



# FLORIDA NATIONAL UNIVERSITY

## The Criminal Justice Handbook

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# The Criminal Justice Handbook

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The purpose of this handbook:  
Resource for students interested in Criminal Justice  
Guide to obtaining key resources  
Information on how to approach your criminal justice professors  
Academic and career planning

Created by: Jelenny Hernandez &  
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Updated 07/03/13





The purpose of the Bachelor of Science Criminal Justice (CJBS) Program is to expand students' critical and analytical thinking skills, advance students' ability to communicate complex data, both verbally and written, and prepare students for higher-level positions within the criminal justice sector, or gain admission to graduate-level programs.

The Criminal Justice Associates of Arts program has been designed for those students seeking an education in the field of Law and Law Enforcement among other careers of great demand. It will offer students a broad background in the Criminal Justice System, and includes courses in communication, humanities, behavioral science, mathematics, natural science, and computers. Florida National University will award an Associate of Arts in Criminal Justice upon graduation to those students who complete the necessary requirements. These students may continue their education at the bachelor's level to other accredited universities, or begin careers in the field including law enforcement, court system, and private industry.

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#### NEW STUDENT ORIENTATION

A day for orientation of new students is conducted for each academic start. New students will learn about procedures from FNU officers, receive their program schedules, and parking information; fulfill entrance test requirements; get acquainted with the use of the FNU Library.

#### PLACEMENT ASSISTANCE

FNU offers employability training, job referrals, and participation in annual job fairs. This is a lifetime service available to active, withdrawals, and graduate students in good standing. Students are strongly urged to maintain contact with FNU when they obtain employment, change jobs, need further assistance, or relocate to another area. There is a Placement Office at each FNU campus. *NOTE: Florida National University cannot guarantee placement following graduation.*

#### BOOKSTORE

All students are required to have their textbooks and other materials by the first week of class. Textbooks, workbooks, supplies and materials for all courses are available from the bookstore at each campus during the first ten days of each start. Students are not, however, required to buy their books and supplies at the Florida National University bookstore as this is only a service we provide to the students.

#### LOUNGE AREA

Soft drinks and snacks are available in vending machines in the lounge area.

#### HOUSING

FNU does not have residence halls. Assistance with local housing information will be provided on request. The three campuses can be reached using city transportation services.

#### STUDENT IDENTIFICATION CARD

Students will be issued a picture identification card. This identification card must be worn at all times. The student will not be allowed on the premises without an identification card or a pass. In the event that a student is expelled or suspended from FNU, the student must immediately surrender his/her FNU identification card to the Campus Dean.

#### STUDENT GOVERNMENT ASSOCIATION

Florida National University Student Government Association (FNUSGA) is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks to foster professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as dances, sports, parties, picnics, fund-raisers, and other.

## CHILD CARE SERVICES

Little Angels Children Development Center provides child care services and after school programs.

Registration is \$55.00 (academic year). The registration fee is non-refundable. The Center accepts children from 0 to 5 years old. A 10% discount for all members of FNU (university students and staff) is offered.

## STUDENT GRIEVANCES

Student grievances will be handled according to the student grievance policies and procedures; these procedures are explained in the Student Handbook. The handbook is available on the website.

## GRADUATION REQUIREMENTS

Graduation is not automatic. To be awarded a baccalaureate degree, associate's degree, diploma or certificate from Florida National University the student must fulfill the following requisites:

1. Successful completion of one of the programs of study as it appears in the Catalog.
2. Achievement of a cumulative grade point average (CGPA) of at least 2.0 (C average).
3. Complete an Exit Interview with each of the following offices. Clearance from each of these offices is required previous to the release of any official document by FNU.

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## *Student Government Association*

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Florida National University Student Government Association (FNUSGA) is the self-governing student entity serving as a liaison between the student body, the faculty, and the administration. It seeks to foster professional development in an atmosphere of friendship and participation. The SGA is responsible for assisting the Student Services office in organizing student activities such as dances, sports, parties, picnics, fund-raisers, and other.



## *Alpha Phi Sigma Criminal Justice Honor Society Mu Zeta Chapter*

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### **HISTORY**

In September, 1941, Dr. Vivian Anderson Leonard was asked by the president of Washington State University if he would accept the directorship of a Police Science Academic Program at Washington State. Dr. Leonard accepted the offer and became responsible for developing a four year curriculum which would lead to a Bachelor's Degree in Police Administration.

Upon his arrival at Washington State, Dr. Leonard began to realize how important it was that a Police Science Honorary be established. The purpose of this honorary would be to promote excellence in scholarship and performance. In January, 1942, Dr. Leonard met with seventeen Police Science majors at Washington State and Alpha Phi Sigma was established. Glenn Hill was elected as the first president and appointed a committee to draft the first Constitution and By-laws.

During its initial years Alpha Phi Sigma experienced only limited growth, but on March 24, 1976 in Dallas, Texas, the Executive Board of the Academy of Criminal Justice Sciences voted unanimously to designate Alpha Phi Sigma as the National Criminal Justice Honor Society. At this time, Alpha Phi Sigma had only fourteen chapters; however, since then, Alpha Phi Sigma has continued to grow and prosper at a very rapid rate and there are now over four hundred Chapters.

