

Department of Criminal Justice



Student Handbook

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Welcome

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

Welcome to the College of Professional Studies at West Virginia State University. Our students, faculty and staff congratulate you in taking the first step in reaching your academic goals. The mission of our College is to prepare qualified professionals to serve and lead in a global society. Rich in tradition, the College is organized around some of the University's earliest developed programs. Students can choose from academic programs in *Education, Health and Human Performance, Social Work* and *Criminal Justice*. In addition, the College houses *Military Science/ROTC* as an elective course of study specializing in management, leadership, and life skills.

Our highly qualified, experienced, and diverse faculty and staff are committed to providing you with a positive learning environment where you can experience academic success in your quest for a successful career. The College of Professional Studies offers innovative and meaningful learning experiences through active student engagement and collaboration with peers and faculty. Your curriculum will provide you with the opportunities to use technology, critical thinking, questioning and problem-solving as you explore interesting and current topics and issues. More importantly, you will develop oral and written communication skills necessary for success in your chosen field.

Academic programs integrate course work with internships which allow students to apply new ideas and theory into real-life learning events. Students in this College often acquire an international, national, or state certification, licensure, or commission to serve in professions of teaching, law enforcement, military service, social work or wellness. The faculty encourages you to take advantage of student support services, meet consistently with your academic advisor to monitor your curriculum pathway, and be involved in student organizations, clubs and honor societies.

The faculty and staff in the College of Professional Studies strive to meet students at their *point of need* by differentiating learning, monitoring academic pathways, and mentoring and advising on an individual basis. We hope you will find your academic passion at West Virginia State University and ultimately help us to continue the strong tradition of excellence that we have enjoyed since 1891.

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, courts/legal studies, probation/parole, juvenile justice, and social services, as well as graduate school and law/professional 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 to prepare students for roles as knowledgeable citizens and responsible criminal justice professionals in a global society. In order to accomplish this mission, 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 describe, analyze and evaluate the components of the Criminal Justice system and their responsibilities. Components include policing, courts, and corrections.

2) Critical Thinking

Students will comprehend, apply and synthesize critical thinking through interpretation of information, analyzing decisions, and evaluating facts, data, theories and terms.

3) Communication

Students will comprehend, apply and synthesize the ability to communicate using writing, speaking, listening, and understanding.

4) Diversity

Students will describe, analyze and synthesize the multiple perspectives of diversity including age, race, gender, ethnicity, nationality, and sexual orientation.

5) Professional Integrity

Students will describe, analyze and evaluate the ethical standards of the components of the Criminal Justice field. Components include policing, courts and corrections.

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 option area, from the following: Courts/Legal Studies, Corrections, Law Enforcement or Forensic Investigations.

Baccalaureate Degree Required Courses

CJ 101 Introductions to CJ
CJ 204 Juvenile Justice
CJ 223 Police and Society
CJ 224 Punishment and Corrections
CJ 225 Victimology
CJ 226 Court Systems in the U.S.
CJ 307 Criminal Law
CJ 308 Ethics in Criminal Justice
CJ 313 Race and Gender Issues
CJ 322 Criminology
CJ 380 Criminal Procedure
CJ 415 Management in CJ
CJ 425 Senior Seminars in CJ

Criminal Justice Cognates Required

CJ 314 Statistics for Prof. Studies or PSYC 200 Statistics for Behavioral & Social Sciences
CJ 315 Research Methods or PSYC 390 Research Methods
CJ 320 Comm. for CJ Professionals I or ENGL 160 Practical English Grammar and Usage
CJ 330 Comm. for CJ Professionals II or ENGL 204 Writing for Business and Other Professions

Option Areas: (Courts/Legal Studies, Law Enforcement, Corrections, and Forensic Investigations)

Courts/Legal Option

The Courts/Legal Studies Option area is open to all currently enrolled students in the Criminal Justice Department. This highly focused option offers students the opportunity to explore the various roles, functions and responsibilities of the numerous positions in the legal system. This program will provide students with an understanding of the legal processes, sentencing alternatives, substance use interventions, advocacy services, victim support and other areas that support the criminal justice system.

Suggested Courses (Select Five):

CJ 299 Special Topics
CJ 301 Introduction to Forensic Science
CJ 304 Crimes in the Family
CJ 311 Drugs & Society
CJ 316 Firearms & Ballistics
CJ 323 Therapeutic Interviewing and Counseling

CJ 370 International Terrorism
CJ 399 Special Topics
CJ 408 Correctional Law
CJ 413 Internship in Criminal Justice
CJ 418 Correctional Counseling
CJ 420 Law and Social Control
CJ 435 Criminal Evidence
CJ 455 Interviewing & Interrogation
CJ 465 Sex Crimes
CJ 499 Special Topics

Law Enforcement Option

The Law Enforcement Option area focuses on the demands, functions, goals and career positions within law enforcement agencies. This option explores issues within policing, various specializations in law enforcement, crime analysis and the demands and responsibilities placed upon officers and staff. This program will provide students with a thorough understanding of the various roles law enforcement officers, interviewing techniques, legal processes, security capacities, and areas that support law enforcement and the criminal justice system.

