

Department of Criminal Justice



Student Handbook

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Dear Criminal Justice Majors,

We welcome students to the Criminal Justice Department at West Virginia State University who strive to make a difference and be successful. As a department and faculty we are committed to helping you achieve your goals. Located in the College of Professional Studies, the Criminal Justice Department encourages your pursuit of excellence to prepare for a career of professional service in the Criminal Justice system.

The outstanding Criminal Justice faculty is committed to preparing you for these careers through a challenging curriculum that encompasses areas in law enforcement, courts, corrections and law. Your student experience will include opportunities beyond the classroom. Internships, departmental organizations and attendance at various conferences will enrich your knowledge of the field.

If you are interested in attending graduate school or pursuing a career in Criminal Justice, West Virginia State University's Criminal Justice Department is for you.

Sincerely,
The Criminal Justice Department

College of Professional Studies

The College of Professional Studies contains the following academic departments: Criminal Justice; Education; Health and Human Performance; Military Science; Regents Bachelor of Art's Degree; and Social Work.

The College of Professional Studies Mission Statement is as follows: To prepare qualified professionals to serve and lead in a global society.

Department of Criminal Justice

The Department of Criminal Justice offers a curriculum that will provide students with a thorough understanding of the criminal justice system and its interrelationship with society.

The courses will give students an in-depth knowledge about the crime problem in this society, the perpetrators of crime, and the theoretical causes of crime. This foundation will prepare students for successful careers in law enforcement, corrections, probation/parole, juvenile justice, and social services, as well as graduate school and potentially to law school.

The successful completion of the program will enhance opportunities for career advancement for those already in criminal justice careers. The Department of Criminal Justice is committed to providing students with a knowledge of and sensitivity to multicultural, racial, and gender issues within the criminal justice system, and the larger society.

The Criminal Justice Mission Statement is as follows: To prepare students for roles as knowledgeable citizens and responsible criminal justice professionals in a global society.

The Criminal Justice Department has established Program Learning Outcomes which define what our students will learn and gain from our programs. These outcomes are outlined as follows:

- 1) **Knowledge**
Students will demonstrate knowledge of the Criminal Justice Field and analyze topical areas in the field. These areas include policing, courts, corrections
- 2) **Critical Thinking**
Students will demonstrate the ability to problem solve. As a critical thinker, you will analyze decisions, interpret information, and evaluate facts.
- 3) **Communication**
Students will demonstrate the ability to communicate effectively using appropriate media. Writing and speaking effectively will be emphasized.
- 4) **Diversity**
Students will demonstrate sensitivity to diverse populations.
- 5) **Professional Integrity & Responsibility**
Students will apply the ethical standards and professional behavior of the Criminal Justice profession.

Academics

The Bachelor of Science degree in Criminal Justice requires you to complete 120 hours of instruction with a minimum grade of “C” or better in all required major courses. In addition, students are also required to choose and complete within the degree at least one *Certificate Program*, from the following certificates currently available: Generalist, Corrections, Law Enforcement or Investigations. Students will take four out the suggested courses to meet this requirement.

Generalist Select Four

CJ 299 Special Topics
CJ 311 Drugs & Society
CJ 370 International Terrorism
CJ 420 Law & Social Control
CJ 435 Fingerprinting
CJ 465 Sex Crimes

Law Enforcement Select Four

CJ 362 Cont. Issues in Policing
CJ 385 Criminal Investigation
CJ 413 Internship in CJ
CJ 445 Crime Scene Investigation
CJ 455 Interviewing & Interrogation

Corrections Select Four

CJ 312 Community Corrections
CJ 350 Correctional Institutions
CJ 408 Correctional Law
CJ 413 Internship in CJ
CJ 418 Treatment of Offenders

Investigation Select Four

CJ 301 Introduction to Forensic Science
CJ 385 Criminal Investigation
CJ 435 Fingerprinting
CJ 445 Crime Scene Investigation
CJ 455 Interviewing & Interrogation

To help plan your completion of the Bachelor of Science degree in Criminal Justice the following sequence of courses is suggested which allows you to graduate in four years. Remember, this is only a suggested plan, confer with your advisor on all course related matters.

