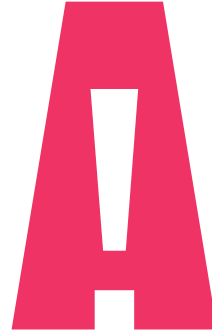


Auburn Career Center



Attitude – Respect – Responsibility

Criminal Justice & Security 2022-2023 Student Syllabus

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Welcome

Auburn Career Center’s Mission:

Auburn Career Center provides an innovative career and technical education that empowers all learners to excel in the emerging workplace and enrich their community.

Auburn Career Center’s Core Values:

We believe that:

- People are personally responsible for their choices and actions
- Treating people with dignity and respect will enhance learning
- Attitude and goals drive achievement
- All people can learn
- All people can make positive contributions
- Change is exciting and essential for growth

Course Information:

The course will follow the Law & Public Safety Career Technical Content Standards as set by the Ohio Department of Education. Standards covered over the two-year course include: Business Operations, 21st Century Skills, Asset Protection, Homeland Security, Investigations & Forensics, and Law Enforcement.

Course Credits:

Three elective credit hours First Year
Three elective credit hours Second Year

Course Schedule:

Morning Schedule: 8:15am to 10:53am
Afternoon Schedule: 11:00am to 2:28pm

Articulated Credit:

Successful completion of the Criminal Justice & Security program, maintaining a 3.0 over the two-year course, and completing required documentation, will result in the following articulated credit at Lakeland Community College:

CRMJ 1230 Introduction to Criminal Investigation (3 credits)

CRMJ 2213 Criminal Investigation (3 credits)

CRMJ Technical Electives (6 credits) *Technical credits given for successfully passing and receiving the OPATA certification.

Required Class Materials:

Two 3-Ring 3 Inch Binders (one for each year)

Two packs of 8 Page Dividers with Tabs

20 Page Protector Sleeves

Notebook Paper

One 3 Subject Notebook

One 2 Pocket Folder

Pens (Black or Blue Ink Only)

Earbuds or Headphones

Uniform

Black Boots – non-slid, non-marking soles

Black Belt

Athletic Shoes

Workout Clothing (School Appropriate)

Fees:

Class Fee: \$25 per year

Uniform: \$111-\$119 (Includes two shirts and two pants)

All fees are due by October 31, 2022. Fees will be waived for students who qualify for free and reduced meals. Accounts will be adjusted after the approval of free/reduced meal applications.

Program Scope

Course Description/Outcomes:

Criminal Justice Course: The American Criminal Justice System

Description: Law Enforcement I is an overview of the history, organization, and functions of local, state, and federal law enforcement. This course includes the role of constitutional law, the United States legal system, criminal law, law enforcement terminology, and the classification and elements of crime.

Criminal Justice Course: Police Work and Practice in Public Safety

Description: Law Enforcement provides the knowledge and skills necessary to prepare for a career in law enforcement. This course includes the ethical and legal responsibilities, operation of police and emergency telecommunication equipment, and courtroom testimony.

Criminal Justice Course: Security and Protective Services

Description: Security Services provides the knowledge and skills necessary to prepare for certification in private security services. The course provides an overview of security elements and types of organizations with a focus on security measures used to protect lives, property, and proprietary information.

Criminal Justice Course: Investigation and Forensics in Criminal Investigation

Description: Forensic Science is a course that uses a structured and scientific approach to the investigation of crimes of assault, abuse and neglect, domestic violence, accidental death, and homicide. Students will learn terminology and investigative procedures related to crime scene, questioning, interviewing, criminal behavior characteristics, truth detection, and scientific procedures used to solve crimes. Using scientific methods, students will collect and analyze evidence through case studies and simulated crime scenes such as fingerprint analysis, trace evidence, and DNA collection. Students will learn the history, legal aspects, and career options for forensic science.

