

**Fond du Lac Tribal and Community College
COURSE OUTLINE FORM**

Updated 9/23/14

Please return this form to the college vice president of academic affairs and the chairperson of the Academic Affairs and Standards Council (AASC)

1. Prepared by: _____

2. Date submitted: _____

3. Date approved: _____ Date revised 10/14/14

4. Department/discipline: Law Enforcement

5. Department(s) endorsement(s): _____

(Signatures of the person(s) providing the endorsement are required.)

6. Course Title: Seeking Careers in Criminal Justice

Abbreviated course title (25 characters or less): _____

7. Course Designator: LAWE 8. Course Level: 1005 9. 2XXX

10. Number of Credits: Lecture 3 Lab _____

11. Control Number (on site) 30 Control Number (online) _____

12. Catalog/Course description:

An in-depth examination of the hiring processes and practices unique to criminal justice agencies. All areas and professions within the criminal justice system are discussed. Students will participate in a simulated hiring situation, beginning with an investigation of career goals, the application process, undergoing a comprehensive background investigation, and participation in mock interviews with professional representatives from a variety of criminal justice organizations. This course is recommended as both a career preparatory experience and as a career screening opportunity.

13. Course prerequisite(s) or co-requisite(s): Accuplacer scores/ Other courses

Prerequisite(s):

Co-requisite:

14. **Course Materials** (Recommended course materials and resources. List all that apply, e.g. textbooks, workbooks, study guides, lab manuals, videos, guest lecturers).

Textbook: Seeking Employment in the Criminal Justice, J. Scott Harr and Karen Hess

15. **Course Content** (Provide an outline of major topics covered in course)

- Application Process
- Department Investigation
- Building a Resumé for the Criminal Justice field.
- Preparing for Testing
- Background Preparation and Guidelines
- Background Packet
- Interview Preparation
- Peer Interview

- Psychological and Physical Testing
- Final Employment Interview

16. Learning Goals, Outcomes, and Assessment

At FDLTCC we have 4 Competencies Across the Curriculum (CAC) areas. They are as follows:

- A. Information Literacy (the ability to use print and/or non-print tools effectively for the discovery, acquisition, and evaluation of information)
- B. Ability to Communicate (the ability to listen, read, comprehend, and/or deliver information in a variety of formats.)
- C. Problem Solving (the ability to conceptualize, apply, analyze, synthesize, and/or evaluate information to formulate and solve problems.)
- D. Culture (knowledge of Anishinaabe traditions and culture, knowledge of one's own traditions and culture, knowledge of others' traditions and cultures, culture of work, culture of academic disciplines and/or respect for global diversity.)

Course learning outcomes will fulfill the identified competencies.

Course Learning Outcomes:

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

1. complete a departmental investigation using internet and other sources to complete the project (A, B)
2. demonstrate the ability to listen to questions and deliver a clear and complete answer. (A, B)
3. assess scenario questions and answer using knowledge of department procedure, personal experience and MN State Statute. (A, B, D)
4. identify information essential to, comprehend and deliver on the background process. (A, C)
5. develop and complete a job related resume with related goals and objectives. (A, B)
6. promote and sell their strong skills and attributes in the Criminal Justice field. (B)
7. conduct an appropriate and professional interview. (B, C)
8. articulate different cultural perspectives in respectful and appropriate manner. (B, D)

17. Minnesota Transfer Curriculum (MnTC): If this course fulfills an MnTC goal area, state the goal area and list the goals and outcomes below:

See www.mntransfer.org

Goal Area(s): _____

Goal and Outcomes: