

**SPECIAL TOPICS:
CRIMINAL JUSTICE CAREER EXPLORATION**

**CJLE 1194
Hybrid Course**

NORTHEAST TEXAS COMMUNITY COLLEGE

SPRING 2017

NORTHEAST TEXAS COMMUNITY COLLEGE
SPECIAL TOPICS: CRIMINAL JUSTICE CAREER EXPLORATION
(Please note: this is a one college credit course required for most Criminal Justice majors)

CJLE 1194

Course Number: CJLE 1194

Course Title: SPECIAL TOPICS:
CRIMINAL JUSTICE CAREER
EXPLORATION

Course Credit Hours: 1 **Lecture Hours** 1 **Lab Hours** None **Clinical/Recitation Hours** None

Prerequisite: None **Co-requisite:** None

Course Instructor: Bob Hedges

Classroom: IT 106

Office: IT 106

Telephone Numbers: Office: (903) 434-8266

Home: (903) 572-2724

Website: <http://faculty.ntcc.edu/>

E-mail: bhedges@ntcc.edu

Textbook: *None required. However, each student must have internet access with capabilities to complete all assignments*

Supplies: Paper, pen, pencil, print-outs (to be assigned), computer with regular access to the Internet

Course Description: This course will provide an opportunity for the student to develop vision and gain an understanding of the many career options open to them in the field of law enforcement and corrections. In addition, the student will develop enhanced abilities to seek careers in their areas of interest, understand the professional requirements of their career of choice, and be in a better position to prepare themselves for fulfilling their professional interests.

Course Learning Objectives:

During this course the student will be able to:

1. Develop experience in producing a professional resume following acceptable format and content
2. Identify the processes and anticipated procedures during professional employment interviews
3. Gain insight to the wide range of career opportunities in the field of law enforcement and corrections
4. Locate important information from agency websites regarding employment opportunities and anticipated agency benefits for prospective employees

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

- | | |
|--|------------|
| A. All on-line assignments in a timely manner. Includes all readings, tests, quizzes and hardcopy projects | 40% |
| B. Provide meaningful class participation | 20% |
| C. Complete final exam in person as scheduled | 20% |
| C. Attendance requirements (SEE EXPLANATION BELOW) | <u>20%</u> |
| | 100% |

ATTENDANCE IS CRITICAL. The State requires attendance records be maintained. Attendance records will be furnished to the State Commission on Law Enforcement or your future employer if requested. Discuss attendance problems with your instructor. A student can have 1 absence without a grade penalty. In any class, two tardies equal an absence. IT IS THE STUDENT'S RESPONSIBILITY TOO ADVISE MR. HEDGES OF A "TARDY"

IMMEDIATELY AT THE END OF THAT DAY'S CLASS OR THE RECORDED ABSENCE REMAINS THE OFFICIAL ROLL RECORD. Beyond these allowances, students lose a full letter grade for each additional absence when the final course grade is determined at the end of the semester. Students can contact the instructor during conference hours to possibly arrange "make-up" work if the absences are not too severe. Students must do this on their own initiative.

GRADING SYSTEM

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

Course Format: Hybrid

Method of Evaluation: See Instructor Syllabus

Attendance Policy: See attendance policy noted above. Please see the academic calendar on the NTCC website (ntcc.edu) for the last day to withdraw from a class.

Religious Holy Days: Please refer to the current Northeast Texas Community College Student Handbook

ADA Statement: It is the policy of Northeast Texas Community College 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 Northeast Texas Community College Catalog or Student Handbook.

Academic Ethics: Northeast Texas Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

Honesty Statement: Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook.

Plagiarism is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

Cheating is defined to include the following: copying from another student's paper; using materials during a test not authorized by the person giving the test; collaborating with any other person during the test without permission; knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of test not yet administered; substituting for another student or permitting any other person to substitute for oneself; copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is defined as the unauthorized collaboration with any person in preparing work offered for credit.

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 education 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.

ADDITIONAL INFORMATION

Regarding student conduct in class, please refer to the "Student Code of Conduct" in the college catalog posted on the NTCC website (ntcc.edu).

Please do not bring children to class.

Please turn off all electronic devices, including cell phones, until you are asked to use them in class.

Conference hours are posted on the glass window in front of the classroom. You may contact me at any time by calling my office at 903-434-8266 or my home at 903-572-2724.