



Syllabus

CJC 202 Capstone in Criminal Justice

General Information

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Department Social Science

Course Prefix CJC

Course Number 202

Course Title Capstone in Criminal Justice

Course Information

Catalog Description This course is a culminating experience for the AAS Criminal Justice Students. Students will build upon previous work and practice career skills through job searches, resume and cover letter creation, application submission and mock interviews. Students will reflect on their growth as a learner and as an aspiring professional. This will facilitate an awareness of the skills needing further development.

Credit Hours 1

Lecture Contact Hours 1

Lab Contact Hours 0

Other Contact Hours 0

Grading Scheme Letter

Prerequisites

CJC 100 Introduction to Criminal Justice

Co-requisites

None

First Year Experience/Capstone Designation

This course is designated as satisfying the outcomes applicable for status as a Capstone

Course

SUNY General Education

This course is designated as satisfying a requirement in the following SUNY Gen Ed categories

None

FLCC Values

Institutional Learning Outcomes Addressed by the Course

Vitality, Inquiry, Perseverance, and Interconnectedness

Course Learning Outcomes

Course Learning Outcomes

1. Practice essential skills to gain entry-level employment (e.g. resume writing, cover letter creation, interviewing).
2. Produce an assessable reflection to articulate connections between your chosen area of study and your educational path, including the relevance/impact on your peers, the institution, and the community as a whole.

Outline of Topics Covered

- I. Course Introduction
 - a. Learning objectives
 - b. Expectations
 - c. Grading
- II. Job searching and applications
 - a. Using college job searching resources
 - b. Using relevant online job searching resources
 - c. Application process
- III. Building and tailoring a resume and cover letter
 - a. Organization of information
 - b. Effective cover letter writing
 - c. Peer review
 - d. Rewrites
- IV. Interviewing
 - a. Typical questions
 - b. Effective responses

- c. Do's and don'ts
- V. Preparing for Civil Service exams
 - a. Purpose of Civil Service exams
 - b. Online resources
 - c. Typical Questions
- VI. Creating a reflective work
 - a. Expectations and requirements
 - b. Submission and/or presentation of work

Program Affiliation

This course is not required as a core course in any programs.