Spring 2024 Course Syllabus: CRIJ 4390 – CJ Senior Capstone

This is the course syllabus, and it contains important information. Be sure to read the entire syllabus and contact me if you have difficulty understanding what is required for the successful completion of this course. This syllabus, and the accompanying course calendar, contains specific due dates for assignments. These documents should be read in their entirety and maintained for reference.

Instructor
Dr. George R. Franks, Jr., Ph.D.
Associate Professor of Government
Office: Liberal Arts North, Room 109
Office Phone: 936.468.1188
AT&T Cellular: 936.554.8626 (See Virtual Hours)
E-mail: franksgr@sfasu.edu - Do Not send me email through D2L

Campus Office Hours
I will generally be available in my on-campus office Mondays from 11:00 a.m. – 4:00 p.m., except during university breaks and final exams week. I will occasionally be in my office on-campus other days, and available for face-to-face meetings, email me to arrange an appointment. If something else interferes with my attendance, I will issue an email making notification and Ms. Joy will post a note on my office door.

Virtual Office Hours
I am available by SFA E-mail, or ATT Cellular (Text before you call for confirmation of availability), or ZOOM (through prearrangement) on Wednesdays: 9:30 a.m. – 11:30 a.m. & 2:00 p.m. – 5:00 p.m. I am also available by appointment most Tuesdays, Wednesdays, and Sunday evenings – it is best to text me to arrange a meeting by phone or Zoom. Do Not send me email through D2L/Brightspace.

Best Contact and Guidelines
The best way to contact me is by text to my cell phone (see Instructor above), followed by SFA regular email at the address above - Do Not send me email through D2L/Brightspace. Please note, there are no emergencies in academia that require calling or texting at unreasonable hours. You should not text or call during weekends, or any day before 8:00 a.m. or after 6:00 p.m. – nothing we do in academia requires urgency. Do Not send me email through D2L/Brightspace.

Course Protection and Intellectual Property
My personal work contained in this syllabus, the course calendar, and all handouts and assignments created by me are my intellectual property and are protected by law. You do not have authorization to duplicate any part of the work without my written permission.

Class Meeting Schedule and Location
The class sessions will be held on Monday afternoons, in the T.E. Ferguson Liberal Arts Building (Liberal Arts South), Room 377, from 4:00 p.m. – 6:30 p.m. You are expected to plan for attendance for the entire period, guest speakers are there for your benefit, so interact with them. Please note that this course closes at 5:00 p.m., Thursday, MAY 09th.

Course Description
Practicum in which students demonstrate criminal justice knowledge gained during their tenure at SFA. During the course, the student will produce a portfolio to present to potential employers while also learning other important information necessary to enter the job market. This course is writing-enhanced.

Course Calendar
A complete course calendar is a part of this syllabus, you are expected to attend class as noted, and to complete online assignments as detailed in the syllabus.
Justification of Credit Hours and Course Work Expectations
You are expected to spend an equivalent amount of time working in D2L as would normally be spent in the classroom. In addition, you are expected to spend time each week reading the required course materials, including the textbook and handouts provided in class or online in the courseroom. You should plan on spending a minimum of six hours preparatory time in addition to online participation each week. You are expected to spend an equivalent amount of time working in D2L as would normally be spent in the classroom. In addition, you are expected to spend time each week reading the required course materials, including the textbook and handouts provided in class or online in the courseroom. You should plan on spending a minimum of six hours preparatory time in addition to class and online participation each week. This is a writing enhanced credit course, so you should expect to spend the time necessary to produce acceptable assignments, and there are several them.

Course Related E-mail Guidelines
All e-mails to me concerning class issues should include your name and course number reference (CRIJ 4390). All e-mails made to you concerning class issues will be directed to your SFASU e-mail address. You are individually responsible for checking your assigned SFASU e-mail in-box for messages. Likewise, your e-mails should be made to me through the SFASU e-mail system – Do Not send me email through D2L/Brightspace. Any attachments to e-mails must be in a Word Document format, unless directions specifically state otherwise.

Text required for Course
There is no assigned textbook; however, selected readings will be assigned in materials provided.

Program Learning Outcomes Addressed in this Course
This course does not currently address any PLO.

Course Specific Student Learning Outcomes
The student will demonstrate an understanding of the purposes and operation of the major components of the criminal justice system, and the student will be able to critically analyze the criminal justice system and its aims and outcomes.

Desired Competency
You will demonstrate your understanding of Criminal Justice related career opportunities and develop a plan to utilize your SFA degree work.