Opportunity for Certifications:

OSHA 10-Hour Safety Certification

ASP Baton Certification

OPATA Private Security Academic Certification

First Aid/CPR/AED Certifications

Incident Command System Certification

National Incident Management System (NIMS) Certification

Technology Literacy Program - See Appendix for Course Description

Financial Literacy – See Appendix for Course Description

Career Safe Program - See Appendix for Course Description

Instructional Philosophy and Course Assessment Plan:

The Criminal Justice & Security program provides insight into Law Enforcement Professions. Instruction will be delivered in a variety of formats. Lectures, notes, demonstrations, verbal participation, group work, oral presentations, and projects are a part of that process. Homework will be given to help reinforce classroom learning. Quizzes and tests will be given to check for student understanding and retention of the material. Verbal participation and teamwork skills are a vital part of the achievement of each student. Students will also be taught and evaluated on employability skills, which are essential to success. Students will be assessed and receive grades for: tests, quizzes, homework, participation, employability, teamwork, group work, presentations, projects, and skill demonstrations (including physical skills). Students will take a pre and post test at the beginning and end of each year. They will also have mid-term examinations and end-term examinations. Students will also be assessed via Webxams.

Grading Scale:

| Grade | Description |
|----------------|--|
| A (90-100%) | Work is correct with only minor flaws (not having to do with the main idea of the problem). You understood the concepts presented in class and were able to apply them appropriately to real-world examples. You completed all assignments on time, demonstrated a good work ethic, and produced a high quality of work. |
| B (80-89%) | You did quality work with a few flaws. You understood the concepts presented in class, and were able to apply them with help. You completed almost all assignments on time, and demonstrated knowledge with sufficient skill. |
| C (70-79%) | Had difficulty understanding class concepts or applying concepts to real-world situations. Some assignments were late or were not turned in. |
| D (60-69%) | Did complete some of the work for the class. Work completed was frequently late or of low quality with error and omissions. |
| F (≤ 59%) | Did not complete a significant amount of work for the class, or if work was done it had major errors and did not meet standards. Missed 5 or more class periods during the grading period. |

Course Grading Policies and Attendance:

This course covers a large amount of material; therefore, late assignments will not be accepted, unless a student has an excused absence. Partial credit may be given at the instructor's discretion.

Late work will only be accepted when absences are excused, within twenty-four hours of the absence. For every day of an excused absence, students will have one day to make-up work, up to a total of five days. *Refer to the Student/Parent Code of Conduct for more information.*

This program is a program that builds upon skills. Missing class time will jeopardize a student's ability to complete the various assignments and attain skills accurately and on time. Class participation and employability skills are an extremely important part of this program. Certifications that are offered may not be obtained if a student misses class. Certification classes are almost impossible to make-up. OPOTA Academy classes are mandatory.

Employability Skills:

In Career and Technical Education, student performance is looked at just as business/industry would look at an employee on the job. The quality of tasks completed, time required, participation, attitude and consistency of effort, etc. are considered employability skills and are all a part of one's grade. Positive and appropriate student behavior and actions are of the utmost importance in CJS as individuals in this field need to be of good moral character. Students are a direct reflection of the CJS program and will be held to the highest standards. Continual violation of Employability Skills will result in disciplinary action.

Program Apparel:

Students will be required to wear program specific apparel. Uniforms ordered through the school as well as proper footwear will be required each day. Students are also required to wear their school ID badge at all times and it is considered a part of the required uniform. Students should be neat and clean each day. Hair needs to be off the collar and a natural shade, faces need to be clean-shaven, and no jewelry deemed unacceptable by the instructor may be worn.

Students are required to have and display on themselves at all times an Auburn Career Center ID badge, which is provided free during the first weeks of school. The Auburn ID badge must be clearly visible and presented upon request to any teacher, administrator, resource officer, or school personnel. If a student's original badge is lost or stolen, a duplicate ID badge must be purchased. The fee for a replacement ID badge is \$5.00.

Classroom Entry:

Attendance is taken at the start of class. All students should be in their assigned seat at the start of class. Students not in their seats will be counted tardy or absent if not present. If you are tardy you must report to the Main Office and obtain an admit slip. **Excessive unexcused absences may result in disciplinary action.** Refer to the Student/Parent Code of Conduct for more information.

Employability points will be deducted for unexcused late arrivals or unexcused absences.

Classroom Exit:

The Instructor, not the bell, dismisses students. Students are to be in their seats, not lined up at the door, be in the hall, restroom, or leave the classroom prior to dismissal by the teacher.

Mobile Technology Policy:

Cell phones and other mobile devices are included in the definition of personal mobile technology. Students will abide by any policies stated within the Auburn Code of Conduct, Technology Agreement, and Criminal Justice & Security classroom rules while at Auburn Career Center.