Criminal Justice Suggested Four Year Plan for Criminal Justice 2016

Freshman Year

First Semester	Credit Hours	Second Semester	Credit Hours
CJ 101	3	CJ 223	3
GEN ED 101 (First Year Experience)	3	CJ 226	3
ENG 101 (GEN ED)	3	Oral Communication (GEN ED)	3
CJ 204	3	ENG 102 (GEN ED)	3
Arts (GEN ED)	3	MATH 111 OR 120 (GEN ED)	3
Total Hours	15	Total Hours	15

Sophomore Year

Third Semester	Credit Hours	Fourth Semester	Credit Hours
CJ 224	3	CJ 307	3
CJ Elective	3	CJ 308	3
CJ 225	3	CJ Elective	3
Humanities (GEN ED)	3	History (GEN ED)	3
Scientific Reasoning (GEN ED)	4	HHP 122 OR 157 (GEN ED)	2
Total Hours	16	Total Hours	14

Junior Year

Fifth Semester	Credit Hours	Sixth Semester	Credit Hours
CJ 313	3	CJ 315	3
CJ 314	3	CJ 320	3
CJ Certificate Elective	3	CJ Certificate Elective	3
Natural Science (GEN ED)	3	International Perspectives (GEN ED)	3
Elective	3	Social Science (GEN ED)	3
Total Hours	15-16	Total Hours	15

Senior Year

Seventh Semester	Credit Hours	Eighth Semester	Credit Hours
CJ 330	3	CJ 425	3
CJ 322	3	CJ Certificate Elective	3
CJ 380	3	CJ Certificate Elective	3
CJ 415	3	Elective	3
Elective	3	Elective	3
Total Hours	15	Total Hours	15

Total Degree Hours:	120
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Criminal Justice Certificates

Students must focus on one certificate area and then select four courses from the choices listed below.

Corrections Certificate – Select Four Courses
CJ 312 Community Corrections
CJ 350 Correctional Institutions
CJ 408 Correctional Law
CJ 413 Internship in CJ
CJ 418 Treatment of Offenders

Generalist Certificate Select Four
CJ 299 Special Topics
CJ 304 Crimes in the Family
CJ 311 Drugs & Society
CJ 370 International Terrorism
CJ 399 Special Topics
CJ 420 Law & Social Control
CJ 435 Fingerprinting
CJ 465 Sex Crimes
CJ 475 Homicide Investigation
CJ 499 Special Topics

Investigation Certificate Select Four
CJ 301 Intro to Forensic Science
CJ 385 Criminal Investigation
CJ 435 Fingerprinting
CJ 445 Crime Scene Investigation
CJ 455 Interviewing & Interrogation

Law Enforcement Certificate Select Four
CJ 362 Contemporary Issues in Policing
CJ 385 Criminal Investigation
CJ 413 Internship in CJ
CJ 445 Crime Scene Investigation
CJ 455 Interviewing & Interrogation

Although CJ 413, Internship is not currently required for the completion of the degree, preference in hiring is given by employers to students who have participated in meaningful internships in their major where they can demonstrate their potential as prospective employee.

As a Criminal Justice major, be aware of maintaining your GPA (Grade Point Average). The grading systems used by individual faculty members include assignments, examinations, quizzes, and class attendance. These specific grading policies will be presented to students with the syllabus at the beginning of the semester and will be on file in department offices. A grade of below a "C" in any major required course must be repeated.

To maintain your GPA attendance is critical. However attendance and punctuality listed as the major reasons employees' lose their jobs. Therefore, punctual, regular attendance in all classes is required. Should an absence occur it is the student's responsibility to contact the professor.

