



**Cooperative Education –  
Corrections/Correctional  
Administration  
(CJCR 2380)  
Course Syllabus: Spring 2017**  
(Complete Syllabus available at [ntcc.blackboard.com](http://ntcc.blackboard.com))

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“Northeast Texas Community College exists to provide responsible, exemplary learning opportunities.”

**Bob Hedges**

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**Office Hours:** Posted on front window  
of IT106 each semester

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**COURSE DESCRIPTION**

This course offers the student an opportunity to gain work experience in the Criminal Justice field. The student will be assigned to a sponsor agency and serve a minimum of 10 hours per week in a volunteer role while being supervised by the sponsor. The instructor will work with the student and sponsor agency to set individual objectives related to career goals, personal development, problem solving, routine duties, and job growth.

Co-requisite: Requires instructor's approval prior to enrollment.

**Required Textbook(s):** A standard text will not be used in this class. A bibliography list will be provided to each student as a resource for developing resumes and interview skills.

**Publisher:** N/A

**ISBN Number:** N/A

**Recommended Reading(s):** None

**Student Learning Outcomes:**

1. Students will demonstrate an ability to develop and complete a personal and professional resume.
2. Students will demonstrate the ability to develop a volunteer service schedule with a sponsor.
3. Students will demonstrate the ability to solve on the job problems that develop in every day situations with assistance from the sponsor and instructor.
4. Students will complete a minimum of 100 volunteer service hours with the sponsor agency during the semester.

**Exemplary Educational Objectives:**

Upon completion of this course, the student will:

- 1) Complete a sixteen hour seminar in the following topic areas:
  - a) Interviewing for employment
  - b) Developing a professional resume
  - c) Understanding confidentiality when working with clients
  - d) How to make positive impressions in a new work-place
- 2) Learn to develop and complete a personal and professional resume.
- 3) Develop a volunteer service schedule with the sponsor.
- 4) Learn to solve on the job problems that develop in everyday situations with assistance from the sponsor and instructor.
- 5) Complete a minimum of 130 volunteer service hours with the sponsor agency during the semester.
- 6) Evaluate the volunteer service experience and its effects on the student's career goals.

**SCANS Skills:**

N/A

**Lectures & Discussions:**

Lecture, class discussion, and, or small group projects directly from multiple chapters in the required text.

**Evaluation/Grading Policy:**

**GRADING SYSTEM**

A 90+    B 80-89    C 70-79    D 60-69    F 59 or below

Grades are based on:

Quality of personal resume  
Seminar attendance  
Volunteer service attendance  
Sponsor agency evaluation

To receive credit for this course, the student must satisfactorily complete the following areas:

1. Attend class regularly and on time.
2. Demonstrate knowledge of all learning objectives as determined and approved by the instructor.
3. Read all materials and do all work on time and in a quality manner as dictated by the group and/or by the instructor.
4. Take responsibility for the learning process.
5. Cooperate freely with other students on the project and other class assignments.
6. Complete all exams and coursework.

**Tests/Exams:**

There will not be traditional testing during this class.

The instructor reserves the right to make final decisions regarding sponsor assignments.

However, input from the student regarding their areas of interest and service schedule availability will weigh heavily when making service assignments.

If problems develop with service assignments during the semester, both students and sponsors are encouraged to contact the instructor immediately.

At the end of the semester, the sponsor will complete an evaluation for each student. The evaluation will reflect the student's level of responsibility, areas of growth, areas of needed improvement, attendance record, punctuality record, and any other recommendations regarding the student or the overall program.

**Assignments:** There may be outside assignments required in addition to the above especially if extra credit is requested by the student.

**Other Course Requirements:** See Complete Syllabus available at [ntcc.blackboard.com](http://ntcc.blackboard.com)

**Student Responsibilities/Expectations:**

Students will be expected to follow all class policies noted in the complete syllabus (available at [ntcc.blackboard.com](https://ntcc.blackboard.com)) and students will be expected to follow all guidelines found in the NTCC student handbook (available on NTCC website: [ntcc.edu](https://ntcc.edu))

**Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

**ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

**Family Educational Rights And Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Other Course Policies:**

Any additional course policies can be found in the complete syllabus (available at [ntcc.blackboard.com](https://ntcc.blackboard.com)).