

# Criminal Justice Careers Exploration

College Now – Career Pathways Program  
Front Range Community College  
2017-2018



## Program Handbook



# Career Pathways

*The Career Pathways program at Front Range Community College provides a supportive educational climate that promotes career exploration, technical skills, and readiness for college and employment.*

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## The Criminal Justice Careers Exploration Program

**Instructor:** Robert Deutsch

**Office/Location:** Little Bear Peak 143

**Classroom #:** Little Bear Peak 111

**Office Hours:**

10:00 –10:30 a.m. Mon–Fri

2:30 –3:00 p.m. Mon–Fri

**Office Telephone Number:** (970)–204-8223

**Cellular Phone Number:** (970)–699-2114

**E-mail address:** [robert.deutsch@frontrange.edu](mailto:robert.deutsch@frontrange.edu)

**FRCC College Now Programs Contact Number:** (970)-204-8370

**Program Description**

Welcome to the Criminal Justice Careers Exploration Program! This year-long program is designed for high school students interested in pursuing a career any number of the different fields of criminal justice or just wanting to learn more about how the criminal justice system works. We will explore all the fields of law enforcement, social service support agencies and the courts and learn how they work together.

**Schedule and Calendar**

Students are enrolled in Career Pathways for either the morning session or afternoon session, depending on their home high school schedule.

Morning Session: 8am – 10am, Monday – Friday

Afternoon Session: 12:30pm – 2:30pm, Monday – Friday

Students will follow the FRCC academic calendar for their Career Pathways classes. As a result, there may be times when students are expected to attend their FRCC classes even when their home high school may not be in session, such as Spring Break or Parent/Teacher Conference days.

Unexpected Closures: Students are not expected to attend their Career Pathways classes if FRCC, Poudre School District, or Thompson School District are unexpectedly closed (due to weather, emergencies, etc.). Please see the FRCC website ([www.frontrange.edu](http://www.frontrange.edu)) for updates and check your Desire2Learn course shell (more info below) for information from your instructor.

## **Transportation**

Busses are provided to FRCC from most of the high schools in Poudre and Thompson school districts. Please see your home high school counseling office to set up transportation services.

Students are expected to provide their own transportation on days the school district is not in session. In addition, students must arrange transportation to most off campus activities, such as labs, field trips, and internships. Students often carpool together to these activities.

## **Program Requirements**

Students in Career Pathways are expected to attend every day, participate fully, and communicate regularly with their instructors. Students are responsible for monitoring grades and becoming familiar with the information provided in this syllabus. Students are responsible for regularly checking the online class portal, Desire-to-Learn (D2L), for program announcements and to monitor grades and attendance. See below for more information about D2L.

Students in the Criminal Justice Program must be willing to commit the time and effort necessary to learn about all the different aspects of the criminal justice field. Students must be able to work in an individual and team environment and exercise good decision making skills and mature judgment in a wide a variety of situations. Students will be expected to follow all college and program rules and procedures. Students will come to class on time every day prepared--having completed all assignments, dressed properly, and on their best behavior.

# **Criminal Justice Careers Exploration Courses**

## **HIGH SCHOOL CREDIT**

All students will be enrolled in the High School Criminal Justice Careers Exploration course each semester. These classes and grades will appear on your home high school transcript, but will not be included on an FRCC college transcript.

### **Fall Semester**

#### **HS Criminal Justice Fall (CRJZ 010)**

Start Date: Monday, August 21, 2017

End Date: Tuesday, December 12, 2017

**Course Description:** Fall semester content covered in Criminal Justice Careers Exploration includes: criminal justice careers; purpose and function of criminal justice agencies; history/current criminal justice system in the U.S.; basic law; ethics; leadership principles; victimology, policing systems and procedures. Credit awarded in CRJZ 010 is designated on the student's fall semester high school transcript only.

### **Spring Semester**

#### **HS Criminal Justice Spring (CRJZ 011)**

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Spring semester content covered in Criminal Justice Careers Exploration includes: criminal justice careers; criminal investigations; crime scene investigations; report writing; community service opportunity at the discretion of the instructor. Credit awarded in CRJZ 011 is designated on the student's spring semester high school transcript only.

