

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



COURSE OUTLINE

JUST429- INTRODUCTION TO CULMINATING EXPERIENCE SEMINAR

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**SCHOOL OF SCIENCE, HEALTH & CRIMINAL JUSTICE
CRIMINAL JUSTICE DEPARTMENT
JUNE 2018**

JUST429 – INTRODUCTION TO CULMINATING EXPERIENCE SEMINAR

- A. **TITLE:** Introduction to Culminating Experience Seminar
- B. **COURSE NUMBER:** JUST429
- C. **CREDIT HOURS:** 1
- D. **WRITING INTENSIVE COURSE:** No
- E. **WEEKS PER SEMESTER:** 15 weeks
- F. **SEMESTER(S) OFFERED:** Fall/Spring
- G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
1 hour of lecture per week
- H. **CATALOG DESCRIPTION:** This course is the precursor to the senior culminating experience in the Criminal Investigation, Homeland Security or Criminal Justice: Law Enforcement Leadership Bachelor’s programs. Students meet on a weekly basis with faculty to discuss resume preparation, job interviewing, locating and establishing internships, and internship requirements. This course is a prerequisite to JUST430, Culminating Experience in Criminal Justice.
- I. **PRE-REQUISITES/ CO-COURSES:** Prerequisite: senior level status in either the Criminal Investigation, Criminal Justice: Law Enforcement Leadership or Homeland Security program or permission of instructor.
- J. **STUDENT LEARNING OUTCOMES:**

Upon completion of this course, the student will be able to:

<i>Course Objective</i>	<i>Institutional SLO</i>
a. Create a resume appropriate for job searches in the criminal justice field.	1.Communication
b. Complete a mock job search interview linked to field of study.	4. Social responsibility
c. Identify appropriate mentorship in criminal justice agencies commensurate with the student’s area of interest.	1. Communication
d. Complete all culminating experience agreements and associated paperwork with a mentorship agency.	1.Communication

e. Demonstrate an overall knowledge of the criteria needed to successfully complete the culminating experience and demonstrate proficiency in the completion of all associated culminating experience reports.	1.Communication
f. Assemble and deliver to the culminating experience site mentor a list of goals to be achieved during the culminating experience.	1.Communication

K. TEXTS: Criminal Justice Department, SUNY Canton (n.d.). *Culminating experience in criminal justice handbook*. Canton, NY: Author

L. REFERENCES: Various internet resources

M. EQUIPMENT: None

N. GRADING METHOD: A-F

O. MEASUREMENT CRITERIA:

- Assignments
- Participation
- Assessments

P. DETAILED COURSE OUTLINE

- I. Rationale and purpose of the culminating experience in criminal justice.
 - a. Fitting internship to students' needs
 - b. Expectations from the internship
 - i. Academic
 - ii. Goals and objectives of students
 1. Goals vs objectives
 2. Development of personal goals
 - a. Related to job search
 - b. Related to internship
- II. Obtaining employment in the profession
 - a. Employment process in law enforcement
 - i. Civil service exams
 - ii. Use of internet to job search
 1. Available websites
 - b. Matching degree to job opportunities
- III. Resume preparation
 - a. Styles of resumes
 - b. Resume drafting and critique
 - c. Resume preparation software programs and resources

- d. Preparing the final resume
- IV. Preparing for job interviews
 - a. Job interviews vs oral review boards
 - b. Professional attire
 - c. Professional behavior
 - d. Common questions
- V. SUNY Canton Career Services
 - a. Available services
 - i. Resume building
 - ii. Job search
 - iii. Mock interviews
- VI. Preparation and submission of required internship forms and documents.
 - a. Documents completed by sponsoring agency
 - b. Reports submitted by intern during internship
 - c. Preparation of internship portfolio
 - d. Debriefing with faculty mentor and
 - e. Formal presentation by student