Over the years the National Officers have been located at Universities across the country, such as, Washington State University, Midwestern State University, Eastern Kentucky University, Texas Woman's University, Fairmont State College, Marshall University, Tarleton State University, Florida International University, Boise State University, University of Houston ~ Downtown, and now Florida National University.

At the 1976 meeting of the Academy of Criminal Justice Science in Dallas, Texas, the Academy recognized Alpha Phi Sigma as the Criminal Justice Honor Society. Since 1978, Alpha Phi Sigma has held its national conference in conjunction with the annual ACJS meeting. The Academy's continued support of Alpha Phi Sigma serves to enhance Alpha Phi Sigma's purpose - the recognition of scholarly achievement in the field criminal justice.

The Association of College Honor Societies was organized October 2, 1925, by a group of college and university teachers, administrators, and representatives of a few well-established honor societies. Its object was then and is now to consider problems of mutual interest such as those arising from the confusion prevailing on college campuses concerning the character, function, standards of membership, multiplicity, and undesirable duplication of honor societies; to recommend action leading to appropriate classification or elimination; and to promote the highest interest of honor societies. Alpha Phi Sigma was granted membership by the Association of College Honor Societies in 1980.

### **MU ZETA CHAPTER**

The Mu Zeta Chapter at Florida National University is the first established Honor Society at this institution. Over 50 students have joined this prestigious organization and have participated in trainings offered by the Miami-Dade Police Department Safety and Training Institute, as well as contributed to community service and fund-raising activities to participate in the Annual Academy of Criminal Justice Sciences.



Monique Abbadie, Mu Zeta Chapter Member  
Blood Spatter Analysis Training



Physical Evidence Investigations Training  
Sponsored by the Miami-Dade Police  
Department Training and Safety Bureau



2012 – 2013 Mu Zeta Chapter Officers  
Grace Rodriguez (President)  
Mearli Orozo (Vice-President/Secretary)  
Gustavo Omana (Treasurer)

### **Benefits of Membership in Alpha Phi Sigma Honor Society**

The ultimate test of the value of any membership organization lies in the accomplishments of its members. In each year of Alpha Phi Sigma's history, more and more members have undertaken graduate studies. Alpha Phi Sigma is well represented in the professional ranks of all areas in the criminal justice and legal fields. The membership directories of the national professional associations, such as The Academy of Criminal Justice



Sciences (ACJS), The American Society of Criminology (ASC), American Correctional Association (ACA) are studded with the names of Alpha Phi Sigma members, both active and alumni. This is only one example demonstrating that Alpha Phi Sigma's purposes are being fulfilled. Furthermore, the contacts made through Alpha Phi Sigma will be valuable throughout the members' educational and professional careers.

### **Advantages to Becoming a Member of Alpha Phi Sigma**

1. Alpha Phi Sigma provides national recognition for academic excellence in criminal justice, an honor which can be noted on employment applications, vitae, and resumes.
2. On the local level, chapter membership facilitates leadership development, interaction with other students who have similar interests and service to the department and college/university.
3. Members receive a membership certificate, pin, and card and through chapter mailings, copies of The Docket, the official publication.
4. Through membership in Alpha Phi Sigma, students gain a sense of community with others in criminal justice and identification with the discipline.
5. Alpha Phi Sigma provides a local and national forum for obtaining information and developing perspectives about the field of criminal justice, learning about educational and career opportunities, and forming meaningful professional networks.
6. Alpha Phi Sigma chapter activities provide students with valuable opportunities to develop one-on-one relationship with professors who can stimulate their interest in criminal justice, involve them in research projects, and write meaningful letters of recommendation for them.
7. Alpha Phi Sigma encourages student research at the national as well as the local level through undergraduate and graduate paper award competitors and provides opportunities for students to present research/papers and receive certificates and other awards recognizing their accomplishments at the national criminal justice conference.
8. Alpha Phi Sigma provides awards, grants and scholarships to its student's members, faculty advisors and chapters on an annual basis.
9. Alpha Phi Sigma sponsors outstanding programs/events at the national conference of The Academy of Criminal Justice Sciences. Students' benefit not only from the programs/panels, but also from the opportunity to meet leading criminal justice professionals and students from other chapters.
10. Membership in Alpha Phi Sigma meets one of the requirements for entrance at the GS-7 level in numerous professional and technical occupations in the United States government.
11. Membership in Alpha Phi Sigma provides recognition, awards, educational opportunities, graduate school preparation, paper/poster awards national conference, speakers (national and local), feeling of community, networking, and more.
12. Membership is for life. The national registration fee of \$50 is the only payment ever made to the national headquarters.



## Membership

National Honor Society membership.