### **COLLEGE CREDIT (OPTIONAL)**

Content for optional College courses is integrated into the high school curriculum, and enrolling in the optional college courses will not add additional course work. The college classes listed below are **optional**. Students who enroll in college classes will generate an FRCC college transcript, and the grades for the classes below will become part of a student's permanent college record at FRCC. *A syllabus for each individual college course will be provided separately in addition to this program handbook.*

#### Signing up:

An enrollment packet containing instructions and required forms will be distributed at Orientation and/or on the first day of class. All required steps must be completed and forms must be submitted to your instructor by **Wednesday, August 30th** in order to be enrolled in the optional college credit awarded in this program.

Drop and withdraw deadlines for college courses: Most FRCC degrees and certificates require that students earn a C or higher in each required course. Failure to earn passing grades in the college classes will also negatively impact a student's ability to receive financial aid in the future. To avoid earning a "D" or an "F" on your permanent college transcript, be aware of the drop and withdraw dates for your college courses. Ask your instructor or the College Now Office for help submitting the proper forms *prior* to the deadlines listed below if you are worried about your academic progress in a course. A dropped course will never show on your FRCC transcript and a withdraw reads as a "W" on your FRCC transcript, but there is no grade attached.

#### Fall Semester

The deadlines for all fall college courses are:

<b>Drop Deadline</b>	<b>Withdraw Deadline</b>
Wednesday, September 6, 2017	Sunday, November 19, 2017

#### **Intro to Criminal Justice** (CRJ 110) – Optional College Course

*FRCC Credits: 3*

Start Date: Monday, August 21, 2017

End Date: Tuesday, December 12, 2017

Course Description: Introduces students to the basic components of the criminal justice system in the United States. Concepts of crime, perspectives and views of crime, crime data, theory, victimization,

and law are discussed. Particular attention to the criminal justice process, interaction and conflict between criminal justice agencies, and current criminal justice issues are examined.

**Policing Systems** (CRJ 125) – Optional College Course

*FRCC Credits: 3*

Start Date: Monday, August 21, 2017

End Date: Tuesday, December 12, 2017

Course Description: Examines the complexity and multi-dimensional aspects of the law enforcement role and career; law enforcement discretion; law enforcement values and culture in modern America. Covers the role and functions of law enforcement in occupational, social, political and organizational context.

Course Requirements: **Must have passed CRJ 110 with a C or better.**

Spring Semester

The deadlines for spring college courses are:

<b>Drop Deadline</b>	<b>Withdraw Deadline</b>
Wednesday, January 31, 2018	Saturday, April 14, 2018

**Crime Scene Investigation** (CRJ 127) – Optional College Course

*FRCC Credits: 3*

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Focuses on basic procedure in crime scene management to include photography and preparing initial reports and sketches. Includes processing evidence and related criminalistic procedures. Covers interviewing suspects, witnesses and victims to include the recording of identifications and descriptions.

Course Requirements: **Must have passed CRJ 110 with a C or better.**

**Grades**

All students will earn high school grades that will post to the high school transcript. Students who enroll in optional college credit will also earn grades for each college class that will post to the student's FRCC college transcript.

Career Pathways grading scale

90-100% = A

80-89.9% = B

70-79.9% = C

60-69.9% = D

0-59.9% = F

## **Attendance**

Students are expected to attend every day in the Career Pathways program. Our programs provide hands on experiences that are crucial to student success and difficult to make up.

If extenuating circumstances occur and a student must miss class, the student must contact the instructor before the missed class period. Students should be aware that they will receive a "0" for lab activities that cannot be made up or replicated. **Attendance and participation are a significant part of the high school grade.**

Absences for high school related activities will be excused, provided the student provides the instructor with proper documentation of the activity.

