. Specifically, careers in federal, state, and local agencies, as well as graduate/law school processes are addressed. Emphasis is also placed on the development of job seeking skills and strategies such as: building experience during undergraduate education, application processes (for jobs and graduate/law schools), cover letter/resume writing, network building, interview preparation, and creating a professional online presence.

Learning Objectives  
- Examine the various skills learned as a criminology major  
- Explore diverse professions within the fields of criminology and criminal justice and how they relate to solving social problems  
- Examine the requirements and skill sets associated with specific vocations  
- Learn how to build experience during undergraduate education  
- Develop job seeking skills and strategies  
- Build a professional presence for both face-to-face and online environments

Equipment and Access Requirements  
Students will need reliable access to standard computer equipment and services (e.g., Word, power point, email, youtube). No specialized software is required for purchase. Grades will be maintained on the Canvas site (http://elearning.ufl.edu/), and the assignments requirements will be posted on this site, along with updates and announcements. **Students should check Canvas every day.**

Expectations  
This is an upper-division course. Students should devote a minimum of six hours per week to out-of-class reading and assignment completion. All assigned reading must be completed prior to class. During class, you should pay attention, take notes, and ask questions as needed. Talking, texting, emailing and other disruptive or inattentive activities are prohibited.
Because of the experiential learning component of the class, students should expect to spend a substantial amount of time out of the “formal” classroom and within the local community exploring the criminology and criminal justice fields and other experience building opportunities. A list of required out of class activities are listed on the last page of this syllabus. Be sure to thoroughly review this list and the course to ensure that you are able to actively participate within the course.

During my office hours, my door is open and you do not need an appointment. Should you wish to see me outside of office hours, an appointment is required.

Email and Classroom Etiquette
All students will use professional communication styles. A university classroom is a professional environment just like a job. You may address me as “doctor” or “professor.” Anything else (including “Mrs.,” “Ms.,” or “Miss”) is not acceptable. Please maintain a formal tone in your email correspondence. I reserve the right to not reply to unprofessional emails. I will show you the same courtesy. Professional email exchanges include an opening salutation (e.g., “Hello Dr. Brooke”), an introduction (e.g., “My name is John Doe and I am in your T/Th Careers in CJ course”), content/question, and closing salutation (e.g., “Thank you, John Doe”). Proper grammar and sentence structure is also expected. In addition, I can tell when your iPhone autocorrects your words and you send me a messy email. Please review your email prior to hitting “Send”. Lastly, if your email to me sounds like a text message to your friend, do not expect me to respond. Respect is crucial. All emails must be sent from your official university email account. I will not respond to emails sent from third-party addresses (Gmail and the like).

I will return most emails within 24 hours, except in the case of a weekend, holiday, or time period when I announce that I will be away from email. In these events, emails will be returned within 24 hours of my return to the office. Please allow ample time for me to answer your questions, and do not attempt to contact me at the last minute with an urgent problem.

Students will maintain respectful, professional attitudes and demeanors during class and labs. We may broach upon some controversial or uncomfortable topics. It is important to discuss these matters because they help us improve as people and as a society. Under no circumstances will these discussions create hostile environments for anyone based on race, ethnicity, gender, religion, sexual orientation, gender identity, or any other personal characteristic. The university classroom is a unique place where freedom of expression meets freedom from prejudice.

Required Readings
There are two textbooks required for this course:


These books are required. They are available from the UF bookstore and online booksellers. Stick with the appropriate edition. If you purchase an older version, you might have problems completing the necessary reading.

There may be other assigned readings throughout the course. These will also be required. I will post the articles on E-learning (http://elearning.ufl.edu/) a minimum of one week prior to its due date. You must access E-learning download all necessary materials.

Syllabus Disclaimer
By taking this course, you agree to read the syllabus carefully and abide by its terms. I, too, will adhere to the rules and procedures. I do, however, reserve the right to make adjustments as needed. Every class is unique and new challenges often arise; therefore, flexibility might be required. Should there be an alteration that affects grading or course planning, I will announce the change and provide an amended syllabus to you.

Assessments
Participation
Class assignments (both in class and via the web) are required. The assignments are designed to give students first-hand experience on topics, and are intended to promote reading and participation class. Assignments will vary in format and may include: reaction papers, class discussion/topics, reading questions related to the textbook, group assignments or any other format that the instructor chooses. When necessary, all citations must be in APA format. Notable class assignments include, but are not limited to, reflection papers, resume drafts, cover letter drafts, self-biographies, short reflection papers, and a three-minute interview pitch presentation. When necessary, all citations must be in APA format. Key assignments are noted on the course schedule.

On 20 randomly selected days, class assignments and discussions will be graded. Each day is worth 10 points. *Disruptive or inattentive behavior such as, but not limited to, texting during class, talking at unapproved times, or using a laptop for purposes that appear unrelated to note-taking will result in point reduction or loss for the day.*

Web Portfolio
The web portfolio is the culmination of all items produced over the course of the semester. In your web portfolio, you will include the following: (1) your biography, (2) final draft of your resumes, (3) final draft of your cover letter, (4) your self-pitch presentation, and (5) system reflections and future step paper. This will be due on the last day of class.

