

**NORTHEASTERN STATE UNIVERSITY**  
**College of Social & Behavioral Sciences**  
**Criminal Justice & Legal Studies Department**  
Tahlequah, Oklahoma

**SYLLABUS**  
**Winter Intersession, 2000-2001**

**INSTRUCTOR:**

**Charles L. Dreveskracht**, Assistant Professor

Office: 303 Seminary Hall

Northeastern State University

609 North Grand Ave.

Tahlequah, Oklahoma 74464-2302

**Office Hours:**

Monday: 16:00-17:00 & 18:00-20:00

Tuesday: 16:00-17:00

Wednesday: 15:00-17:00

Thursday: 16:00-17:00

Friday: 11:30-12:30

or by Appointment.

**Class Hours:**

Monday: 20:10-22:50

Tuesday: 17:20-20:00

Wednesday: 17:20-20:00

Thursday: 17:20-20:00

**Contact:**

Telephone (voice): (918) 456-5511 ext. 3505

Telephone (fax): (918) 458-2390

E-Mail: dreveskr@cherokee.nsuok.edu

URL: <http://arapaho.nsuok.edu/~dreveskr>

**COURSE TITLE AND NUMBER:**

**CLASS DAYS & TIME:**

Criminal Justice 4091, Workshop: Finding a Job in Criminal Justice

Monday: 14:30-21:30 &

Tuesday: 09:00-17:00

**PREREQUISITES:**

None

**CATALOG DESCRIPTION OF COURSE:**

None

**COURSE PURPOSE:**

This is an optional course for those wanting to learn how to find a job in Criminal Justice.

## **EXPECTED COURSE OUTCOMES:**

After completing Criminal Justice 4091, the student will be able to:

1. Describe how to develop a job hunting plan.
2. Be able to write acceptable resumes & job correspondence.
3. Describe how to conduct themselves at an interview.

## **INSTRUCTIONAL MATERIALS: (Required Textbook)**

There the required textbook is **Seeking Employment in Criminal Justice and Related Fields**, 3<sup>rd</sup> Ed. by Herr and Hess. There will be class handouts and web sites that cover some course content.

## **INSTRUCTIONAL PROCEDURES:**

The expected course outcomes will be realized through a variety of instructional strategies to complement students' life experiences. Those strategies include, but are not limited to, the following: expository-discussion, demonstration, inquiry, course papers, course assignments and group activities.

## **STUDENT PERFORMANCE ACTIVITIES: (Attendance/Punctuality)**

Consistent and punctual attendance is both expected and required for your successful completion of the course. A student should recognize that one of the most vital aspects of a college experience is attendance and participation in classes and that the value of this academic experience cannot be fully measured by testing procedures alone. The members of this class are considered sufficiently mature to appreciate the necessity of regular attendance, to accept this as a personal responsibility and to demonstrate the kind of self-discipline essential for such performance. As a student, one should remember that they are responsible for all material covered in class. If a class should be missed, it is the students task to find and make-up the missed material. Leaving an electronic mail, voice mail, or written message does **NOT** fulfill this responsibility. Attendance will count towards the computation of the student's final grade. **Students who come to class late or leave early will be counted absent.** Excessive absences can be a reason for failure of the course.

The University regulations prohibit the use of tobacco (both smoking and chewing), drinking and eating in the classroom. These regulations will be observed. Tape recorders are **NOT** allowed in this course. Additional guidelines regarding classroom behavior will be announced in class.

A student found to be acting unethically (cheating on tests, quizzes, papers or assignments, plagiarism, etc.) will be failed in this course. All work submitted to the instructor must be the result of the student's own effort. If it is not it is **PLAGIARISM**. Any instances of plagiarism in any class assignment or test will result in a grade of zero for the assignment or test. The assignment or test will have to be redone as well. To plagiarize is to represent as one's own work the words or ideas of another. Examples of plagiarism include:

- a. Failure to give credit to the person whose words or ideas have been borrowed;
- b. Failure to place quotation marks (or other proper citation forms) around passages that are cited verbatim;
- c. and Minor changes of someone else's sentences and words that do not alter the essential style or meaning of the passage.

The above paragraph is copied from a professional colleague with his permission.

## ASSIGNMENT DUE DATES:

Assignments are due at the beginning of the class period on the date indicated when the assignment is given. The student should understand that assignments, papers and presentations are to be turned in on or completed before the class indicated. **Papers and assignments that are not turned in by the class period indicated will have a penalty of letter grade per each weekday (Monday-Friday) assigned.** Those student not doing a presentation during the assigned time without prior approval will have a penalty of two letter grades assigned per occurrence. **Failure to complete a major part of the course (turn papers, take major exams or make presentations) can result in the failure of the course.**

## STUDENT EVALUATION:

Grades will be based upon written assignments and meaningful class discussion/participation.

Class assignments will count 50%	$50 \times 1 = 50\%$
Class participation will count 50%	$50 \times 1 = 50\%$
	<hr/>
	Total 100%

1. Class participation means interaction with fellow students and the instructor--not simple presence. Class comments will reflect reading and honest consideration of the viewpoints of fellow students.
2. Performance in this course is Pass or Fail.
3. Under **EXTREMELY** compelling circumstances, exceptions can be made to some policies in this syllabus. If you have a problem, inform me as soon as possible, preferably beforehand and in person. If I am alerted early, it may be possible to work out a mutually satisfactory solution to the situation. Delay almost always makes resolution more difficult. I prefer to discuss problems in my office rather than in front of the class and find that the students are usually happier about the decisions made there. All exceptions to class policies in this syllabus must be requested in writing and, if approved, will be granted in writing. The instructor, not the students, determines class policy or policies in any instance in which the syllabus does not seem to be clear.

## ADA COMPLIANCE:

If any member of the class feels that he/she has a disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the University's Office of Student Affairs to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at the first class attended.

## INCLEMENT WEATHER / DISASTER POLICY:

The following are basic premises for the inclement weather policy at Northeastern State University:

1. Classes are expected to be held if at all possible.
2. It is the student's responsibility to receive the information when weather is questionable.
3. Neither students nor faculty are expected to risk life or limb.
4. Faculty members are obligated to hold classes if the University is not closed, unless the faculty member is unable to get to campus.

**Policy:** During times of inclement weather, decisions concerning day classes will be made by 6:00 a.m. in order for the media to be notified and for students to receive the announcement before they leave home. Decisions concerning night classes will be made by 3:00 p.m.

The following media will be notified regarding closing of the campus:

**Radio Stations:**

KRMG 740 AM	Tulsa
KAYI 107 FM	Tulsa
KTLQ 1350 AM	Tahlequah
KEOK 102 FM	Tahlequah
KBIX 1490 AM	Muskogee
KMMY 97 FM	Muskogee
KVOO 1170 AM	Tulsa

**Television Stations:**

KJRH Channel 2	Tulsa
KOTV Channel 6	Tulsa
KTUL Channel 8	Tulsa
KFSM Channel 5	Fort Smith
Cable Channel 96	Tahlequah

The automated attendant message on 918-456-5511 will be modified to include information concerning campus operations during inclement weather.