Attendance will be scored as follows:

- 600 points-0-3 unexcused absences
- 400 points-4-6 unexcused absences
- 200 points-7-9 unexcused absences
- 0 points-10 or more absences

If extenuating circumstances occur and a student must miss class, the student should follow the policies listed below:

- Students are expected to contact their instructors *before* the missed class period to explain why they will be absent.
- Students who miss class due to a home high school activity (sports, senior meetings, etc) must provide documentation from the high school prior to the absence.
- Students are responsible for checking in with instructors while absent or immediately upon their return. Check in should include submitting assignments completed prior to the absence, requesting make up work from the instructor, and setting a deadline for submitting missed assignments.
- Students should be aware that they will receive a "0" for lab activities that cannot be made up or replicated.

Students with absences can expect to discuss their attendance with faculty and/or administrative staff. In some cases, the high school counselor will be informed of attendance issues.

## **Late Work:**

Late work accepted without prior approval or a reason acceptable to the instructor will result in a significantly reduced grade. Late work not made up immediately upon notice will receive a zero grade.

## **Professionalism**

Attendance, participation, and professionalism will also be evaluated as part of a student's final high school grade. Students are expected to attend every day, participate fully in their programs, and maintain professionalism in the classroom and lab. Professionalism includes wearing appropriate clothing, communicating with instructors, working respectfully with other classmates, and maintaining a safe lab experience.

### **Academic Progress**

Students must earn at least a D in their fall semester high school course to be eligible to continue in the Career Pathways program in the spring. **Students who do not earn this minimum grade will return to their home high schools for all course work in the Spring Semester.** Students who do not return will be expected to return all checked out text books and materials before the start of Spring Semester.

### **Student Progress (Grades, Attendance, etc.)**

Students will have access to updated progress information through Desire-to-Learn (D2L), which provides an online grade book and attendance record for each student. D2L is accessed through the “DESIRE2LEARN” link at the top of the [www.frontrange.edu](http://www.frontrange.edu) webpage. Students will need their FRCC issued “S-number” and their password to access D2L.

Students are expected to track their progress and promptly discuss any concerns with the instructor.

Parents should be aware that the Career Pathways program does not send out routine progress reports, and that Career Pathways instructors do not typically contact parents with grade or attendance concerns. However, parents are encouraged to check on student progress through D2L. Parents are welcome to contact faculty and staff if they have concerns.

Please note that high schools will be periodically updated on student progress and attendance.

### **Accommodations**

Students who have IEPs or 504 Plans in high school are eligible to receive accommodations in their Career Pathways programs. If students enroll for high school credit only, we will follow the accommodations listed in the high school documentation as closely as possible. Students who enroll for optional college credit are only eligible for college-level accommodations that must be arranged with the College Now office. Please contact Beth Montgomery at 204-8372 to set up college accommodations.

### **Drops and Withdraws**

Students who need to drop the Career Pathways program must get approval from their high school counselors. The high school counselor will contact College Now to complete the drop process. Students are expected to return all textbooks and class materials to the instructor.

Students who enroll for college credit have the option to drop or withdraw from individual college classes, but will remain enrolled in the program and will continue earning grades for the high school transcript. Students who wish to drop or withdraw from one or more college classes must contact the College Now office (no high school or parent approval is required). Drop and withdraw deadlines are noted in the college course information section of this syllabus. Please note that withdraws may affect future financial aid eligibility.

Faculty are available to discuss student progress and the withdraw option for students with

questions.

### **Safety**

Safety is the highest priority in the Career Pathways program. Instructors will determine if a student is unfit to participate in lab activities for any reason, including but not limited to: being unprepared, acting unprofessionally, appearing disoriented or impaired, and/or violating safety policies and procedures. Students will receive a "0" for missed lab activities. If safety concerns are not immediately resolved, the student may not be permitted to continue in the program.

### **Student Conduct**

Students are expected to actively and safely participate in their programs, be respectful of all faculty, staff, and students, and show responsibility, maturity, and integrity when enrolled in a Career Pathways program. Students who do not meet these expectations may not be permitted to continue in the program. Career Pathways will notify the FRCC Public Safety Office and Dean of Students for serious issues, which may affect a student's future enrollment at FRCC and may result in legal sanctions.