Academic Integrity
Academic dishonesty is strictly prohibited. *Dishonesty includes cheating and plagiarism.* Cheating encompasses acts such as, but not limited to, collaborating with other students on the class assignments when not directed or looking at someone else’s test during an exam. I reserve the right to require people suspected of cheating to take an oral or written exam to
demonstrate their knowledge of the subject matter in question. Failure to take the required re-test or failure on the re-test may result in a zero on the assignment. I do not need to prove that you cheated in order to take these measures; my articulable suspicion is sufficient.

Plagiarism involves acts such as, but not limited to, failing to cite sources properly in written work, using phrases taken from original sources without proper quotations and citations, submitting all or part of papers that have been submitted to another class either in the past or during this current semester, and attempting to pass off someone else’s ideas as your own. **Plagiarism can occur in the absence of intent**; it is your responsibility to make sure that you do not copy words or ideas from anyone, either purposefully or inadvertently. Cheating or plagiarism will result in penalties. It might be a zero on the assignment, an E in the class, or other disciplinary action. I may also elect to report academic dishonesty to the Dean of Students Office.

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (https://www.dso.ufl.edu/sscr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

### Late Work, Make-up Work, and Extra Credit

No late work is permitted. Key deadlines are posted in advance on the course schedule. It is your responsibility to review this document and check canvas daily.

No make-up assignments will be given except in cases of documented emergency or my **prior approval** of a legitimate excuse. That is, notification of a legitimate excuse should be made at minimum 24 hours in advance to the event. Similarly, notification of an emergency should be made promptly (within 72 hours) post-emergency event and not weeks later. I reserve the right to require make-up assignments in lieu of late submission, even if an emergency has occurred. Make up assignments, no matter the excuse, are given immediately (within 72 hours) following the excused absence and will be in essay style format.

Please also see UF’s attendance policy: https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx.

Small amounts of extra credit might be offered; however, I will under no circumstances provide a student with an individualized extra-credit assignment. I also do not use “incompletes” except in the event of genuine problems (usually occurring after the withdrawal deadline) that are valid excuses for being unable to finish coursework on time. Your grade in the class is based on
your performance on the assignments, exams and papers. It is your responsibility to check Canvas regularly and to always know your current grade.

**Disability Access**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students are required to meet with the instructor to discuss the appropriate accommodations required for the class. Just simply emailing or handing the instructor your accommodation letter with no further discussion will not suffice. Students with disabilities should follow this procedure as early as possible in the semester.

**Course Evaluation**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.

**Grading Totals and Scheme**

The grade you receive in the course is the one you earn by attending class, putting in the proper effort on the class activities and web portfolio, and participating in the outside activities. All grades are posted on Canvas throughout the semester. You have up until two weeks after an assignment grade is posted to bring an error to my attention. I will not discuss grade errors after the two weeks has passed. It is your responsibility to review your grades regularly. I do not round grades and strictly adhere is the grading system listed below.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Participation &amp; E-learning Discussions x 20</td>
<td>200</td>
<td>49.5</td>
</tr>
<tr>
<td>Web portfolio</td>
<td>200</td>
<td>49.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>400</td>
<td>100</td>
</tr>
</tbody>
</table>

**Grading System**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93–100</td>
<td>A</td>
</tr>
<tr>
<td>90 – 92.9</td>
<td>A-</td>
</tr>
<tr>
<td>87 – 89.9</td>
<td>B+</td>
</tr>
<tr>
<td>83 – 86.9</td>
<td>B</td>
</tr>
</tbody>
</table>
Please also see: https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

**Course Topic Schedule**  
(*Course Calendar with assigned readings and due dates is posted on canvas under the “files” tab*)

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Introduction to the course &amp; each other</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Self-Assessments/Skills identification/Exploring social problems</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Exploring the system—out in the field</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Exploring the system—out in the field</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Exploring the system—out in the field/ Networking/UF CRC Resources Presentation</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Reflection of Field Exploration/ Attend Career Showcase</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Internships, study abroad and volunteer work—Get involved</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>Guest Speakers—TBA</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>Guest Speakers—TBA /Further education—Now or Later</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>Attend the Grad School Fair/ Setting realistic goals</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>Build your brand—Resume writing/Cover letter</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>Build your brand—Resume writing/Cover letter/Online presence/ Searching for opportunities: The Job Search</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>Independent Study week: Complete volunteer work/secure internship/CRC resume cover letter review</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Interviewing &amp; presentation skills/Thanksgiving</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Interviewing &amp; presentation skills</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Career Map Goals/Completing the final portfolio</td>
</tr>
</tbody>
</table>
Required out of class activities for CCJ 4934—Careers in Criminal Justice: (20 hours total)

- Spend 10 hours outside of class exploring the field—points of contact will be posted on canvas after week 1
  - Police—minimum of 2 hours
  - Courts—minimum of 2 hours
  - Corrections—minimum of 2 hours
- Attend the Volunteer Fair (1 hour)
- Attend 1 Criminology & Law Honor Society Meeting (1 hour)—schedule will be posted on canvas after week 1
- Attend 2 CRC workshops (1 hour each)—schedule posted on canvas
- Volunteer within the community for 4 hours—get prior approval on agencies
- Attend the Career Showcase (1 hour)
- Attend the Graduate School fair (1 hour)

**Required materials to show proof of attendance at these various activities will be posted on canvas after week 1**