CJ 497: Senior Thesis  
Spring 2017, Thurs 2-315 in EBA 251 (note: room may change; if so, it will be announced via blackboard)  
Dana Nurge, PhD, Associate Professor  
School of Public Affairs, San Diego State University  

Time: Selected Thursdays 2-315  
Email: dananurge2002@yahoo.com  
Office: PSFA 109  
Office Hours: weekly times by arrangement (I will post on blackboard and/or you can contact me via email to set up)  

Course Description:  
Description from Catalog: "Using library, Internet, and empirical research. Analysis of current criminal justice policy issues."  

This senior practicum seminar is designed to hone students' criminal justice research and writing skills, while simultaneously assisting in preparing them for a career in criminal justice (or related field). Although we will only meet as a class a few times over the course of the semester, students will independently engage in various Career Services workshops, activities and tasks (e.g., resume development and interview practice), while also conducting research and writing about a career of their choice. The career preparation and development work will be compiled into a CJ Career Journal (due 4/20). The work undertaken for the journal is designed to develop students' skills and knowledge about applying to—and successfully interviewing for—a cj or social services position in an agency of their choice (or grad school/law school). In addition to this journal, students will write a research paper about the agency/organization in which they are interested in pursuing a career; this paper will include sections on the history, function/purpose, staffing and clientele, and challenges facing this organization. This final paper will be 15 pages (min 14; max 16) and is due on May 4. Further specifications for these requirements will be provided in class id on Blackboard (BB).  

Student Outcomes:  
After completing the course, students will better understand the history, function, staff, clients and challenges of a criminal justice agency/organization, and be better prepared to seek and undertake a career in that field.  

Required Reading:  
This book is available on Amazon or other on-line booksellers or you can request the campus bookstore to order it. Please order immediately. Additional readings will be posted on the Blackboard site and/or you will be asked to locate them on the web or SDSU Library.  

Grading:  
PAPER (55% TOTAL)  
Part 1: 20%  
Final Paper: 35%  
CAREER SERVICES JOURNAL: 35%  
ATTENDANCE/PARTICIPATION: 10%  

Grades will be assigned according to the following scale:  
93-100 = A  
90-92 = A-  
87-89 = B+  
83-86 = B  
80-82 = B-  
77-79 = C+  
73-76 = C  
70-72 = C-  
67-69 = D+  
64-66 = D  
62-63 = D-  
61 and below = F
Grading parameters for written work:

A (90%-100%)—Content is appropriate and robust, showing clear understanding of the material. Arguments are logical, well-thought-out, and clearly supported by appropriate evidence that is academic in nature, cited appropriately. Writing is well-organized, with excellent punctuation, spelling, etc.

B (80%-89%)—Good arguments, but not always well-thought-out, well-articulated, or well-supported by appropriate evidence. Writing is fairly well-organized, with some problems in punctuation, spelling.

C (70%-79%)—Material addresses the requirements of the assignment, but needed fundamental rewriting and/or editing. Content is not clearly appropriate or robust. Arguments are weak, not well-explained, or not well-thought-out. Arguments are unclear or lacking in supporting evidence, or nature of the evidence is problematic or incorrectly cited.

D (62%-69%)—A poor product that indicates lack of understanding of the assignment and exhibits several major flaws or problems. Content inappropriate or not robust. Arguments inappropriate or missing. Problematic writing in terms of organization, grammar, spelling, citation style, etc.

F (61 and below)—Fails to meet minimum criteria re clarity, organization, content, due date, etc.

INSTRUCTOR'S POLICIES

Class Attendance:
Class attendance is required. We seldom meet for this class, so when we do have class it is critical that you be there. Class attendance involves being on time and attending all of the class period. If you are absent YOU are responsible for getting the notes/materials you missed and making up missed work. Part of your attendance/participation grade includes completion of in-class tasks & contribution to group discussions/exercises. Please note that if you miss these in-class group assignments, they can't be made up. When a student does not attend class, the absence is excused ONLY IF it was caused by (1) religious observance, (2) participation in University activities at the request of University authorities, (3) debilitating illness, or (4) compelling circumstances beyond the student's control (e.g. auto accident). Students claiming such excused absences are responsible for demonstrating to the instructor that their failure to attend was on account of one of these four causes. Such demonstration takes the form of a letter signed by a person in a position to make an authoritative determination as to the validity of the cause of absence claimed by the student. Letters related to any planned absences must be presented to the instructor by the end of the second week of classes; letters related to any unplanned absences must be presented to the instructor within one calendar week of the date of absence, regardless of any holidays during that one-week period. The instructor reserves the right to verify the content and authority of such letters.