SFA Student Food Bank Availability - Lumberjack Food Pantry
The primary purpose of the Lumberjack Food Pantry is to lead the way in the reduction of food insecurity on the SFA campus. We identify and raise awareness of campus-specific needs and collaborate with campus departments and student organizations.

Distribution: Current SFA students are eligible to receive food distribution. Students who live off campus are eligible to receive two boxes of food per month, while students who live on campus may receive one box of food per month.

Donation and Distribution Location and Hours: Donations and item distributions occur at the Health and Wellness Hub during regular office hours noted at the bottom of this page. For more information, contact the hub at 936.468.4008 or email thepantry@sfasu.edu.
Contact the Health and Wellness Hub
936.468.4008
thehub@sfasu.edu

Office Hours: 8 a.m. to Noon & 1 p.m. to 5 p.m. Monday through Friday
Closed during university holidays.

Physical Address:
Tucker Building - Southeast corner of Raguet and East College streets.

Student Responsibility
You retain the responsibility to follow the guidelines of the course syllabus; comply with university regulations; read all assigned material and postings specific to this course; comply with due dates, submission guidelines, and my directions. Do Not send me email through D2L/Brightspace

Do not abuse the privilege of having access to my cellphone number – please refer to Best Contact and Guidelines on page 1 of this syllabus. Do Not send me email through D2L/Brightspace

You are an adult and retain the responsibility of regulating your behavior in a manner that will be conducive to learning and attaining a passing grade for the course. You are expected to comply with the following general rules of civility:

You are expected to participate in courseroom regularly and complete all activities in a timely manner, demonstrating clear evidence of your effort. As an example of “timely manner”, primary discussions should be posted at least three days before the end of the module to allow others to respond.

During classroom sessions, you are to have your camera activated and engage in active listening and appropriate discussion. Failure to do so will result in a loss of points for attendance.

You are to actively participate in courseroom discussions, and while you are free to express your personal views, you must also respect the views of others. I maintain the right to censor any discussion that is becoming disruptive to the learning process. I believe in freedom of individual opinion and speech, but there is no right affirmed allowing the harm of others physically or emotionally.

You retain the responsibility to make notification of special needs and/or circumstances to the University, Department Chair, and to me.

Because you are an adult, it is inappropriate to have your parents calling on your behalf requesting special consideration, complaining about workload, or about course content.

The course syllabus is not a menu and you do not have the option of choosing what items to complete and tasks to perform. The “*” designates Mandatory Assignments. Failure to submit a reasonable effort for any of the Mandatory Assignments results in an automatic failure of the course. No Speaker Memorandum submission is accepted if you are not present for the speaker!

You are participating in a course designed to prepare you for a career as a public servant. The U.S. Supreme Court has repeatedly upheld higher standards for those involved in public service, particularly those professions related to criminal justice. You are expected to read carefully and to fully comply with the academic honesty policy contained in this syllabus.

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Be sure to read the policy contained in the missed examinations section, and please do not ask me to deviate from the policy. Again, you are an adult and should be responsible in your approach to this course – this should reflect how you will behave in your career workplace.

Violations of the rules of Student Responsibility may result in a student conduct complaint being filed with the SFA Office of Student Rights and Responsibilities.

**Determination of Final Letter Grade by QP**
The course grade will be based as follows:
- 90 QP and above = A
- 80 QP to 89 QP = B
- 70 QP to 79 QP = C
- 60 QP to 69 QP = D *(This will require a repeat of the course for CJ Majors)*
- Below 60 QP = F *(This will require a repeat of the course for CJ Majors)*

**Assessment Methods**
There are a total of 100 quality points (QP) available in this class. The course breakdown of the final grade is made in the following manner:

- Speaker Take-Away Memorandums = 45 QP *(Must be present or properly excused for credit)*
- ** Documentation of 20 Hours of Pre-Approved Community Service = 15 QP**
- ** Professional Memorandum on Career Intentions = 5 QP**
- ** Professional Resume = 5 QP**
- ** Overview of a Local Agency Memorandum = 5 QP**
- ** Overview of a State Agency Memorandum = 5 QP**
- ** Overview of a Federal Agency Memorandum = 5 QP**
- ** CJS Studies Annotated Overview Packet = 10 QP**
- ** Professional Memorandum of Summary of Course Activities & Learning = 5 QP**

* Any attempt to claim credit for one of these assignments where you were not present or excused will be deemed a violation of the academic integrity rules of this University.

The “**” designates Mandatory Assignments. **Failure to submit a reasonable effort for any of the Mandatory Assignments results in an automatic failure of the course.**

This course does not offer a menu selection – you are expected to perform all of the work assigned. Anything less than a reasonable effort will be considered non-performance. This does not mean making a "0" on a poorly developed assignment, this means “not making an effort.” Examples: The submission does not meet the minimum word count for the assignment; the assignment is for a federal agency, but a local agency is used for the submission; or the submission is not properly formatted and submitted according to the guidelines.