Classroom Rules, Consequences and Rewards:

An engaging and safe environment is the reward that results from following classroom rules. **All school rules, class rules, policies, procedures, and directions will be followed at all times.** Due to the nature of this program, students should not participate in any form of conduct that is unlawful, unethical, or unprofessional...even outside of school hours. Students are a direct reflection of the CJS program and will always be expected to behave accordingly.

1. Have a positive attitude.
2. Be on time, on task, and prepared to learn EVERYDAY.
3. Respect the classroom, instructor, school staff, guests, other students, and yourself.
4. Be responsible for your own learning.
5. Clean up after yourself and your peers.
6. Keep all personal electronics put away.
7. Eating is prohibited in the classroom. Beverages must be in a container with a locking lid.

Consequences of Breaking Rules Include: Verbal Warnings, Loss of Employability Points, Parent/Guardian Contact, Workforce Readiness Referral, and Office Referral.

Rewards of Following Rules Include: A safe classroom conducive to learning! The instructor may offer varied rewards to students if they follow all directives and go above and beyond in the CJS classroom.

Additional Course Policies:

1. Code of Conduct: The published Code of Conduct for Auburn Career Center will be enforced at all times.
2. Computer usage: Auburn Career Center supports instruction through the use of computers, e-mail, software, and other media, and Internet access. The use of the tools is a privilege, not a right. Any student who violates the Acceptable Use Policy found in the Student/Parent Code of Conduct may lose their access to Auburn's computers and network accounts. Notice to students who have access to digital audio and video recording equipment. Abuses of this equipment will not be tolerated.
3. Auburn Career Center is a full-service career center. Many people pass through the facility during the day. Therefore, it is important that students wear their student identification badges when in the building. Student behavior and actions must be kept professional. Failure to follow these guidelines may result in loss of Employability Points and referral for discipline.
4. Changes to the Syllabus: The Instructor/ACC Administration reserve the right to make changes to this Syllabus as needed throughout the year.

Safety/Emergency Response

Safety of students and staff is Auburn's first priority.

If there is an emergency in the lab/classroom, inform the instructor. If the emergency involves the instructor, contact the reception office by using the telephone in the Instructors office.

Pick up the phone and dial "0" for the Reception Office.

Remain calm, explain the situation.

If there is no immediate answer, send someone to the nearest classroom or office and notify an adult of the incident and request additional help by calling 911.

If the victim is conscious, it is best to have them lie still until qualified emergency response personnel arrive on the scene. Do not move a victim unless there is risk of additional immediate danger to them and you. You can cause additional severe injury by unnecessarily moving a victim.

There is the possibility of the victim going into a state of physiological shock -- a condition of insufficient blood circulation different from electrical shock -- and so they should be kept as warm and as comfortable as possible.

Career Technical Student Organization (CTSO)

Overview of SkillsUSA

SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. We help each student excel. A nonprofit national education association, SkillsUSA serves middle-school, high-school and college/postsecondary students preparing for careers in trade, technical and skilled service (including health) occupations.

Membership:

SkillsUSA serves more than 333,527 students and instructors annually. This includes 19,019 instructors who join as professional members. Including alumni, Skills USA membership totals over 394,000. SkillsUSA has served nearly 14 million annual members cumulatively since 1965 and is recognized by the U.S. Department of Education and the U.S. Department of Labor as a successful model of employer-driven workforce development.

Mission:

SkillsUSA empowers its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

Auburn Certificates

Auburn Career Center provides an extended curriculum for our participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center.

- Honors
- Distinction
- Merit
- Completion

See Appendix for additional information on Certificates

APPENDIX

Student Support Services:

- Special Education Department: Intervention Specialist
 - Student Services: Counseling and Career Development Services.
- You can make an appointment to see a counselor, recruitment specialist or the LEAF advisor by visiting the Student Services office.

Technology Literacy Program:

Description of Course

Technology Literacy is offered to first and second year students at Auburn Career Center. In the first year, the course provides an overview of the basic fundamentals of working with computers. Students will study computer basics such as computer hardware, software, and operating systems. The course introduces basic use of Windows 10 and productivity programs such as Gmail and Microsoft Office 2019 including Word, PowerPoint, and Excel. Students will also begin to use and navigate e-learning environments using Schoology, Internet navigation, and ever-changing technology will also be overviewed within the course.

In the second year, students focus on creating a portfolio that showcases their work over the last two years at Auburn. It includes their resume, three references, a cover letter, a transition plan and samples of the projects they have completed. Also included are the certificates they have earned in their program of study.

Purpose

The purpose of the Technology Literacy course is to provide students with the basic knowledge of working with computers in ways beneficial in their career paths of choice. The course will give them an overview of online communication, email, word processing, spreadsheets, presentation programs, internet navigation, computer security and our technologically evolving world.

Mastery Learning

Grades in the Technology Literacy course will be based on Mastery Learning. Students will be required to achieve 80% on each assignment. Additional attempts will be provided if the 80% benchmark is not achieved.

Financial Literacy:

Financial understanding is a competency requirement in the Cosmetology coursework. Students will learn financial goal setting, borrowing, budgeting, and spending. Through weekly assignments, simulations, and other activities, the financial education students receive will help to prepare students for monetary success post-graduation.

All grades will be assigned accordingly based on the completion of assignments and participation. All student accommodations will be met.

Symplicity:

It is with great enthusiasm that I want to announce an opportunity for students to participate in an on-line job match software program. The online job match software, Symplicity, allows students to develop an online profile and to upload a resume and cover letter in order to apply for employment. Once students choose to apply to job opportunities posted by local employers interested in Auburn students, those employers can contact students directly for interviews.

If you would prefer your son or daughter not to participate in our on-line job board or at in school job fairs, please contact the high school office or send in a note.

CareerSafe/OSHA 10-Hour General Industry Training:

Description of Program

The OSHA On-line Training Program for General Industry provides training for students, entry-level workers, and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in general industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights. Each module contains a brief assessment, which must be successfully completed before the student can move on to the next module. Once all modules have been viewed and the corresponding assessments are passed, there is a comprehensive final assessment. The purpose of the program is to provide students with basic safety awareness training so they will be able to recognize, avoid and prevent safety and health hazards in the workplace. Young workers develop a safety mindset and acquire marketable skills for a competitive edge.

Credential Earned

Students who successfully complete the CareerSafe OSHA 10-Hour General Industry course receive an OSHA 10-Hour General Industry wallet card from the OSHA Training Institute (OTI) as well as a completion certificate. As a result, they become more employable, gaining a competitive advantage in the job market.

Auburn Certificates:

Auburn Career Center provides an extended curriculum for our participating school districts. Students attending Auburn Career Center may earn multiple elective and academic credits each year. Following successful completion, these credits are certified by the high school in which the student is enrolled. High school students can also earn several college credits while attending Auburn Career Center.

In addition to earning academic credit toward graduation, students may earn the following certificates of achievement from Auburn Career Center. These certificates are placed in the student's completion portfolios and awarded at the Completion Ceremony.

Auburn Honors Certificate Requirements

- 95% Attendance rate for two years at Auburn (no more than 18 days over two years)
- Earned a 3.5 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of four (4) Ohio Career Technical Competency Analysis exams and/or earning twelve (12) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High school diploma for Seniors

Auburn Distinction Certificate Requirements

- 93% Attendance rate for two years at Auburn (no more than 26 days over two years)
- Earned a 3.0 or higher grade point average in their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Passage of three (3) Ohio Career Technical Competency Analysis exams and/or earning six (6) points of Industry Recognized Credentials in the program's Career Field
- Active participation in the program's Career Technical Student Organization
- High School Diploma for Seniors

Auburn Merit Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program
- Overall passage of Ohio Career Technical Competency Analysis exams and/or earning three (3) points of Industry Recognized Credentials in the program's Career Field

Auburn Completion Certificate Requirements

- Earned high school credit for their career tech program over two years
- Safety certification earned in career tech program
- Employability skills earned in career tech program

Business Partnerships and Student Internships:

The Business Partnership program is an educational opportunity that prepares a student for workforce employment and transition to post-secondary education. During the program, students will apply academic, employability, and technical skills in the workplace. There are three levels students can participate in including:

- Internship
- Mentorship
- Career Field Experience

Auburn Career Center – Criminal Justice & Security

Syllabus Agreement

After reviewing the Criminal Justice & Security Syllabus, please sign and return this agreement page to the Criminal Justice & Security Instructor.

I have read and understand all of the information included in the Auburn Career Center Criminal Justice & Security Syllabus.

Student Name: _____
(Please Print)

Student Signature: _____

Date: _____

Parent/Guardian Name: _____
(Please Print)

Parent/Guardian Signature: _____

Date: _____