CASPER COLLEGE COURSE SYLLABUS
CRMJ 2895 Capstone Directed Studies in Criminal Justice

Semester/Year: FALL 2015
Lecture Hours: 0  Lab Hours: 0  Credit Hours: 1
Class Time: TBA  Days: TBA  Room: TBA
Instructor’s Name: Art Washut
Instructor’s Contact Information:
Office Voice Mail 268-2711  Email: awashut@caspercollege.edu
Home 235-8923
Fax 268-3024
Office Hours: Reach me by telephone or in my office
Monday 9:00 – 9:45 and 1:30 PM – 3:30 PM
Tuesday 12:15PM – 2:00PM in BU 128
Wednesday 9:00 – 9:45AM
Thursday 1:30-2:00PM BU 128
Friday 9:00 AM – 9:45AM

Course Description: This capstone course is the conclusion of the student’s criminal justice academic experience and is the final course completed by students in the Criminal Justice Associate of Arts (A.A.) degree or the Criminal Justice Associate of Applied Science (A.A.S.) degree. The course is designed to assess the student’s understanding of the Criminal Justice System and his/her readiness to become employed by a criminal justice agency.

Statement of Prerequisites: All major requirements or concurrent enrollment in any remaining major requirement courses and permission of the instructor.

Goal: The purpose of the course is to provide the student with an opportunity to demonstrate through a variety of means, all that he/she has learned about the Criminal Justice System, its laws and the applicable amendments to the U.S. Constitution. In addition, the course will prepare the student to launch his/her career through practical job acquisition skills and activities.

Outcomes: Students who successfully complete this course will have:
- Composed a professional investigation report or memorandum which is error free (This is linked to Casper College General Education Outcome #1 -Demonstrate effective oral and written communication)
- Presented and Discussed issues of concern in modern criminal justice (This is linked to Casper College General Education Outcome #1 -Demonstrate effective oral and written communication)
- Composed a life-plan for the next ten years that details educational and career goals and pathways to accomplishing these goals.
• Recognized the significance of major U.S. Supreme Court decisions pertaining to criminal Justice

They will also have completed at least 4 of the following job readiness activities
* Participated in a simulated criminal justice job interview
* Demonstrated proficiency and safety with a handgun
* Prepared an error free professional résumé and cover letter
* Completed an error free application for employment with a criminal justice agency
* Passed either a simulated civil service exam or the actual Wyoming P.O.S.T. exam
* Completed the WLEA physical Fitness assessment at the 40th percentile or higher
* Obtained two letters of recommendation from faculty outside of the Criminal Justice Department or from past or present employers.
* Conducted a thorough simulated criminal investigation

Methodology: The course will include the completion of a post-test which is comparable to a pre-test completed during the Introduction to Criminal Justice class. A capstone project which will demonstrate the student’s knowledge of criminal justice topics and appreciation for the major issues facing professional in the field today. Project format must be approved by the instructor. Students will also create a portfolio or e-portfolio which demonstrates their job readiness based on self-assessment and selected activities undertaken during the semester. The portfolio will include a sampling of the student’s best written work from criminal justice classes taken at Casper College.

Evaluation Criteria:
Criminal Justice Post-Test – 10 points
Capstone Project and Presentation – 20 points

Job Readiness Assessment portfolio or e-portfolio – 30 points
    Academic Writing samples
    Report or Memorandum (must be error free)
    Résumé and Cover Letter
    Life plan
AND any 4 of the following – 40 points
1. Criminal justice agency job application (must be error free)
2. Criminal justice job interview
3. Simulated Civil Service exam or WY P.O.S.T. Exam
4. Firearms skill assessment
5. WLEA/DOC physical fitness test
6. Criminal investigation assessment
7. Obtained letters of recommendation