- Be a CJ/Paralegal/Legal Studies student with 3.2 GPA or above
  - Students in other academic programs such as Forensic Science, Business Administration, Health Service, or Public Administration may join so long as the program has a minor in Criminal Justice or Legal Studies (4 classes in Criminal Justice or Legal Studies)
- Able to dedicate time to meeting three times per month
- \$50.00 onetime/lifetime membership to the National Criminal Justice Honor Society Alpha Phi Sigma
- \$30.00 per year association membership (you receive a free CJ/Law association T-shirt)
  - Benefits: Participation in all CJ/Law association activities and training
  - Participation in National Conferences and National Association activities (next year's conference will be held in Dallas, Texas)
  - Membership certificate from the National Criminal Justice Honor Society, pin, card, and a copy of official publications from the National Association
  - Awards, scholarship opportunities, and completions for awards with other participating colleges and universities
  - Be part of history: member of the first Honor Society in the history of Florida National University



2012 ACJS Conference in New York, New York  
National Officers, Mu Zeta Chapter Officers &  
Chapter Members

Criminal Justice/Legal Studies Honor Society  
Honor Regalia worn at graduation



Trace Evidence Training  
West Palm Beach Police Department

- Must be an active member of the Mu Zeta Chapter of Alpha Phi Sigma
  - All dues must be paid for the year
- Must have a 3.5 GPA to qualify
  - Alpha Phi Sigma requires a 3.2 GPA for undergraduate students. You must have a 3.5 GPA to qualify for this scholarship
- Must have participated in a MINIMUM of eight (8) Mu Zeta Chapter or Florida National extracurricular events (ex. fundraisers, meetings, trainings, etc.) during the year prior to applying
  - Must have a letter from the Mu Zeta Chapter Board stating the number of events
  - Letter must be signed by the Advisor AND one Officer
- Most Recent Transcripts signed by Advisor
- One letter of recommendation from a faculty member
- Must submit a paper, minimum of 6 pages (APA Formatting Style must be followed)
  - Topic: How can an FNU degree assist you in becoming an ethical member within your profession?
  - Cover sheet with the title of paper, student's name, address, phone number, school status (undergraduate/graduate), date initiated into the Mu Zeta Chapter of Alpha Phi Sigma
  - There should be no identification of the student anywhere within the "paper," on any page
  - Title page (separate from cover sheet) with the title of the paper only
  - One page abstract and works cited page
  - Papers must be double spaced, 12pt Times New Roman font, and 1" margins
- Deadlines: July 31<sup>st</sup> and December 31<sup>st</sup> of every year. Please see Chapter Advisor, Jelenka, for more information.

## Additional Information

### Award

If awarded, the \$1000.00 will be applied to the student's tuition at the moment of graduation for the Master Degree program.

All students must meet with the financial aid office for an interview prior to being awarded the scholarship.

### Submission

All documents must be turned in, in a sealed envelope to the Advising Office before July 31<sup>st</sup>. The envelope must be postmarked before July 31<sup>st</sup>, 2012.

## **JOSÉ REGUEIRO SCHOLARSHIP**

The José Regueiro Scholarship, in honor of the President of the institution, is a Florida National University scholarship. The scholarship is to be awarded every year to the winner of an essay contest, open to high school candidates, on the subject of — “The Importance of a College Degree.”

Deadline: June 1

Basis for Selection: The content of the essay and the writing skills exhibited in the essay.

Sum Awarded: The complete tuition cost of the program of his/her choice from the Associate of Arts or Science Degree programs offered by FNU.

### **APPLICATION PROCEDURE FOR THE J. REGUEIRO SCHOLARSHIP**

The applicant must:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Submit an essay on —The Importance of a College Degree.
5. Demonstrate financial need.
6. Submit official high school transcript with the application.

## **DIAZ-BALART SCHOLARSHIP**

The Díaz-Balart Scholarship has been established by Florida National University to honor the Díaz-Balart family. Political immigrants from Cuba, the Díaz-Balart family has continued in the United States its long history of public service, which began many years ago in their homeland. The scholarship is awarded to a student who is an immigrant to the United States of America. The scholarship is to be awarded every year to the winner of an essay contest, written by high school candidates on the subject of “Educational Opportunities within the American Democracy”.

Deadline: June 1

Basis for Selection: Must be an immigrant to the United States of America. The content of the essay and the writing skills exhibited in the essay. Source of the Díaz-Balart Scholarship: University revenue.

Sum Awarded: The complete tuition cost of the program of his/her choice from the Bachelor of Science, Associate of Arts or Science Degree programs offered by FNU.

## **APPLICATION PROCEDURE FOR THE DIAZ-BALART SCHOLARSHIP**

### **THE APPLICANT MUST:**

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Demonstrate financial need.
5. Submit official high school transcript with the application.

## **FNU / GOVERNMENT SCHOLARSHIP**

The FNU/Government Scholarship is a Florida National University scholarship. The scholarship is to be awarded every year to government employees.

Basis for Selection: Must be a government employee; referral must be from a government agency.

Source of the Scholarship: University revenue.

Sum Awarded: The scholarship covers 15% of the tuition cost for baccalaureate and associate degree programs offered by FNU.

## **UPWARD BOUND SCHOLARSHIP**

The Upward Bound Scholarship is a Florida National University scholarship. The scholarship is to be awarded every year to students graduating from the Upward Bound Program sponsored by FNU.

### **THE APPLICANT MUST:**

1. Be a student who has participated in the program for at least two years.
2. Have a 2.5 GPA at the time of graduation.
3. Be a first generation or low income student.
4. Graduate from Florida National University's Upward Bound Program.
5. Maintain a 2.5 GPA at Florida National University.