Suggested Courses (Select Five):

CJ 299 Special Topics
CJ 301 Introduction to Forensic Science
CJ 304 Crimes in the Family
CJ 311 Drugs & Society
CJ 316 Firearms & Ballistics
CJ 329 Private Security
CJ 362 Contemporary Issues in Policing
CJ 370 International Terrorism
CJ 385 Criminal Investigation
CJ 399 Special Topics
CJ 413 Internship in Criminal Justice
CJ 418 Correctional Counseling
CJ 435 Criminal Evidence
CJ 445 Crime Scene Investigation
CJ 455 Interviewing & Interrogation
CJ 465 Sex Crimes
CJ 475 Homicide Evidence
CJ 499 Special Topics

Corrections Option

The Corrections Option area is open to all currently enrolled students in the Criminal Justice Department. This highly focused option explores current issues in corrections, including evidence-based programs and practices for counseling offenders in correctional institutions and the community. Students will gain a foundation in the policies, procedures, laws and regulations governing the correctional and rehabilitation systems. Throughout the criminal justice and

corrections program, students will learn from experienced instructors with first-hand knowledge that will prepare them with the skills needed to advance in the CJ field.

Suggested Courses (Select Five):

CJ 299 Special Topics
CJ 301 Introduction to Forensic Science
CJ 304 Crimes in the Family
CJ 311 Drugs & Society
CJ 312 Community Corrections
CJ 316 Firearms & Ballistics
CJ 323 Therapeutic Interviewing and Counseling
CJ 329 Private Security
CJ 331 Comparative Criminal Justice Systems
CJ 350 Correctional Institutions
CJ 370 International Terrorism
CJ 399 Special Topics
CJ 408 Correctional Law
CJ 413 Internship in Criminal Justice
CJ 418 Correctional Counseling
CJ 455 Interviewing & Interrogation
CJ 499 Special Topics

Forensic Investigations Option

The Forensic Investigations Option area focuses on the methods and techniques of criminal and homicide investigations. Students will learn about the history and scope of forensic sciences, as well as the collection and management of criminal evidence. This program will provide students with the necessary knowledge and skills required in criminal investigations as well as investigating techniques and the criminal justice system.

Suggested Courses (Select Five):

CJ 299 Special Topics
CJ 301 Introduction to Forensic Science
CJ 304 Crimes in the Family
CJ 311 Drugs & Society
CJ 316 Firearms & Ballistics
CJ 362 Contemporary Issues in Policing
CJ 370 International Terrorism
CJ 385 Criminal Investigation
CJ 399 Special Topics
CJ 409 Advances Forensic Science in Laboratory
CJ 413 Internship in Criminal Justice
CJ 435 Criminal Evidence
CJ 445 Crime Scene Investigation
CJ 455 Interviewing & Interrogation
CJ 465 Sex Crimes
CJ 475 Homicide Evidence
CJ 499 Special Topics

The Department of Criminal Justice also offers a Forensic Science Option area focusing on gathering, processing, and reporting evidence associated with criminal and homicide investigations. Students will learn about the history and scope of forensic sciences, as well as the collection and analysis of criminal evidence through laboratory examination. This program will provide students with the necessary knowledge and skills required during criminal investigations as well as scientific techniques essential to working in a crime lab as part of the criminal justice system.

All Criminal Justice majors must earn a grade of “C” or better in all courses required in the major. The requirements for this degree are as follows.

Baccalaureate Degree Required Courses

CJ 101 Introductions to CJ
CJ 223 Police and Society
CJ 224 Punishment and Corrections
CJ 225 Victimology
CJ 226 Court Systems in the U.S.
CJ 301 Introduction to Forensic Science
CJ 307 Criminal Law
CJ 308 Ethics in Criminal Justice
CJ 314 Statistics for Professional Studies
CJ 315 Research Methods
CJ 322 Criminology
CJ 409 Advances Forensic Science Laboratory
CJ 425 Senior Seminars in CJ

Forensic/Natural Science Courses Required

BIO 120 Fundamentals of Bio.
BIO 121 Biological Diversity
BIO 210 Anatomy & Physiology
BIO 270 Genetics
CHEM 105 Gen. Chemistry I
CHEM 107 Gen. Chem. Lab I
CHEM 106 Gen. Chemistry II
CHEM 108 Gen. Chem. Lab II
CHEM 205 Org. Chemistry I
CHEM 207 Org. Chem. Lab I
CHEM 206 Org. Chemistry II
CHEM 208 Org. Chem. Lab II
CHEM 211 Analytical Chem.
MATH 120 College Algebra

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, so please confer with your advisor on all course related matters.

