



## Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

---

**Semester:** Spring

**Year:** 2025

**Course Prefix:** CJ

**Course and Section #:** 4250-X02

**Course Title:** Criminal Justice Career Strategies

**Credits:** 2

---

### ***Course Description***

Emphasizes the development of effective techniques for successfully locating, applying for, and securing employment as well as advancing in a Criminal Justice related career path. Includes industry and job research, demonstration, role play, and application exercises. Should be taken during the second semester of junior year. Provides preparation for coop/internship experience. (3 credits) Offered spring, summer, and fall semesters.

---

### ***Course Attributes***

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

---

### ***Instructor Information***

**Instructor Name:** Professor Lance Howell

---

### ***Student Learning Outcomes***

Upon successful completion of this course, students will be able to:

- Identify personal strengths, skills, and characteristics.
- Research the Criminal Justice Industry and select a career path and specific job.
- Describe professionalism and the value of networking in locating job leads and creating a career.
- Prepare pre-employment documents including resumes, cover letters, reference sheets and applications.
- Prepare for the interview process including dress, grooming, questions and answers, concluding the interview, and follow up.
- Evaluate interview performance and make appropriate improvements.
- Create a portfolio to showcase skills.
- Demonstrate how to accept and reject job offers.

---

## ***Course Materials and Texts***

- Johnston, Coy H. *Careers in Criminal Justice*. (Sage Publications, Inc., 2019)
  - Hartman, Taylor. *The People Code*. (Scribner, 2007)
- 

## ***Course Requirements***

### **Course Assignments, Assessments, and Grading Policy**

#### **Syllabus Quiz:**

One of your first tasks after completing a thorough review of the Course Orientation module is to take the Syllabus Quiz. This quiz ensures that course expectations are clear and must be taken as many times as necessary to achieve a perfect score. A perfect score on this quiz releases full course materials. This quiz is mandatory but does not count toward your final grade.

#### **Assignments:**

You will make professional connections (interview professionals) in the field that will help you understand the job requirements for the career or promotion you have chosen. You will take a personality profile test. You will participate in online video workshops created by the UVU Career Development Center. You will create a portfolio, resume, and cover letter and finally, you will prepare yourself and complete a professional mock interview. In addition to any research material, I am expecting to see a great deal of personal reflection in your assignment submissions.

Research and reflective papers range in length from 3-8 pages, **APA** format. Please visit the [Writing Center \(Links to an external site.\)](#)[Links to an external site.](#) if needed.

\* The UVU Writing Center is a free resource provided to students of all disciplines. Specially trained and certified tutors work one-on-one with students on any assignment at any part of the writing process. While tutors do not correct assignments, they do help student writers identify patterns of errors and discuss revision strategies, and address students' writing concerns. The Writing Center is located in the Library, room 208, across the hall from the Visual Arts Lab. To contact the front desk, call 801-863-8936 or visit their website at [www.uvu.edu/writingcenter](http://www.uvu.edu/writingcenter) ([Links to an external site.](#))[Links to an external site.](#)

\* The Writing Center works on a first-come, first-serve appointment basis, with some availability for drop-in tutoring sessions. Student writers may sign up for a maximum of one hour of one-on-one tutoring per day, either as one 60-minute session or two 30-minute sessions. However, appointments are not needed to access handbooks, computers, and other Center resources. Tutorials may be scheduled up to two weeks in advance via the MyWCOnline ([www.uvu.mywconline.com](http://www.uvu.mywconline.com)) appointment schedule. Please take your assignment guidelines, course syllabus, and any class notes, drafts, or ideas to your sessions.

\* Here is a link to an additional resource to provide help in formatting your papers: [Formatting for 6th or 7th Edition of APA \(Links to an external site.\)](#)

#### **Discussions:**

Discussions will be opportunities to explore topics together. Posts to the discussion should add significantly to the conversation and support your point of view. *Comments that do not add significantly to a discussion will receive **no credit***. It is okay to disagree in a discussion. In fact, much learning happens when we disagree. However, we need to be respectful and keep our online classroom a safe place to learn.

Due dates for discussions correspond with the initial post date which is on a **Sunday**. Follow up comments are due by the following **Sunday**. *Follow-up posts are expected to be after the due date and are not marked late*. Discussions conclude by the Sunday following the due date. After this, posts will be marked late.

When corresponding online it is important to be aware of [Netiquette \(Links to an external site.\)](#) or proper etiquette online. This document explains how we should correspond online to ensure a safe and open learning environment for everyone.

**Grading Scale:**

The following grading standards will be used in this class:

<b>Grade</b>	<b>Percent</b>
<b>A</b>	95-100
<b>A-</b>	90-94
<b>B+</b>	86-89
<b>B</b>	83-85
<b>B-</b>	80-82
<b>C+</b>	76-79
<b>C</b>	73-75
<b>C-</b>	70-72
<b>D+</b>	66-69
<b>D</b>	63-66
<b>D-</b>	60-62
<b>E</b>	0-59

**Assignment Categories**

<b>Activity</b>	<b>Points</b>
Assignments	550
Discussions	60
Total	610

---

### Required or Recommended Reading Assignments

All required readings use chapters from the course text that align with the lectures below

---

### General Description of the Subject Matter of Each Lecture or Discussion

<b>Week</b>	<b>Assignments</b>
Week 1	Course Orientation Assignments
Week 2	Lesson 1 assignments
Week 3	
Week 4	Lesson 2 assignments
Week 5	Lesson 3 assignments
Week 6	Resume (1st Draft) Cover Letter (1st Draft) Meet with Counselor in UVU Career Development Center
Week 7	
Week 8	Resume (with career development center revisions) Cover Letter (with career development center revisions)
Week 9	
Week 10	Resume (final professional version) Cover Letter (final professional version)
Week 11	
Week 12	Electronic Employment Portfolio Interview Reflection Discussion - Interview, Networking
Week 13	Interviewing Strategies
Week 14	Mock Interview

Week	Assignments
Week 15	Letter Etiquette
Week 16	Acceptance Letters Rejection Letters SRI

---

## ***Required Course Syllabus Statements***

### **Generative AI**

#### **ChatGPT (and similar AI Tools) in This Course**

AI programs are not a replacement for your human creativity, originality, and critical thinking. Writing, thinking, and researching are crafts that you must develop over time to develop your own individual voice. At the same time, you should learn how to use AI and in what instances AI can be helpful to you.

The use of generative AI tools (e.g. ChatGPT, Google Bard, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts/responses assigned to you or content that you put into a Teams/Canvas chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty. Any student work submitted using AI tools should clearly indicate what work is the student's work and what part is generated by the AI. In such cases, no more than 25% of the student work should be generated by AI. If any part of this is confusing or uncertain, please reach out to me for a conversation before submitting your work.

---

### **Using Remote Testing Software**

This course does not use remote testing software.

This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or

immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

---

## ***Required University Syllabus Statements***

### **Accommodations/Students with Disabilities**

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu) or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at [DHHservices@uvu.edu](mailto:DHHservices@uvu.edu)

DHH is located on the Orem Campus in BA 112.

---

### **Academic Integrity**

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

---

### **Equity and Title IX**

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – [TitleIX@uvu.edu](mailto:TitleIX@uvu.edu) – 800 W University Pkwy, Orem, 84058, Suite BA 203.

---

## **Religious Accommodation**

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu). If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.