Deadlines/Due Dates:
Please mark your calendar NOW with these dates, as they are FIRM. Exceptions for work trainings, weddings, other work/family functions will not be considered.

Assignments
Detailed instructions and expectations for the assignments will be provided in class and on Blackboard. Written assignments should be typed, written in paragraph form (vs bullets or outlines), printed out, stapled, and turned into the instructor at the START of class (2pm) on the due date marked; email copies will NOT be accepted. Please proofread/edit your work more than once before handing in the final copy; grading on these papers includes spelling, grammar and organization.

Turning in papers: A hard copy of the assignments/papers is due on the dates indicated. Please place in it a box/folder outside of my office (109 PSFA). Your final paper will be handed in (hard copy) AND you will also need to submit a copy of the final paper on turnitin via blackboard. You are advised to pre-check your work for plagiarism before turning it in. The Career Journal will be handed in as a hard copy but also as an email file, which includes your interview video as an attachment.

Without advance approval from the instructor or a documented emergency (that the instructor is informed about in a timely manner), late papers will be severely penalized. A late paper will automatically be reduced at least one full letter grade (a C paper becomes a D paper) for each unexcused day late. Papers are considered late if not
received within 15 mins of the time due (2pm). The final paper will suffer the same fate but note that NO final papers will be accepted after May 8 (a paper not received by then will automatically be a zero, unless there is a documented emergency and the professor was notified in a timely manner). You are always welcome to turn your papers in early, however.

Class Etiquette/Professional Conduct Policy
Please respect each other and the professor by coming to class on-time, being quiet and attentive during lectures, refraining from eating noisy and/or smelly food, and turning off ringers on phones/technology during class. Non-compliance with any of these standards is both disruptive and disrespectful, and you may be asked to leave. We will work within a climate that fosters mutual respect, dialogue, and interaction.

Modern Technology Usage:
Online Classroom: This course will have a Blackboard (BB) site, accessible at https://blackboard.sdsu.edu. All students are expected to have access to e-mail and to check their e-mail accounts at regular intervals. The instructor will use Blackboard and/or e-mail to facilitate communication with class members and to disseminate information pertinent to the course. PLEASE NOTE: Emails sent through the BB system are automatically routed to the junk mail folder of some email systems (Yahoo is especially problematic). Thus, you should make sure that the instructor’s email address appears in your “safe list” so that you may receive emails from the instructor. Also, since many student emails sent to the instructor from BB may end up in the junk mail folder, please help the instructor find your messages by noting “CJ497” in the subject line of your message. Better yet, please send your email message independently of the BB system.

Appropriate and Inappropriate use of Technology: If you want to take notes using a laptop computer, you may do so, but if you are using the laptop/tablet for anything other than note-taking or class-based activities, you will be asked to turn it off. If I have to do more than once, you will be asked to exit. When we are having discussions or engaging in group exercises, I may ask you to turn off all of your devices to be able to attentively engage (listen & talk) in these discussions. Research supports the fact that we filter and absorb material more effectively through handwritten notes vs. typed ones, so I urge you to consider that fact and use pen and paper vs. computer for note-taking and active listening.

READ:
http://www.npr.org/2016/04/17/474525392/attention-students-put-your-laptops-away
To maintain the value of this course for students who paid tuition to take it, “live-tweeting” or otherwise sharing course proceedings in real time is NOT permitted.

Privacy: Please respect the privacy of your classmates and instructor by refraining from voice-recording or photographing them in association with this class. State law restricts the recording of another individual without his/her knowledge and consent. Defamation: If you choose to communicate regarding this course on social networking sites such as Facebook, MySpace, Twitter, LinkedIn, Storify, Pinterest, etc., please remember to use discretion. Inappropriate communications have the potential to become privacy issues for class members and/or the instructor, as well as defamation risks for you. Inflammatory or defamatory remarks shall be referred to the appropriate legal counsel.

Academic Integrity:
Although brainstorming and collaboration with peers and classmates is encouraged, you are expected to complete your written work independently. Academic honesty and plagiarism have no place in a university and are subject to possible university expulsion. If you are unfamiliar with what constitutes plagiarism, please review the university’s definition of academic dishonesty and plagiarism on this SDSU website:
http://go.sdsu.edu/student_affairs/srr/conduct.aspx
Documented Disabilities: If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact Student Disability Services at (619) 594-6473. To avoid any delay in the receipt of your accommodations, you should contact Student Disability Services as soon as possible. Please note that accommodations are not retroactive, and that accommodations based upon disability cannot be provided until you have presented your instructor with an accommodation letter from Student Disability Services. Your cooperation is appreciated. Student Disability Services is located in room 3101 of the Calpulli Center on Hardy Ave. (near Viejas Arena); more information is available at http://www.sa.sdsu.edu/sds/index.html.