**Examinations**
There are no formal examinations included in the final grade for this course. **There will be a final assignment due during Final Exam Week.**

**Module Discussions**
There are a limited number of online discussions, you are expected to complete them according to the guidelines contained in the prompt.
Classroom Discussions
You are expected to participate in discussions during the class sessions, this means responding to questions from the speakers, and asking relevant questions of them. **Be professional in any comments made in the class session. Do not engage in telephone conversations and side texting/chatting during the session.** If you do not participate, you will be deemed non-participating and therefore nonattending, making you ineligible for submission of the documentation for points. You are expected to be courteous in your comments and reactions. Remember, everyone is entitled to their opinions. **Should I call for comments to terminate, you are to comply immediately and without further response or gestures. Failure to comply will result in the loss of a letter grade and may result in a disciplinary complaint being filed with the University. This is not intended to interfere with your opinions or to control the conversation towards favoring any opinion or idea. The purpose is to reduce disruption, confusion, and maintain a peaceful and safe learning environment. Your cooperation is appreciated.**

Work Due Dates
All work is required to be completed by 11:30 p.m. on the assigned due date, with the exception of the final assignment which must be submitted by 5:00 p.m. on the due date. **Special Note: Submission portals will be accessible through the term, and submission of all Mandatory Assignments is required, but those submitted after the due date will receive zero credit!**

General Attendance
Attendance will be taken at each scheduled class meeting. Should you arrive in the meeting room after the session has started, you will be counted absent for that session. Likewise, if you leave the meeting early. **Being absent, or the equivalent thereof, means you are not permitted to submit the Speaker Take Away Memorandum for presentations where you were not in full attendance – since there are usually two to three speakers this can be quite damaging to the final grade. Failure to submit speaker responses from three sessions will reduce your grade by a full letter; failure to submit from five sessions will result in a failure of the course.** Remember, the speakers are professionals that are giving of their time and effort to provide you with this opportunity to learn from them.

Specifics for all Written Assignments
Each writing assignment is to be prepared and submitted in a Word Document. Failure to properly submit will result in a determination of non-submission. Good writing matters greatly in any career, and better writers routinely have more career opportunities and promotions. **You are strongly encouraged to download a free version of Grammarly**, available online for both Mac and Windows; by the way, they also have versions for personal devices in iOS and Android, that will work in social media. The easiest method is to write your assignment in Grammarly, pay attention to suggestions, and don’t use them if it changes the meaning of your work, then cut and paste into Word for formatting. **All written assignments will only be accepted if deposited into the appropriate Dropbox in the Courseroom by the assigned due date. Do not email an assignment to me or bring a printed copy to the classroom for submission. Late submissions not permitted for credit; deadlines mean something. The Mandatory Assignments, identified by an asterisk (*), must be submitted even when no credit will be awarded, but late submissions will not receive credit.**

Specifics for all Memorandum Assignments
Each of the memorandum assignment submissions must follow the model provided and address the components as outlined in this syllabus. Margins are to be 1” for the side, top and bottom. **All memorandum assignments are to be single line spaced. Note: When writing single line documents, the rules of writing apply, meaning double line-spacing is still used for formatting as shown in the Model Memorandum. Always double line-space between paragraphs! The font is to be**
New Times Roman and type size is to be 12-point consistently throughout the document. The pages must be numbered in the upper-right corner. There will be no reference page, except for the agency overview memorandums, though sources accessed should be identified within the text. Each memorandum is expected to be no less than 750 words, excluding the memorandum setup on the first page, and no more than 1,000 words, this is roughly equivalent to 1.5 – 2 pages of text.

A submission of less than 750 words of properly sized and spaced text will result in a grade of “0” being assigned. Each memorandum will be due on the date specified in the course calendar. Failure to follow the model provided will result in an automatic loss of the grade. All materials should be submitted in a Word Document format to the appropriately labeled within-course Dropbox.

**Professional Memorandum of Career Intentions - 750 Word Minimum**

Prior to beginning this assignment, be sure to read the article “Who Can Plan? You Can!”, which is posted in the D2L course room. As a reminder, you must follow the **Specifics for all Memorandum Assignments**. After you have read the article, consider the information in relationship to your career planning. You will then prepare a professional memorandum stating in detail your career aspirations and the preparations you will continue to help you attain your goals, incorporating elements from the reading. Your plan must be reasonable and attainable, and the correlations made clear. The submission will be made through Dropbox in D2L to the appropriate folder, whether it is on time or late. If you submit a file then discover an error, correct the problem(s), and resubmit in the same Dropbox before the deadline. **Reference the Professional Model Memorandum posted in the course room.**

**Speaker Take-Away Summary Memorandums - 750 Word Minimum**

During speaker presentations listen closely and identify a minimum of five important “take-aways”, meaning insights that you find potentially helpful to planning your future career. Follow the **Specifics for all Memorandum Assignments** to properly prepare your submission. **Reference the Speaker Summary Model Memorandum posted in the course room.** For these assignments, concentrate on a paragraph about “Determination”, and another about “Adaptability” – which will/or was explained in the initial class meeting. Other paragraphs should focus on the speaker’s “Student Experience”, “Career Choice”, and the “Correlations Between their Education and Career.”

**Interpretation of Speaker Take-Away Summary Memorandum Content (Five Paragraphs)**

1. The standard introductory paragraph as demonstrated in the Speaker Model Memorandum;
2. A paragraph on speaker’s evidence of determination and adaptability;
3. A paragraph on speaker’s SFA student experience;
4. A paragraph on speaker’s Career Choice; and,
5. A paragraph on the correlations between the speaker’s education and career.

You are expected to submit your completed speaker summary by the assigned due date through Dropbox in D2L. **Note: Many of the class sessions will include two or more speakers, so a few absences may result in a significant loss of points.**

**Professional Criminal Justice Agency Memorandums - 750 Word Minimum**

You will develop three professional memorandums discussing a criminal justice agency at one of the three levels of government. You have some levity in determining which agency you choose, as long as it fits clearly into within the context of Criminal Justice and is within the assigned level of government. In each, you will address the components as outlined in this assignment and the memorandum should have section headings listed according to the four components identified below.

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There will need to be a reference page prepared in appropriate APA Style, but reference pages do not count towards the page requirements. You must properly identify the sources you use in developing the memorandum. The memorandum must follow the course model, or a grade of zero (0) will be issued. Reference the Professional Model Memorandum posted in the courseroom.

Each of the agency memorandums is to be composed of the following components (Use these as subheadings!):

- **Introduction** = Tell us about the agency you chose, what is the name? What is the role it plays? Where is the headquarters of the agency? What is the jurisdiction of the agency?
- **History of the Agency** = When was the agency formed? For what purpose was the agency created? How has the purpose and role of the agency changed with time? How has the agency developed/grown with time?
- **What are the Career Opportunities within the Agency** = How many sworn positions does the agency have? How do they prepare new hires to be enforcement officers? What is the stability level within the agency (turnover rate)? Have there been publicly known issues within the agency concerning employment?
- **Connective Thought and Reflection** = Why or why not would this be an appropriate fit for your career goals? Is this an agency you would seriously consider entering as an enforcement officer? Why or why not?

You should be sure you have answered each question in the component, but the response must not be written in a question-and-answer format. The material should flow and read as a report, not a questionnaire. The course calendar within this syllabus contains the due dates for each of the following three assignments:

> **Local Criminal Justice Agency.** Remember, “local government” means city or county (parish in Louisiana), this does not have to be a policing agency, it can be something to do with courts.

> **State Criminal Justice Agency.** There are lots of state agencies associated with criminal justice, but you must evidence the connection. Child protective service agencies can count if the focus is on the investigative function.

> **Federal Criminal Justice Agency.** While the US Coast Guard would be an acceptable choice, provided the focus is on their homeland security and law enforcement role, do not use other military branches. The USCG is unique in that in peacetime it is a part of the Department of Homeland Security, be sure you are focusing on the law enforcement function, not the aids to navigation or rescue ones. Federal courts also work for this assignment.

**If you have questions about this assignment, ask me, do not rely on the opinion of others!**

**Professional Memorandum of Summary of Course Activities - 750 Word Minimum**

**Summary of Course Activities & Learning Due by 5:00 p.m. MAY 09th. This is the final assignment in the course.** You will develop a final professional memorandum providing a summary of your experience in this course, identifying what helped you to refine your career plan, and what strengthened your goals in this course. If a particular speaker or activity had a significant positive impact on your career plan, you should identify this and provide insight. These should not be “mini-statements”, you should incorporate evidence of both reflective and reflexive thinking. Do not make the mistake of confusing this with the CJS Studies Annotated Overview Packet!

