**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

**Spring 2010**

1. **GENERAL COURSE INFORMATION**

Course Number: CRIM 1685

Course Title: Criminal Justice Capstone

Credit Hours: 3

Prerequisite: Sophomore Criminal Justice Majors Only/Consent of the Instructor

Division/Discipline: Workforce Training and Community Education/Criminal Justice

Course Description: This capstone course will review the criminal justice system and require the student to apply all previously learned concepts through simulations and research. It will also emphasize strategies for seeking, obtaining and retaining employment including attitudes, work ethics, teamwork, resumes and job interviewing skills.

1. **CLASSROOM POLICY**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The college assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

The College reserves the right to suspend a student for conduct that is detrimental to the College’s educational endeavors as outlined in the College Catalog.

Plagiarism on any academic endeavor at Barton Community College will not be tolerated. Learn the rules of, and avoid instances of, intentional or unintentional plagiarism.

Anyone seeking an accommodation under provisions of the Americans with Disabilities Act should notify Student Support Services.

1. **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is designed for students who wish to prepare for the criminal justice workforce. Students will demonstrate their mastery of their career choice through completion of a crime scene simulation. Students will take tests that simulate actual highway patrol, sheriff’s and city police job tests. A research paper will be completed on a topic dealing with current criminal justice issues. In addition, students will learn the proper steps to take in order to obtain work in their career area. Students completing the Criminal Justice program receive an Associate in Applied Science Degree. This program is not designed for transfer but the course may be accepted as an elective at some institutions.

Please see instructor for transferability. The transferability of all college courses will vary among institutions, and perhaps even among departments, colleges, or programs within an institution. Institutional requirements may also change without prior notification. Students are responsible to obtain relevant information from intended transfer institutions to insure that the courses the student enrolls in are the most appropriate set of courses for the transfer program.

1. **ASSESSMENT OF STUDENT LEARNING/COURSE OUTCOMES**

Barton Community college is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton as a learning college in finding ways to improve student learning.

A student completing this course will:

1. Demonstrate a working knowledge of criminal justice through completion of a crime scene simulation.
2. Demonstrate and understand work ethics and practices for employment retention.
3. Participate in an application and interview procedure to prepare for the workforce.
4. Complete research paper on current criminal justice issue.
5. Utilize job simulation tests to showcase career area knowledge.
6. **COURSE COMPETENCIES**

Upon completion of the course, the student should be able to:

**Criminal Justice Skills (Outcome 1):**

1. Complete the crime scene simulation.
2. Analyze crime scene.
3. Question witnesses.
4. Analyze evidence utilizing the latest in forensic equipment.

**Work ethics and employment retention (Outcome 2):**

1. Recognize the need to be punctual.
2. Give advance notification of planned absences.
3. Exercise professional judgment when absent from work.
4. Exhibit positive work ethics traits including dependability, respect, reliability, and initiative.
5. Display appropriate dress, grooming, hygiene, and etiquette.
6. Appear self-confident and demonstrates a positive attitude.
7. Perform the necessary measures to be a productive member of the organization including: following safety practices, conserving materials and keeping work area neat and cleans.
8. Follow the appropriate directions and procedures.
9. Display appropriate nonverbal and oral communication skills.
10. Maintain appropriate relationships with supervisors and peers.
11. Follow designated chain of command.
12. Display leadership skills.
13. Handle criticism, conflicts and complaints appropriately.
14. Recognize cultural/racial diversity.
15. Recognize harassment issues and not engage in harassment of any kind.

**Application and interview participation (Outcome 3):**

1. Develop personal and professional goals.
2. Compile professional references list.
3. Compile educational and work history summary.
4. Identify job-specific work skills.
5. Determine effective interviewing listening skills.
6. Identify frequently asked interview questions.
7. Prepare frequently asked interview question and answers.
8. Prepare applicant-asked interview questions.
9. Prepare follow-up phone call interview outline.
10. Identify effective nonverbal communication skills.
11. Conduct a minimum of two practice interviews.
12. Evaluate practice interviews performance.
13. Complete two job application forms correctly and completely.
14. Compose an effective resume.
15. Identify resume weaknesses.
16. Write an appropriate letter of application (cover-letter).
17. Compose an appropriate follow-up note.

**Research Paper (Outcome 4):**

1. Utilize knowledge of current criminal justice topics to choose research report theme.
2. Complete progress reports on research report.
3. Complete in-class presentation on research theme.

**Job Simulation Tests (Outcome 5):**

1. Complete Highway Patrol test
2. Complete Sheriff Office test
3. Complete Police Officer test
4. **INSTRUCTOR’S EXPECTATIONS OF STUDENTS IN CLASS**
5. **TEXTBOOKS AND OTHER REQUIRED MATERIALS**
6. **REFERENCES**
7. **METHODS OF INSTRUCTION AND EVALUATION**
8. **ATTENDANCE REQUIREMENTS**
9. **COURSE OUTLINE**