To ensure ethical behavior, Academic Dishonesty is prohibited. Academic dishonesty is defined as plagiarism, cheating, falsifying records, etc., and may be punished by sanctions imposed by the instructor and appropriate to the offense ranging from a written reprimand to a grade of F on an assignment or a grade of F in the course. The University reserves the right to suspend or dismiss a student guilty of a particularly serious infraction.

All academic setting should be conducive to learning for all students enrolled in the course. Any activity or behavior that impairs the successful completion of the course for any student is not tolerated. The instructor assigned to a class is responsible for the class setting and has authority to take action when misbehavior occurs within that setting.

In addition, cellular phones in classrooms are a distraction and impact student learning. Cellular phone use in classrooms is prohibited. Individual faculty members may have additional restrictions regarding other electronic devices.

Student Resources

The following academic organizations are of particular importance to Criminal Justice majors. First is Alpha Phi Sigma (APS), the Academic Honor Society in Criminal Justice. The Criminal Justice Department encourages majors in the Bachelor of Science Degree (BS) in Criminal Justice and the Master of Science Degree (MS) Law Enforcement and Administration programs to work diligently in their academic pursuits. There are opportunities for undergraduate and graduate students to be recognized for their outstanding scholarly performance and creative work while progressing toward degree attainment. The minimum GPA requirements are 3.2 overall GPA and a minimum 3.2 GPA in at least twelve (12) hours of Criminal Justice course work.

For more information contact the Criminal Justice Honor Society faculty advisors. They are Dr. Sam Swindell and Dr. Cassandra Whyte.

A second student organization is Lambda Alpha Epsilon (ATD, Criminal Justice Club). The American Criminal Justice Association, Lambda Alpha Epsilon, is a national organization which strives to improve criminal justice through educational activities. The West Virginia State

University Chapter is Alpha Tau Delta (ATD). Our club is involved in many activities including Homecoming, conference attendance, field trips, pistol team, crime scene team and other University related events. The minimum GPA requirements for membership in the club is a “C” average.

For more information the Criminal Justice Club faculty advisors are Mr. Mark Addesa, Mr. William Whyte and Dr. Michael Kane.

Student Advising

All Criminal Justice Majors are assigned an academic adviser. Students are expected to meet with their academic advisor at least once each semester. In the Criminal Justice Department advisors are assigned to students alphabetically according to the letters of the student’s last name. Currently the academic advisors are assigned as follows, they are subject to change:

All graduate students are to meet with Dr. Walter Stroupe

All undergraduate students are assigned as follows:

A thru D meets with Mr. Mark Addesa

E thru L meets with Dr. Steele or Mr. Bill Whyte

M thru R meets with Dr. Michael Kane

S thru Z meets with Dr. Cassandra Whyte.

Registrations for courses occur during two weeks of assigned time slots that begin early in November for Spring Semester and early in April for Summer Session and Fall Semester. Students should meet with their academic advisor to complete an advising session. Each student should familiarize themselves with the office hours, email and telephone number of their advisor. Please schedule an appointment with your academic advisor to ensure a proper amount of time can be dedicated to your advising session.

Other Services for Criminal Justice Majors

Military Student Services assists current and prospective students by identifying appropriate campus and community resources that enhance military student transition to and from the University, while providing comprehensive support to military students and veterans as they persist to graduation at West Virginia State University. The Military Student Services Center is located in 333 Sullivan Hall East. For more information, stop by or contact the Center Staff at (304) 766-3290. Veterans Affairs include all individuals initiating the use of their GI educational benefits. These students should contact the Office of the Registrar.