## DR. MANUEL VIAMONTE SCHOLARSHIP

The Dr. Manuel Viamonte Scholarship is a Florida National University scholarship to be awarded to a Radiology Technology student. The scholarship will be awarded every year to the winner of an essay contest, open to high school candidates, on the subject of “The Importance of Studies in Radiology.”

Deadline: June 1

Basis for Selection: The content of the essay and the writing skills exhibited in the essay.

Source: University revenue.

Sum Awarded: The complete tuition cost of the Radiology Technology program.

### APPLICATION PROCEDURE FOR THE DR. VIAMONTE SCHOLARSHIP

The applicant must:

1. Be a graduating senior of a Dade County public or private high school.
2. Be a U.S. citizen or permanent resident.
3. Provide two testimonials from school, business, church and/or leaders in the community testifying to good moral character and reputation.
4. Submit an essay on —The Importance of studies in Radiology.
5. Demonstrate financial need.
6. Submit official high school transcript with the application.



## *What to expect in the Criminal Justice Program*

The Florida National University Criminal Justice Program includes the study of law enforcement, courts, and corrections. Reading, writing, and critical thinking skills are absolutely essential to successful completion of this degree, as well as successful careers in criminal justice. Students are expected to strengthen these skills throughout the degree program. Criminal Justice has become one of the most popular undergraduate majors in the United States; it is a dynamic field that includes the study of the agencies and procedures set up to manage both crime and the persons accused of violating the criminal law.

The Criminal Justice Program at Florida National University offers various options for the prospective student.

### **Criminal Justice (CJ), Bachelor of Science Degree**

The purpose of the Bachelor of Science Criminal Justice (CJBS) Program is to expand students' critical and analytical thinking skills, advance students' ability to communicate complex data, both verbally and written, and prepare students for higher-level positions within the criminal justice sector, or gain admission to graduate-level programs.

#### **GRADUATION REQUIREMENTS (A MINIMUM OF 120 CREDITS)**

##### **REQUIRED COURSES**

##### **General Education Requirements (39 Credits)**

<b>COMMUNICATIONS</b> (9 CREDITS)		Credit Hours
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1040	Fundamentals of Oral Communication	3

<b>HUMANITIES</b> (6 CREDITS)		Credit Hours
6		

<b>BEHAVIORAL/ SOCIAL SCIENCE</b> (6 CREDITS)		Credit Hours
6		

<b>NATURAL SCIENCE</b> (7 CREDITS includes 1 Lab. hour)		Credit Hours
7		

<b>MATHEMATICS</b> (7 CREDITS)		Credit Hours
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4

<b>COMPUTERS</b> (4 CREDITS)		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0

<b>CORE REQUIREMENTS</b> (48 CREDITS)		
<b>Lower Level Courses</b> (18 CREDITS)		Credit Hours
CCJ 2210	Introduction to Criminal Law	3
CJC 2000	Introduction to Corrections	3
CJE 2000	Introduction to Security and Law Enforcement	3
CJT 2100	Fundamentals of Criminal Investigations	3

##### **Lower Level Electives** (9 CREDITS)

<b>Upper Level Courses (30 CREDITS)</b>		Credit Hours
PENDING	Constitutional Law (cross-reference: PENDING)	3
PENDING	Evidence Law (cross-reference: PENDING)	3
CCJ 4351	Correctional Operations	3
CCJ 4700	Research Methods for CJ	3
CJL 4412	Criminal Law (cross-reference: PLA 3304)	3
CJE 4310	Police Administration	3
CJL 3410	Criminal Procedure (cross-reference: PLA 3308)	3
CCJ 3461	Communication Skills for the CJ Professional	3
CCJ 4487	Ethics in the CJ System	3
CJE 4710	CJ Integrated Capstone Project	3

**ELECTIVES (33 CREDITS)**

<b>Suggested Electives</b>		Credit Hours
CCJ 4940	Criminal Justice Internship	3
PENDING	CJ Independent Study	3
CJL 4044	Tort Law (cross-reference: PLA 3274)	3
CCJ 4662	Minorities and Crime	3
CCJ 3011	Juvenile Justice	3
CCJ 4661	Terrorism	3
CJE 4144	Private Security	3
CJC 4163	Community-Based Corrections	3
CCJ 4644	White Collar Crime	3
CCJ 4074	Correctional Law	3





## **Criminal Justice (CJ), Associate of Arts Degree**

This program has been designed for those students seeking an education in the field of Law and Law Enforcement among other careers of great demand. It will offer students a broad background in the Criminal Justice System, and includes courses in communication, humanities, behavioral science, mathematics, natural science, and computers. Florida National University will award an Associate of Arts in Criminal Justice upon graduation to those students who complete the necessary requirements. These students may continue their education at the bachelor's level to other accredited universities, or begin careers in the field including law enforcement\*, court system, and private industry.

**\*Note:** Employment with certain law enforcement agencies may require separate certification in basic police training (academy).

### **GRADUATION REQUIREMENTS (A MINIMUM OF 60 CREDITS)**

#### **REQUIRED COURSES**

#### **General Education Requirements (39 Credits)**

<b>COMMUNICATIONS (9 CREDITS)</b>		Credit Hours
ENC 1101	English Composition I **	3
ENC 1102	English Composition II **	3
SPC 1017	Fundamentals of Oral Communication	3
<b>HUMANITIES (6 CREDITS)</b>		Credit Hours
6		
<b>BEHAVIORAL/ SOCIAL SCIENCE (6 CREDITS)</b>		Credit Hours
6		
<b>NATURAL SCIENCE (7 CREDITS – includes 1 required Lab.. hour)</b>		Credit Hours
BSC 1020 C	Human Biology	4
<b>MATHEMATICS (7 CREDITS)</b>		Credit Hours
MAC 1105	College Algebra I **	3
STA 2014	Introduction to Statistics**	4
<b>COMPUTERS (4 CREDITS)</b>		Credit Hours
CGS 1030	Introduction to Information Technology	4
SLS 1501	College Study Skills	0
<b>CORE REQUIREMENTS (12 CREDITS)</b>		
CJL 2100	Criminal Law	3
CJC 2000	Introduction to Corrections	3
CJE 2000	Introduction to Security and Law Enforcement	3
CJE 2600	Fundamentals of Criminal Investigation	3
<b>SUGGESTED ELECTIVES (9 CREDITS)</b>		
CJJ 2002	Juvenile Delinquency I	3
CCJ 2940	Criminal Justice Internship	3
CJE 2005	Introduction to Criminal Justice	3
CJL 2400	Criminal Procedures	3
CCJ 2001	Criminology	3

## *Why major in Criminal Justice? What do Criminal Justice Majors do?*

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All students have questions about their proposed field of study and what their future will hold professionally and personally. At the moment, you may not have your entire life planned out; however, it could be useful to have some basic information to consider when thinking about what you want to do when you leave school. Therefore, the following comments are to help criminal justice majors think about the variety of career options that await them upon graduation. Like other majors, many CJ graduates will never work in the field that they studied. There are many police officers with history and business degrees, just like there are bank employees and people in the computer industry with criminal justice degrees! The following information may help answer some common questions and concerns for those of you that may have pertinent questions about the CJ program. There are also a number of reference books that provide rather detailed information about specific occupations. Beyond this basic information, you should talk with your academic advisor or faculty member about your concerns and plans.

Nationwide, criminal justice is a labor intensive, growth industry; careers in criminal justice, especially corrections, continue to show strong growth. According to the Occupational Outlook Handbook (OOH), 2008–09 Editions, employment of police and detectives is expected to grow 11 percent over the 2006–2016 decade; employment of correctional officers is expected to grow 16 percent between 2006 and 2016; and employment of lawyers is expected to grow 11 percent during the 2006–2016 decade. A degree in criminal justice is a solid preparation for many careers. While many criminal justice majors indicate a preference for law enforcement, others find careers in prisons, community corrections, court administration, or academia. Government positions in criminal justice are available at the local, county, state and federal levels, and private security is a growing and important source of jobs for criminal justice students.



## *Possible Career Options*

*(some career options could require advanced study)*

*Alcohol, Tobacco & Firearms*

*Arson Specialist*

*Bank Protection Specialist*

*Border Agent*

*Child Support Investigator*

*Civil Aviation Sec. Specialist*

*Claims Representative*

*Coroner*

*Credit Investigator*

*Detective*

*Game Warden*

*Inmate Records Coordinator*

*Intake Investigator*

*Intelligence Criminologist*

*Judicial Attorney*

*Laboratory Technician*

*Licensing Clerk*

## *Possible Career Options*

*Litigation Paralegal*

*Loss Prevention Specialist*

*Narcotics Detective*

*Park Ranger*

*Parole/Probation Officer*

*Patrol Agent*

*Penologist*

*Physical Security Officer*

*Police Officer/State Trooper*

*Police Records Manager*

*Prison Guard*

*Private Investigator*

*Recreational Counselor*

*Secret Service Agent*

*Undercover Agent*

*Victim Services Specialist*

*Warden*

*Youth Services Coordinator*

## *Skills that students will develop in the Criminal Justice Program*

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### Transferable Skills

- Understands the organization and structure affecting management policies in the Criminal Justice field
- Understands the line operations and contemporary influence of the Criminal Justice system
- Understands the law and court procedure
- Deals with people on various educational levels
- Problem Solving Skills
- Maintains composure in stressful situations
- Evaluates problems and makes appropriate decisions
- Analyzes interviews and interrogations

### Research Skills

- Possesses common sense, determination, and observation skills
- Collects, investigates, and comprehends pertinent material

### Communication Skills

- Interacts with people of different backgrounds in various situations
- Performs interviews and interrogations
- Understands theories and practices of the Criminal Justice administration

### Experiential Education

- Working for Federal Government agency
- Investigating suspected murders for county homicide department
- Working in a prison setting and developing rehabilitation programs for inmates
- Assisting probation/parole officer with caseload

## *Criminal Justice Resources*

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*100 Best Careers in Crime Fighting*, (1998), Macmillan: New York, NY.

Camenson, Blythe, (1997), *Careers for Mystery Buffs & Other Snoops and Sleuths*. VGM Career Horizons: Chicago, IL.

Morgan, Marilyn, (2000), *Careers in Criminology*. Lowell House: Chicago IL.

*Occupational Outlook Handbook*, (2002-03), US Department of Labor.

The Justice Research Association, (2000), *Your Criminal Justice Career*, Prentice Hall: Upper Saddle River, NJ.

Work in Criminal Justice: An A-Z Guide to Careers in Criminal Justice AUTHOR: Debbie J. Goodman & Ron Grimming ISBN-10: 0131959816 ISBN-13: 9780131959811 Publisher: Prentice Hall Pub. Date: 2007

Jumpstarting your Career: An Internship Guide (2 ed.) AUTHOR: Dorothy L. Taylor ISBN: 10: 0131175777 Publisher: Prentice Hall Pub. Date: 2004

From College to Career: A Guide for Criminal Justice Majors AUTHOR: Barbara Peat ISBN: 0-205-33838-0 Publisher: Pearson Education (www.ablongman.com) Pub. Date: 2004

Web Resource: Bureau of Labor Statistics: Occupational Outlook Handbook (OOH), 2008-09 Editions:  
URL: <http://www.bls.gov/oco/>

### **Federal Criminal Justice Agencies**

#### **Major Executive Branch CJ Agencies**

- The White House <http://www.whitehouse.gov>
- United States Secret Service <http://www.treas.gov/usss/>
- The FBI <http://www.fbi.gov/>
  - Employment with the FBI <http://www.fbi.gov/employment/employ.htm>
  - FBI Freedom of Information Act Electronic Reading Room <http://foia.fbi.gov/>
- United States Marshals Service <http://www.usdoj.gov/marshals/>
- The CIA: <https://www.cia.gov/>  
Includes access to the World Factbook <https://www.cia.gov/library/publications/the-world-factbook/index.html>
- US State Department Bureau of Diplomatic Security <http://www.state.gov/m/ds/>

- National Security Agency <http://www.nsa.gov/>  
Includes the National Cryptologic Museum  
[http://www.nsa.gov/about/cryptologic\\_heritage/museum/index.shtml](http://www.nsa.gov/about/cryptologic_heritage/museum/index.shtml)
- United States State Department International Information Agency <http://www.america.gov/>
- Office of the Inspector General <http://www.oig.doc.gov/oig/index.html>
- U.S. Office of Government Ethics Home Page <http://www.usoge.gov/>
- Federal Protective Service [http://www.ice.gov/pi/fps/org\\_hfs.htm](http://www.ice.gov/pi/fps/org_hfs.htm)
- VA Police <http://www1.va.gov/OSLE/>
- U.S. Customs & Border Patrol Service <http://www.cbp.gov/>
- Immigration and Naturalization Service <http://www.uscis.gov/portal/site/uscis>
- U.S. Coast Guard <http://www.uscg.mil/>

### **Criminal Enforcement Agencies**

- Bureau of Alcohol, Tobacco, and Firearms: <http://www.atf.gov/>  
Includes Arson & Explosives National Repository and <http://www.atf.gov/aaxis2/index.htm>  
Gang Resistance Education And Training Program Home Page <http://www.great-online.org/>
- Drug Enforcement Administration (DEA) <http://www.usdoj.gov/dea/index.htm>
- U.S. Postal Inspection Service <https://postalinspectors.uspis.gov/>
- Environmental Protection Administration <http://www.epa.gov/>
- Internal Revenue Service <http://www.irs.ustreas.gov/>
- Financial Crimes Enforcement Network <http://www.fincen.gov/>
- Federal Trade Commission <http://www.ftc.gov/>
- Securities and Exchange Commission: <http://www.sec.gov/>  
You May Want to Visit Their Enforcement Division <http://www.sec.gov/divisions/enforce.shtml>
- Federal Communication Commission <http://www.fcc.gov/>

### **Department of Justice**

- DOJ Home Page <http://www.usdoj.gov/>
- Department of Justice Career Opportunities <http://jobsearch.usajobs.opm.gov/a9dj.aspx>

### **Training and Technology**

- Federal Law Enforcement Training Center <http://www.fletc.gov/>
- Justice Technology Information Network <http://www.justnet.org/Pages/home.aspx>
- BJA Law Enforcement Training Database <http://bjatraining.ncjrs.gov/>

## **Judicial and Sentencing Agencies**

- U.S. Supreme Court <http://www.supremecourtus.gov/>
- U.S. Federal Judiciary <http://www.uscourts.gov/>
- Federal Judicial Center <http://www.fjc.gov/>
- Federal Magistrate Judge Association <http://www.fedjudge.org/>
- U.S. Sentencing Commission <http://www.ussc.gov/>
- Fedcrimlaw.com: A Guide to Federal Criminal Law <http://www.fedcrimlaw.com/>
- United States Commission on Civil Rights <http://www.usccr.gov/>
- Human Rights & Equal Opportunity Commission <http://www.hreoc.gov.au/>

## **Federal CJ Information Agencies**

- National Institute of Justice <http://www.ojp.usdoj.gov/nij/>
- NCJRS <http://www.ncjrs.gov/>
- Bureau of Justice Statistics <http://www.ojp.usdoj.gov/bjs/>
- Bureau of Justice Assistance <http://www.ojp.usdoj.gov/BJA/>
- Office of Juvenile Justice and Delinquency Prevention <http://ojjdp.ncjrs.org/>
- Juvenile Justice Evaluation Center <http://www.jrsa.org/jjec/>
- FedStats <http://www.fedstats.gov/>
- Crime Mapping Research Center at NIJ <http://www.ojp.usdoj.gov/nij/maps/>