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Other Writing Assignments – Specific Form (Not Memorandum Form)

CJ Studies Annotated Overview Packet (Not Memorandum Form)
You will create a portfolio, this will include a cover page, followed by a table of contents, then the corrected and modified statement of career intentions from your first assignment, then the corrected resume, followed by a title page of “CJ Courses Taken at SFA. This section will be developed by designating one page each to every CJ course you have taken at SFA. Each entry will include the name of the course, instructor's name, term taken, overview of the course content (official as found on our website or in the College Catalog), and three specific things you learned from the course that stand out most, with an explanation of why each is important to your future. Pay attention to the design! Again, each course starts a new page. This is expected to be a very professional document. A model is provided for this assignment – follow the design, but do not plagiarize the material!

Professional Resume (Not Memorandum Form)
Utilizing an acceptable format for a professional resume, you will prepare yours to be submitted to potential employers. Some graduate programs require a professional resume as part of the application process. You will find a resource document in the Course Content area of the Courseroom titled “Acceptable Professional Resume Formatting.” You MUST use one of the acceptable formats for the resume to be accepted!

Other Non-Writing Assignments

Community Service Project
You are required to perform twenty hours (20) of community service in a pre-approved role. The service must be clearly described and appropriately documented by a responsible party employed by the organization you work with; a contact name and number must be included for verification purposes. The Nacogdoches Animal Shelters and the Senior Citizens Centers in Nacogdoches and Lufkin are pre-approved. Service to or through university groups, churches, political movements/campaigns, helping family/friends with projects, and service done in conjunction with an organization you are a member of doing a project, are not acceptable. Should you need assistance in arranging an opportunity, contact me first. As a reminder, nothing in the syllabus is optional, failing to fulfill any Mandatory Assignment will result in an “F” being assigned for the final grade!

SFA Standardized Syllabus Language

Academic Integrity (4.1)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work...
offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

Withheld Grades Semester Grades Policy (5.5)

Please copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs.

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. Particular to this course, if all “mandatory” assignments are not completed and submitted showing good faith effort, you will be assigned an “F”. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

Students with Disabilities

To obtain disability-related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/

Student Wellness and Well-Being

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.
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If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-74
Course Calendar - Please note that this course closes at 5:00 p.m., Thursday, MAY 09th.

All work detailed for a Unit must be completed by the Unit Due Date for Credit.

<table>
<thead>
<tr>
<th>Module</th>
<th>Module Available</th>
<th>Module Due Date</th>
<th>Class Session</th>
<th>Activity</th>
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</thead>
</table>
| 1      | JAN 22           | JAN 28          | JAN 22        | Overview & Introductions - Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries due end of Module |
| 2      | JAN 29           | FEB 04          | JAN 29        | Discussions in D2L/Brightspace & Read “Who Can Plan, You Can!” Located in Module One. |
| 3      | FEB 05           | FEB 11          | FEB 05        | Lecture/Discussion on Future Plans - Speaker Session  
|        |                  |                 |               | Reading – Finding a Path “Who Can Plan? You Can!” |
| 4      | FEB 12           | FEB 18          | FEB 12        | Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries &  
|        |                  |                 |               | Prof. Memo of Career Intentions due end of Module |
| 5      | FEB 19           | FEB 25          | FEB 19        | Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries &  
|        |                  |                 |               | Professional Resume due end of Module |
| 6      | FEB 26           | MAR 03          | FEB 26        | Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries due end of Module |
| 7      | MAR 04           | MAR 10          | MAR 04        | Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries &  
|        |                  |                 |               | Overview of a Local Agency due end of Module |
| N/A    | MAR 11           | MAR 17          | NONE          | Spring Break – No Class Session |
| 8      | MAR 18           | MAR 24          | MAR 18        | Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries due end of Module |
| 9      | MAR 25           | APR 07          | MAR 25        | Speakers Session  
|        |                  |                 |               | Speaker Take-Away Summaries due end of Module  
|        |                  |                 |               | Overview of a State Agency due end of Module |
| 10     | APR 01           | APR 07          | APR 01        | Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries &  |
| 11     | APR 08           | APR 14          | APR 08        | Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries due end of Module  
|        |                  |                 |               | Overview of a Federal Agency due end of Module |
| 12     | APR 15           | APR 21          | APR 15        | Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries due end of Module  
|        |                  |                 |               | CS Hours Documentation due end of Module |
| 13     | APR 22           | APR 28          | APR 22        | Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries &  
|        |                  |                 |               | CJS Annotated Overview Packet due end of Module |
| 14     | APR 29           | MAY 05          | APR 29        | Speaker Session  
|        |                  |                 |               | Speaker Take-Away Summaries |

Summary of Course Activities & Learning Due by 5:00 p.m. Thursday, MAY 09th

With the exception of the final assignment, all missing Mandatory Assignments must be submitted by the closing of Module 14.

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