Career Information for Criminal Justice majors involves the many job opportunities in the Criminal Justice field in West Virginia and throughout the United States. Careers in Law Enforcement, the Courts, Corrections, and Juvenile Justice are available to those possessing a Bachelor’s Degree in Criminal Justice. These opportunities exist at the Federal, State, and Local levels of government. Students are advised to contact their advisers as well as Ms. Sandy Maharaj, Program Administrator for the Career Planning & Placement Office, at WVSU to make an appointment to discuss career opportunities. The Office of Career Services and Cooperative

Education is located in 216 Wallace Hall. For more information contact 766-3250 or visit the Office website. Below are possible career choices.

Possible Career Options:

<p>Air Marshall Animal Cruelty Investigator Arson & Fire Investigator ATF Agent Border Patrol Office Campus Security Officer Child Abuse Investigator CIA Agent Community Corrections Officer Computer Forensic Investigator Corporate Security Correctional Officer Counter Terrorism Careers Court Officer Criminalist Criminal Investigator Crime Analyst Crime Prevention Specialist Crime Scene Investigator Criminologist Customs Agent Cyber Crime Specialist DEA Agent Detective Domestic Violence Investigator Elderly Abuse Investigator Emergency Management Specialist FBI Agent Federal Correctional Officer Federal Parole Officer Fish and Game Warden Fraud Investigator Forest Ranger Gang and Narcotics Investigator Homeland Security Agent</p>	<p>Hospital Security Human Rights Violation Investigator Human Trafficking Investigator ICE Agent Immigration Enforcement Agent Information Security International Criminal Court Investigator IRS Investigator Juvenile Probation Officer Juvenile Correctional Officer Loss Prevention Specialist National Security Agency Officer Military Police Officer Organized Crime Specialist Park Ranger Penologist Police Officer Private Investigator Private Security Officer Probation Officer Secret Service Agent Sheriff Social Service Investigator Special Victims Investigator State Department Victim Witness Advocate State Parole Officer State Police Officer Surveillance Officer Transportation Security Administrator U.S. Marshal Service U.S. National Institute of Justice Researcher United Nations Office on Drug and Crime Investigation United Nations Department of Peace Keeping Operations Officer United States Park Police Victim Witness Advocate</p>
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Also, students are encouraged to attend both the West Virginia State University Job Fair as well as the Criminal Justice Career Job Fair held each academic year. These Job Fairs provide

students with the ability to talk one-on-one with recruiters from various Criminal Justice agencies from around the country. Students are urged to participate in a Criminal Justice Internship which enhances job opportunities.

Upon deciding to a major in Criminal Justice students should be aware that employment in the Criminal Justice Profession has requirements that are distinct from other employment in other professions. The following are list of common disqualifiers and requirements which vary with each agency.

Background Investigations, conducted by agencies such as the Federal Bureau of Investigation are required for employment in the criminal justice profession. These background checks reveal such items as prior arrests, prior criminal convictions, drug and or alcohol abuse, poor credit scores and previous behavior, verified by a criminal background check. Any of these factors may be a disqualifier for employment.

Written Examinations vary and the applicant should check with the agency to which you are interested in applying. There are generally minimum passing scores you must achieve in order qualified for employment for the job.

Physical Ability Examinations vary and the applicant should check with the agency to which you are applying. Failure to score a minimum passing score may disqualify you from employment.

Domestic Violence Convictions will disqualify you from any Criminal Justice profession in which you are required to carry a firearm.

Driving Under the Influence Conviction (DUI) can be a potential disqualifier from employment dependent upon the agency guidelines.

Polygraph Examinations are used to verify background information. Deception on a polygraph examination may result in disqualification.

Psychological Assessments can include written as well as oral assessments. The results of the psychological assessments may result in disqualification from employment.

Medical Examinations include medical guidelines established by each agency. Failure to meet any medical guideline may result in disqualification from employment.

Body Art is an emerging issue in the employment process for Criminal Justice Agencies. Each agency has certain disqualifiers, which vary by agency.

Review of Social Media is a common practice by all employers, but particularly Criminal Justice agencies. Pictures or others postings viewed as incompatible with the image and standards of the agency maybe an employment disqualifier.