Student Support Services

Many students find that college is a stressful time. Combined with social, financial, and familial pressures, academic challenges can take a toll on anyone, no matter their academic record or abilities. If you feel that you need professional assistance with any challenges you face, please contact SDSU's Counseling & Psychological Services: www.sa.sdsu.edu/cps/index.html or 619-594-5220. Located in the Calpulli Center, Room 4401, this office offers students confidential assistance, Monday through Friday, 8 a.m. to 4:30 p.m. If you need help outside these hours, you can call the San Diego Access and Crisis 24-hour Hotline at 1-888-724-7240. Other campus emergency services include the Student Health Services Nurse Advisory Line at 1-888-594-5281 or University Police at 619-594-1991.

Contractual Nature of this Syllabus: Students who choose to remain enrolled in this course, after the regular schedule adjustment period, indicated by their continued enrollment are assumed to have read and understood the syllabus for this course, and accept and agree to abide by its procedures and policies. Amendments and Addenda: The professor reserves the right to amend the course syllabus at any time during the semester; students will be informed of the changes either in class or via Blackboard.

Contacting Me: I am best reached at the email listed on page 1. I'm generally very good about getting back to students quickly (within 12 hours) but please do not expect an immediate response. I will respond to you within 48 hours (possibly sooner) unless I'm out of town, ill or otherwise unable to do so. If you don't hear from me within that time frame, feel free to send me another email (it's possible it went to junk folder). Please put CJ 497 in the subject line. I have several classes this semester and may receive hundreds of student emails in any given week. Please bear in mind that it may not be possible for me to respond to yours as quickly as your friends/family do! You are welcome to meet with me during office hours. If you're unable to come during the designated times, it is possible that we can arrange another time (email me!).

Getting Started:

CAREER JOURNAL

Career Services: Sign up for Aztec Career connection to access various services and training available to you for free: http://go.sdsu.edu/student_affairs/career/azteccareerconnection.aspx

More details to come (on blackboard), but over the course of the semester you will engage in a variety of career development activities and attend at least 2 events/workshops/classes fairs on campus and document your experiences, all of which will be included in your final Career Journal. http://career.sdsu.edu/student_affairs/career/

You will also prepare a resume and cover letter and/or graduate/law school personal statement and turn this in with your final career journal. Use the Campus Career Services office workshops and/or on-line resources to guide you in this process.
Finally, using information you’ve gleaned from Career Services (https://newcenter.sdsu.edu/student_affairs/career/generalinterviewquestions.aspx), your textbook, internet sources and agency websites, you will create a mock interview guide of 5 key questions you believe your prospective future employer may be likely to ask you. Please try to take the general questions (provided by Career Services) and specify them to your particular job/role/agency. The questions should take no longer than 10-minutes (total) to answer. You can practice on “Big Interview” available through Career Services. You will record yourself being interviewed with these questions (ideally video, but just audio is ok if video impossible) by a friend, family member or yourself. Your video recording (and subsequent written critique of yourself) will be included in your final career journal as an email attachment.

CAREER PAPER
I will provide details on the structure and content of this paper in class and on Blackboard. For now, focus on determining your general career area/domain and doing some preliminary reading about it. Choose an organization/agency that you’re interested in pursuing a career with; use your textbook to guide your decision if you’re unsure (and we’ll also do some brainstorming in class). If you have multiple divergent career interests in mind, select one to be the focus of your work in this class this semester.

EXAMPLE OF HOW TO SPECIFY CAREER FIELD AND ROLE (READ & RESEARCH TO DETERMINE WHAT THIS IS FOR YOU!):
FIELD: CORRECTIONS/COMMUNITY CORRECTIONS
LEVEL: LOCAL/COUNTY
POSITION OF INTEREST: PROBATION OFFICER
SPECIALIZATION OF INTEREST: JUVENILE

EXAMPLE:
FIELD: LAW ENFORCEMENT
LEVEL: FEDERAL
POSITION OF INTEREST: BORDER PATROL AGENT
SPECIALIZATION OF INTEREST: DRUG SMUGGLING INVESTIGATIONS

EXAMPLE:
FIELD: VICTIM SERVICES
LEVEL: LOCAL
POSITION OF INTEREST: SEX TRAFFICKING SERVICES
SPECIALIZATION OF INTEREST: JUVENILE VICTIMS/SURVIVORS

Some Additional Tips for Preparing Written Assignments:
• In order to comply with academic standards regarding plagiarism, students must cite their work every time they use information from a source other than their own knowledge (or common knowledge) in every assignment, and students must include a bibliography of these sources every time they use them, in every assignment. You can use APA or ASA citation style—be consistent throughout the paper.