The grading scale is 90-100% A, 80-89% B, 70-79% C, 60-69% D, Below 60% F

Required Text, Readings, and Materials: None

Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade: November 12, 2015 without permission of instructor. Please note, given the nature of the class, no grades of Incomplete will be given. Students who fail to complete the Capstone course will need to re-enroll in
the class.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college's Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Calendar or schedule indicating course content:
August & September – Identify your project description and preparation plan
Early September – Portfolio description and preparation How to make an e-portfolio
Late September – Complete your Job Application preserve a copy
Early October – Create a Résumé (Visit Career Services for assistance if needed)
Late October – Entry level testing – take and preserve an entry level civil service exam or an online practice exam for a civil service criminal justice class
Early November – Submit Project for initial review
Early November – Participate in an actual or simulated job interview with a CJ agency
Late November – Assessments - Investigation skills, Fitness, Firearms and professional writing
Early December – Capstone project presentation
Early December - CJ Post-test at Academic Testing Center

CAPSTONE PROJECT
The project will consist of a written and oral presentation with visual displays about a major criminal justice topic of the student's choosing. The presentation will be followed by questions and answers.
PORTFOLIO or E-Portfolio
The portfolio will be a hard copy notebook while an e-portfolio will be an online site containing a variety of artifacts that illustrate learning, preparation and readiness for employment. Artifacts should include samples of the student’s work completed in courses at Casper College. Papers, essays, faculty evaluations, etc. could be included in the submission.

RÉSUMÉ and COVER LETTER
The résumé and cover letter will be composed in accordance with the instruction received from the Career Services Office and will be printed on quality paper and included in a portfolio or imbedded in the e-portfolio.

LIFE PLAN
Student will create a life plan illustrating educational and career goals for the next ten years and identify the steps they will take to achieve these goals. The life plan will be included in the portfolio.

And any 4 of the following:

JOB APPLICATION*
Each student will complete and submit at least one application for employment with a criminal justice agency of his/her choosing. A copy will be included in the student’s portfolio along with any recognition of receipt from the agency.

ENTRY LEVEL TESTING*
Each student will participate in an actual or simulated entry level testing process for a criminal justice agency. Documentation of this will be included in the student’s portfolio.

JOB INTERVIEW*
Each student will participate in a simulated employment interview. The interview will include an oral résumé and a question and answer session relevant to the student’s desire position. Students will be graded on appearance, poise, preparation and job knowledge.

FIREARMS ASSESSMENT*
Each student will fire a qualifying score (no misses within the time limit with no disqualifying acts or omissions) with a handgun firing the John Farnam proficiency test. A summary of this firearms assessment will be included in the portfolio.

WLEA FITNESS ASSESSMENT*
Each student will complete the WLEA physical fitness assessment including a 1.5 mile run for time, push-ups in one minute and sit-ups in one minute.
Students achieving 40th percentile of the age/gender standard will receive 10 points. Students achieving less than 40th percentile in each category will receive 0 points. Students will be allowed only 1 attempt at each test. A summary of the results of this fitness assessment will be included in the portfolio.

INVESTIGATION ASSESSMENT
Students will conduct a basic criminal investigation. The student will then write a preliminary investigation report. The investigation will be graded based on thoroughness, efficiency, accuracy and overall quality. The investigation report will be included in the portfolio.

LETTERS OF RECOMMENDATION
Students will solicit at least two letters of recommendation from faculty from a department other than Criminal Justice, or from present or past employers. The letters will be imbedded into the student's portfolio.
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| ALL of the following                        |                 |          |
| • Academic samples                          |                 |          |
| • Résumé and Cover Letter                   |                 |          |
| • Life Plan                                  |                 |          |

| Any 4 of the following                      |                 |          |
| • Job Application                           |                 |          |
| • Job Interview                             |                 |          |
| • Civil Service Test                        |                 |          |
| • Firearms assessment                       |                 |          |
| • Fitness Assessment                        |                 |          |
| • Investigation                             |                 |          |

| CJ post test                                 |                 |          |

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