

## 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

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### 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

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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

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### **Employment Self-Assessment**

Identify barriers that intervene with securing and retaining gainful employment.

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### **Recidivism**

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

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**Assessment Method:** Exit and other interviews  
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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  
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### **Outline:**

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