Freshman Year			
First Semester		Second Semester	
CJ 101	3	G ED Oral Communication	3
G ED 101 (First Year Experience)	3	G ED Written Comm II (Eng 102)	3
G ED Written Comm I (Eng 101)	3	G ED Mathematics	3
CJ 223	3	CJ 204	3
G ED Arts	3	CJ 224	3
Semester Total	15	Semester Total	15
Sophomore Year			
First Semester		Second Semester	
CJ 225	3	CJ 307	3
CJ 226	3	CJ 313	3
G ED Humanities	3	CJ Option Elective	3
CJ Option Elective	3	G ED Wellness (HHP 122/157)	2
G ED Scientific Reasoning	3-4	G ED History (201, 202, 207 or 208)	3
Semester Total	15-16	Semester Total	14
Junior Year			
First Semester		Second Semester	
CJ 308	3	CJ 315	3
CJ 314	3	CJ 320	3
CJ Option Elective	3	CJ Option Elective	3
G ED Natural Science	3-4	G ED International Perspectives	3
Free Elective	3	G ED Social Science	3
Semester Total	15-16	Semester Total	15
Senior Year			
First Semester		Second Semester	
CJ 330	3	CJ 380	3
CJ 322	3	CJ 425	3
CJ 415	3	Free Elective	3
CJ Option Elective	3	Free Elective	3
Free Elective	3	Free Elective	3
Semester Total	15	Semester Total	15

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

Freshman Year			
First Semester		Second Semester	
CJ 101	3	G ED Oral Communication	3
G ED 101 (First Year Experience)	3	G ED Written Comm II (Eng 102)	3
G ED Written Comm I (Eng 101)	3	G ED Mathematics	3
CJ 223	3	CJ 224	3
G ED Scientific Reasoning (BIO 120)	4	G ED Arts	3
Semester Total	16	Semester Total	15
Sophomore Year			
First Semester		Second Semester	
CJ 225	3	CJ 301	3
CJ 226	3	CJ 307	3
CHEM 105	3	CHEM 106	3
CHEM 107	2	CHEM 108	2
BIO 121	4	BIO 210	4
Semester Total	15	Semester Total	15
Junior Year			
First Semester		Second Semester	
CJ 308	3	CJ 322	3
CJ 314	3	CHEM 206	3
G ED History (201, 202, 207 or 208)	3	CHEM 208	3
CHEM 205	3	G ED Humanities	3
CHEM 207	2	G ED Social Science	3
Semester Total	14	Semester Total	15
Senior Year			
First Semester		Second Semester	
CJ 315	3	CJ 425	3
CJ 409	3	BIO 270	4
CHEM 211	3	G ED Wellness (HHP 122/157)	2
G ED Natural Science	3-4	Free Elective	3
G ED International Perspectives	3	Free Elective	3
Semester Total	15-16	Semester Total	15

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.

Grading

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 below a “C” in any major required course must be repeated.

Attendance

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.

Academic Dishonesty

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.

Behavior in an Academic Setting

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.

Phones in Classroom

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 National 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) in Criminal Justice 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. For more information, contact the Criminal Justice Honor Society faculty advisors. They are Dr. Cassandra Whyte and Professor Leighann Davidson.

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, and Dr. Michael Kane.

Student Advising

All Criminal Justice Majors are assigned an academic advisor and students are expected to meet with them 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, which are subject to change:

A thru C meets with Mr. Mark Addesa
D thru H meets with Professor Leighann Davidson
I thru M meets with Dr. Michael Kane
N thru R meets with Dr. Cassandra Whyte
S thru Z meets with Dr. Walter Stroupe.

Registrations for courses occur during assigned time slots that begin early in October for Spring Semester and early in March 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 the Ferguson-Lincoln Building. For more information, stop by or contact the Center Staff at (304) 766-3295. 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, Courts/Legal Studies, Corrections, Investigations, 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 advisors as well as Ms. Sandy Maharaj, Director for Career Services, at WVSU to make an appointment to discuss career opportunities. The Office of Career Services is located in 306 Ferrell Hall. For more information, contact 766-3250 or visit the Office website. Below are possible career choices.

Possible Career Options:

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

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 an Internship which enhances job opportunities.

Upon deciding to 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.