## **Law Enforcement-Related Sites**

- International Association of Chiefs of Police <http://www.theiacp.org/>
- International Police Association <http://www.ipa-usa.org/index.php>
- International Association of Law Enforcement Intelligence Analysts, Inc. <http://www.ialeia.org/>
- International Association of Crime Analysts <http://www.iaca.net/>
- International CPTED Association <http://criminology.fsu.edu/p/cjl-world.php>
- International Union of Police Associations <http://www.iupa.org/>
- International Association of Women Police <http://www.iawp.org/>
- International Association of Law Enforcement Planners <http://www.ialep.org/>
- International Association of Directors of Law Enforcement Standards and Training <http://www.iadlest.org/>
- International Relations and Security Network <http://www.isn.ethz.ch/>
- Terrorism Research Center
- CounterIntelligence and CounterTerrorism Page <http://www.terrorism.com/>

## *Criminal Justice Internship Information*

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### **Criminal Justice Internship Requirements**

This course will provide an opportunity for the student to observe the criminal justice system in operation (pass/fall grading). The maximum number of credits received through the CCJ 4940 Internship program is 9 credits.

### **Internship Eligibility**

1. You must be a criminal justice major.
2. You must be in good academic standing (minimum 2.5 overall GPA).
3. You must have completed all lower level core criminal justice courses.

### **Internship Application Process**

1. Students are responsible for arranging their own internships. Students interested in an internship should first choose an agency in the criminal justice system (see Internship Sponsor Agencies or find a relevant one on your own). Discussing the various options with your CJ Academic Advisor can facilitate this process.  
\*Please note that application process for federal agencies may take a year to complete.
2. After selecting an agency, you should contact the agency directly to make sure that they are willing and interested in having you as an intern. Once you gain agency approval, complete the online Internship Application Form. The CJ Academic Advisor will email you once your application is approved.
3. In order for students to receive full credit, the student must submit via e-mail a weekly journal of activities completed at the agency to Department Chair: Elizabeth Barcena along with a Supervisor Evaluation of Intern Form (obtain from your CJ Academic Advisor or Department Chair).

### **Internship Requirements**

1. Course syllabus - The expectations, submission requirements, and deadlines are discussed in the course syllabus.
2. Internship hours – Students are expected to work a specific number of hours per week at the agency: 3 credits = 6 hours per week, 6 credits = 12 hours per week.
3. Supervisor evaluation – Students are responsible to make sure that your internship supervisor completes the Supervisor Evaluation of Intern Form and student submits it to the CJ Academic Advisor or Department Chair.



## *Criminal Justice Agency List*

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Alcohol, Tobacco and Firearms  
5225 NW 87 Avenue, #300  
Miami, FL 33178  
305-597-4807  
Contact: Arnold Smiley

Broward Sheriff's Office  
2601 West Broward Blvd.  
Ft. Lauderdale, FL 33312  
954-321-4536  
Contact: Marjorie Weddle  
marjorie\_weddle@sheriff.org

City of Miami Police Department  
400 NW 2nd Avenue  
Miami, FL 33128  
305-579-6624  
305-579-6143 Fax  
Contact: Roger Smith  
roger.smith@miami-police.org

City Life Investigations (Broward)  
citylifeinvestigations.com  
954-755-CITY (2489)  
954-206-7197  
Contact: Frantz Bleus  
info@citylifeinvestigations.com

Coordinated Victim Assistance Center  
2400 South Dixie Highway  
Miami, FL 33133  
305-285-5906  
Fax 305-285-9161  
Contact: Ivon Mesa

Court Options  
6555 NW 36 Street # 328  
Virginia Gardens, FL 33166  
Office (305) 870-9920  
Fax (305) 870-9921  
Contact: Adriana Miglio  
adrianamiglio@yahoo.com

Dade County Medical Examiner  
#1 Bob Hope Road

Miami, FL 33136  
305-545-2400  
305-545-2428 Fax  
Contact: Sharmaine Luke

Dade Marine Institute-South  
1820 Arthur Lamb, Jr. Road  
Miami, FL 33149  
305-361-7934  
Contact: Alexander Paz  
DMIS-LCM@amikids.org  
Cell: 786-489-9644

Dade Marine Institute is a non-profit community based program that currently serves Miami-Dade County. Our program consists of 60+ court ordered juvenile offenders and is funded through the Florida Department of Juvenile Justice and Miami Dade County Public Schools. Our youth's are classified as either probation, committed Level 2 or conditional and we provide comprehensive services including education, substance abuse/mental health counseling, and legal case management.

Early Prevention & Intervention Youth Program  
4700 Palm Ave  
Hialeah FL 33012  
786-473-6489  
305-769-7785 Fax  
Contact: Willie Sanchez  
wsanchez@hialeahfl.gov

Federal Bureau of Investigation  
305-787-6424  
Contact: Kathleen Cymbaluk  
kathleen.cymbulik@ic.fbi.gov

Federal Law Enforcement Training Center  
Department of Homeland Security  
Human Resources Division  
Glynco, GA 31524  
912-267-2289 [www.fletc.gov](http://www.fletc.gov)  
Contact: Monto Council (912-267-2113)  
monte.council@dhs.gov

Florida Department of Corrections  
2601 Blairstone Road

Tallahassee, FL 32399-2500  
850-488-9984  
Contact: Rina Bradley  
bradley.rina@mail.dc.state.fl.us

Florida Department of Revenue  
Criminal Investigation Process Internship Program  
8175 NW 12th St Ste 418  
Miami FL 33126  
305-513-3290  
305-513-3223 Fax  
<http://dor.myflorida.com/dor/>  
Contact: Edward M. Tetterton  
tetterte@dor.state.fl.us

Florida Department of Corrections in Miami  
1150 NW 72nd Ave  
Miami FL 33126  
305-470-6840  
305-470-6862 Fax  
Contact: Kathy Verrette

Florida Department of Juvenile Justice  
11430 N Kendall Drive Suite 101  
Miami, FL  
305-598-6938  
Contact: Nikita Pottinger

Florida Department of Law Enforcement (Fort  
Lauderdale)  
1475 NW 62nd St., #203  
Ft. Lauderdale, FL 33309  
954-958-5400  
Contact: Ralph Garcia  
ralphgarcia@fdle.state.fl.us

Florida Department of Law Enforcement (Miami)  
1030 NW 111th Ave  
Miami, FL 33172  
786-336-1133  
305-470-5515 Fax  
Miami-Dade Police Department  
9601 NW 58 Street Bldg. 100  
Miami, FL 33178  
305-715-5000  
305-715-5053 Fax  
Contact: Patky Changkachith and Nelson Rodriguez  
pchangkachith@mdpd.com

Contact: Ralph Garcia  
ralphgarcia@fdle.state.fl.us

Hallandale Beach Police Department  
400 S. Federal Highway  
Hallandale Bch, FL 33009  
954-457-1435  
954-457-1665 Fax  
Contact: Sgt. Tim Derflinger

Hialeah Police Department  
5555 East 8th Avenue  
Hialeah, FL 33013  
305-953-5314  
Contact: Frank Gonzalez

Homestead Police Department  
4 South Krome Avenue  
Miami, FL 33130  
305-242-3915  
Contact: Capt. Ed Bowe  
ebowe@homesteadpolice.com

ICE (Immigration and Customs Enforcement)  
11226 NW 20th St.  
Miami, FL  
305-597-6100  
305-597-6233 Fax  
Contact: James Johnson

Jackson Health System  
1611 NW 12th Ave., PPW G-309  
Miami, FL 33136  
305-585-5201  
305-585-7536 Fax  
Contact: Phillip

Miami Beach Police Department  
1100 Washington Avenue  
Miami Beach, FL 33139  
E-mail a detailed resume and cover letter conveying  
your interest in working for the Miami Beach Police  
to [jobs@miamibeachfl.gov](mailto:jobs@miamibeachfl.gov).

North Miami Beach Police Department  
16901 NE 19th Ave.  
North Miami Beach, FL 33162  
305-354-4407  
Contact: April Wells Jackson

Public Defender's Office (Miami)  
1320 NW 14th Street  
Miami, FL 33125  
305-545-1902  
305-545-1997 Fax  
Contact: Maria Provost-Heron  
mprovostheron@pdmiami.com

State Attorney's Office  
1350 NW 12th Ave, Suite S-115  
Miami, FL 33136-2111  
305-547-0540  
305-547-0779 Fax  
Contact: Jody Acosta  
jodyacosta@miamisao.com

Springfield Police (State of Missouri)  
321 E. Chestnut Expressway  
Springfield, MO 65802-3899  
417-864-1796  
Contact: Katherine Dunnegan  
kdunnegan@ci.springfield.mo.usgospd.com

U.S. Department of Homeland Security  
Office of Inspector General, Office of Investigations  
3401 SW 160th Avenue Suite 401  
Miramar, FL 33027  
954-538-7550  
Contact: Stephen Furr  
stephen.furr@dhs.gov

U.S. Marshal's Service  
301 North Miami Avenue  
Miami, FL 33128  
Contact: Jeanne Thurston  
Jeanne.Thurston@usdoj.gov  
(786) 433-6348

U.S. Postal Inspection Service  
3400 Lakeside Drive, 6th floor  
Miramar, FL 33027-3242  
Contact: Bladismir Rojo  
brojo@uspis.gov

U.S. Probation Office  
Southern District of Florida  
2255 Glades Road, Ste226A  
Boca Raton, FL 33431  
Contact: Randel Frimet - United States Probation  
Officer (Internship Coordinator)  
randel\_frimet@flsp.uscourts.gov  
U.S. Secret Service  
305-863-5264  
Contact: Ruby Villanueva

U.S. Southern Command  
USSOUTHCOM  
Miami-Dade County  
Contact: Hector Cadavid or David Twigg  
ippcs@fiu.edu

## CCJ 4940 - CRIMINAL JUSTICE INTERSHIP SYLLABUS

**Department Chair:** Elizabeth Barcena, JD, LLM  
**CJ Academic Advisor:** Jelenny Hernandez, MS, MPA  
**Office Hours:** