

Master Syllabus

CJS 1106 - Transition Skills

Division: Business and Public Services

Department: Criminal Justice Science

Credit Hour Total: 3.0

Lecture Hrs: 3.0

Date Revised: June 2015

Course Description:

Engage students in the process of building a personal portfolio that includes career and financial goals, a professional resume, job search process, a personal budget, a savings and investment plan and access to community resource information. This course will address the process of community re-entry from a personal, social and occupational perspective.

General Education Outcomes:

- ❑ Oral Communication Competency
- ❑ Written Communication Competency
- ❑ Critical Thinking/Problem Solving Competency
- ❑ Values/Citizenship/Community Competency
- ❑ Computer Literacy Competency
- ❑ Information Literacy Competency

Course Outcomes:

Effective Written Communication Skills

Develop effective forms of written communications to accomplish reentry goals as designed by the student and case worker.

Assessment Method: Behavioral observations

Performance Criteria: Students will score 70% or better on performance evaluation rubric (terminology and tool developed by faculty instructing inmate population)

Assessment Method: Exit and other interviews

Performance Criteria: Students will score 70% or better on performance evaluation rubric

Assessment Method: Locally developed exams

Performance Criteria: Students will score 70% or better on performance evaluation rubric

Assessment Method: Performance appraisals

Performance Criteria: Students will score 70% or better on performance evaluation rubric

Assessment Method: Portfolios

Performance Criteria: Students will score 70% or better on performance evaluation rubric

Assessment Method: Simulations

Performance Criteria: Students will score 70% or better on performance evaluation rubric

Conflict Resolution and Problem-Solving

Demonstrate conflict resolution skills and problem-solving techniques.

Assessment Method: Behavioral observations

Performance Criteria: Students will score 70% or better on performance evaluation rubric

Assessment Method: Exit and other interviews

Performance Criteria: Students will score 70% or better on performance evaluation rubric (The evaluation and assessment techniques as well as the rubric indicating 70% or better was developed by the faculty teaching the inmate population. I am not sure if it is a checklist or what format. Current Criminal Justice Science students assist in the assessing and evaluating the exit interviews of the inmates.)

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Portfolio Development

Design a personal portfolio that will include career and financial goals.

Assessment Method: Behavioral observations

Performance Criteria: Students will score 70% or better on performance evaluation rubric

Assessment Method: Exit and other interviews

Performance Criteria: Students will score 70% or better on performance evaluation rubric (The evaluation and assessment techniques as well as the rubric indicating 70% or better was developed by the faculty teaching the inmate population. I am not sure if it is a checklist or what format. Current Criminal Justice Science students assist in the assessing and evaluating the exit interviews of the inmates.)

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Employment Self-Assessment

Identify barriers that intervene with securing and retaining gainful employment.

Assessment Method: Behavioral observations
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Recidivism

Assess personal and environmental risk factors that could contribute to recidivism.

Assessment Method: Behavioral observations
Performance Criteria: Students will score 70% or better on performance evaluation rubric

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Community Support Plan

Develop a community support plan and implementation strategy.

Assessment Method: Behavioral observations
Performance Criteria: Students will score 70% or better on performance evaluation rubric

Assessment Method: Exit and other interviews
Performance Criteria: Students will score 70% or better on performance evaluation rubric (The evaluation and assessment techniques as well as the rubric indicating 70% or better was developed by the faculty teaching the inmate population. I am not sure if it is a checklist or what format. Current Criminal Justice Science students assist in the assessing and evaluating the exit interviews of the inmates.)

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Performance Criteria: Students will score 70% or better on performance evaluation rubric

Outline:

Research three different occupations
Resume and cover letter
Ethics on the job and interview
Employment interview
Mock interview
Budget