• Your writing should be professional in style. This means no use of slang or very informal/conversational language, and no bullets/lists/outlines; write in paragraphs and use headings/subheadings to organize various sections. Avoid acronyms even if they’re widely used—please spell out what the letters stand for.

• You should always: have an introductory paragraph and conclusion paragraph; number your pages; have a cover sheet with your name, course number and assignment title; use 1 inch margins and font size 11 or 12; include a bibliography, using APA or ASA style to cite your references; staple your work.

• Grammar, spelling, punctuation, and sentence form are important. Please edit several drafts of your written work before turning it in. If you struggle with writing, I highly recommend you visit the Writing Center on campus to get feedback and assistance from them before turning your paper in. Writing is the bulk of your grade in this class and you are expected to be able to do it competently, at a senior level.
## Schedule

Days we have class highlighted in green; days you have assignment due highlighted in blue

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>THURS 1/19</td>
<td>Introduction</td>
<td>Introduction: Syllabus</td>
</tr>
<tr>
<td>1/26</td>
<td>NO CLASS</td>
<td>Read <em>Coy</em> Ch 1-2; Brainstorm c/j career paths &amp; do preliminary research to explore</td>
</tr>
<tr>
<td>2/2</td>
<td>Discuss Research Topics</td>
<td><em>Coy</em> Chapters 1-2 and Chapter of choice (in field of interest). Complete the Jung Typology test (Ch 1). 2 page typed journal entry on results of above and why you are interested in a certain field (see BB for more details) will go in your Career Journal (turned in 4/20)</td>
</tr>
<tr>
<td>2/9</td>
<td>NO CLASS</td>
<td>LIBRARY RESEARCH AND READING RE CAREER/AGENCY CHOICE</td>
</tr>
<tr>
<td>2/16</td>
<td>NO CLASS: EXTENDED OFFICE HOURS</td>
<td>Keep reading textbook—chapter of relevance to your career field. Don’t forget to sign up for Career Services workshops!</td>
</tr>
<tr>
<td>2/23</td>
<td>NO CLASS</td>
<td>Work on paper &amp; journal!</td>
</tr>
<tr>
<td>3/2</td>
<td>Writing a Literature Review</td>
<td>Readings on Blackboard: ______</td>
</tr>
<tr>
<td>3/9</td>
<td>NO CLASS</td>
<td>Continue Working on Career Journal (and doing activities required for it)</td>
</tr>
<tr>
<td>3/16</td>
<td>NO CLASS: EXTENDED OFFICE HOURS</td>
<td>ASSIGNMENT DUE NEXT WEEK!</td>
</tr>
<tr>
<td>3/23</td>
<td></td>
<td>PAPER PART 1 DUE—HARD COPY ONLY TO 109 PSFA OUTLINE; ANNOTATIONS; ORGANIZATIONAL HISTORY SECTION</td>
</tr>
<tr>
<td>3/30</td>
<td>SPRING BREAK</td>
<td></td>
</tr>
<tr>
<td>4/6</td>
<td>NO CLASS</td>
<td>PREPARING FOR A CAREER IN YOUR FIELD OF CHOICE. <em>Coy</em>: Ch 10-11</td>
</tr>
<tr>
<td>4/13</td>
<td>NO CLASS</td>
<td>Work on resume, cover letter, interview questions; record interview!</td>
</tr>
<tr>
<td>4/20</td>
<td>NO CLASS: EXTENDED OFFICE HOURS</td>
<td>CAREER JOURNAL DUE (HARD COPY TO 100 PSFA &amp; EMAIL COPY WITH INTERVIEW VIDEO ATTACHMENT)</td>
</tr>
<tr>
<td>4/27</td>
<td>DISCUSSION OF FINAL PAPER; WRAP UP</td>
<td></td>
</tr>
<tr>
<td>5/4</td>
<td>NO CLASS</td>
<td>FINAL PAPER DUE: EMAIL COPY (VIA BLACKBOARD TURNITIN) &amp; DROP HARD COPY PSFA 109</td>
</tr>
</tbody>
</table>