

# ADMJ 0151 - ADMINISTRATION OF JUSTICE PATHWAYS

## Catalog Description

Hours: 40 lecture

Description: Covers career pathways in the Administration of Justice. Includes educational planning of available degree programs, labor market research, and the hiring process: development of a resume, background investigations, personal history statements, interview dynamics, and hiring examinations. (not transferable)

## Course Student Learning Outcomes

- CSLO #1: Compare and contrast the various careers within the criminal justice system.
- CSLO #2: Complete an employment application packet and Personal History Statement accurately and thoroughly.
- CSLO #3: Develop and create a career-specific cover letter and resume in preparation for participation in an oral interview.

## Effective Term

Fall 2017

## Course Type

Credit - Degree-applicable

## Contact Hours

40

## Outside of Class Hours

80

## Total Student Learning Hours

120

## Course Objectives

1. Outline, describe, and explain areas of interest within the criminal justice career field;
2. Compare academic programs related to personal goals;
3. Distinguish between possible career paths in private industry and government;
4. Analyze results of career research;
5. Compare and contrast various hiring processes;
6. Outline the typical hiring process for a Peace Officer and other criminal justice professionals in the state of California;
7. Prepare a Personal History Statement;
8. Investigate careers using technology, personal contacts or printed materials;
9. Develop a personal resume;
10. Develop a student educational plan for transfer;
11. Summarize educational requirements for various criminal justice professions;
12. Compare academic programs related to personal career goals;

13. Differentiate between peace officer requirements established by the State of California Peace Officer Standards and Training (POST); Standards and Training for Corrections (STC) and Federal peace officer standards requirements;
14. Establish a hiring-interview plan;
15. Demonstrate proficiency while participating in a mock oral interview.

## General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

## Articulation Information Methods of Evaluation

- Reports
  - Example: Students will write a 3-5 page research paper on the hiring process for various criminal justice agencies.
- Skill Demonstrations
  - Example: Students will participate in a mock oral interview in front of a guest panel of criminal justice professionals.
- Other
  - Example: Resume will be evaluated based on format and content.

## Repeatable

No

## Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. Instructor will present an overview of a "Personal History Statement" and its required use in the background-check phase of the hiring process for law enforcement agencies. Students will print out and begin to develop their own PHS as follow-up.

Distance Learning

1. Instructor will present lecture slides and videos related to the oral interview process; students will participate in Discussion Board related to best ways to prepare for interviews.

## Typical Out of Class Assignments Reading Assignments

1. Identify a specific administration of justice agency related to your career goals and read the specific hiring requirements to be employed by that agency. List the requirements for a classroom presentation. 2. Read the chapter from the text and identify the traits of a peace officer and the civil service process to be hired. Be prepared to discuss your findings in class.

## Writing, Problem Solving or Performance

1. Research and prepare a report on the basic employment requirements to enter a selected entry level position in the administration of justice field. 2. Identify specific educational and job specific information in your

background and write a personal resume. 3. Research and prepare a POST/STC Personal History Statement.

## **Other (Term projects, research papers, portfolios, etc.)**

1. Give an oral presentation to the class, including your opening statement for an oral interview. 2. Participate in a mock oral interview in front of a panel of guest interviewers.

## **Required Materials**

- Careers in Law Enforcement
  - Author: Coy Johnston
  - Publisher: Sage
  - Publication Date: 2017
  - Text Edition: 1st
  - Classic Textbook?: No
  - OER Link:
  - OER:

**Other materials and-or supplies required of students that contribute to the cost of the course.**