Students are encouraged to review the FRCC Student Code of Conduct, available at <http://www.frontrange.edu/being-a-student/code-of-conduct>. In particular, students should note the policies listed below:

- Educational environment: any behavior that interferes with the educational environment, teaching, and/or learning is not acceptable.
- Academic honesty: students are expected to complete their coursework with integrity. Cheating and/or plagiarism are not acceptable.
- Drugs/alcohol: any suspected drug and alcohol issues will be immediately reported to the home high school and the FRCC Public Safety office.
- Cell phones and other electronics: use of cell phones and other personal electronics are not allowed except for approved purposes at the discretion of the instructor.
- Attire: students should select appropriate clothing for the hands on activities in their programs. Attire should reflect a professional environment.
- Parking: students who provide their own transportation are expected to drive safely on campus, use designated parking spaces, and go directly to their classrooms, computer lab, student center, or library upon arrival.
- Computer usage: Computers are to be used only for program-related coursework and labs.

### **Permission to Include Student in Photographs and/or Videos**

Photos and videos of our programs are a vital component to recruitment. A non-permission form is available in the College Now office if you or your parent objects to the use of your photo in recruitment materials.

### **Title IX Statement from Paul Meese, Title IX/EO Coordinator**

Our college is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate college officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual



harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a college official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator by emailing Paul.Meese@frontrange.edu or calling 303-678-3707. Reports to law enforcement can be made with the local law enforcement agency or you may contact the campus security office at:

Boulder County Campus – 303-678-3911

Larimer County Campus – 970-204-8124

Westminster Campus – 303-404-5411

If you would like a confidential resource, please contact Paul Meese, FRCC Executive Director of Human Resources. Further information may be found on the college's web site at:

<http://www.frontrange.edu/being-a-student/campus-safety>.



**STUDENT WAIVER OF LIABILITY FORM**

**State Board for Community Colleges and Occupational Education,  
for the use and benefit of Front Range Community College**

Angie Gramse, Associate Legal Counsel, 9101 E. Lowry Blvd, Denver, CO 80230. 720-858-2721

Program: **Criminal Justice Careers Exploration** Term: 2017-2018

Description: All on-campus and off-campus activities related to Career Pathways Programs

Front Range Community College, Poudre School District R-1 and Thompson School District R2-J are educational institutions in the State of Colorado, and, as such, are covered by the Colorado Governmental Immunity Act, CRS 24-10-101. This law provides that the state and its institutions are immune from lawsuits for injuries suffered by private persons, except in specific situations listed in the law, where immunity is waived. Voluntary participation by students in field trips and non-classroom activities conducted by a state-funded institution of higher education or other educational institutions is not one of the areas where immunity from liability is specifically waived. In other words, by law, if a student suffers an injury as a result of participation in field trips and non-classroom activities of the college, the college is immune from fiscal liability for such injury. For this reason, students are strongly encouraged to obtain medical insurance coverage, if they do not already have coverage, before participating in these activities. Students are also encouraged to read the applicable statutes cited above, which are on file in the Library and on the Internet.

In consideration of, and as a payment for, the right to participate in field trips and non-classroom activities, and the services and food arranged for me by Front Range Community College, Poudre School District R-1 and Thompson School District R2-J and their agents, I have and do hereby assume all risks and will hold them harmless from any and all liability, actions, causes of action, debts, claims and demands of every kind and nature whatsoever which I now have or which may arise from or in connection with my participation in activities arranged for me by Front Range Community College, Poudre School District or Thompson School District or its agents. The terms hereof shall serve as a release and assumption of risk for my heir's executors and administrators and all members of my family.

In signing below I hereby assert that:

1. I have read this document and understand that specific trip information will be provided;
2. I understand that Front Range Community College, Poudre School District and Thompson School District are covered by the Colorado Governmental Immunity Act;
3. I may be personally liable for injuries that I may suffer as a result of participation in this activity.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

## ACKNOWLEDGEMENT OF RECEIPT OF SYLLABUS

- I acknowledge that I have received a copy of the syllabus for the Criminal Justice Careers Exploration Career Pathways Program.
- I acknowledge that I am responsible for understanding the content of the syllabus and for following by the policies and procedures.

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Date \_\_\_\_\_

**- Complete this form, detach from the syllabus, and return page to instructor-**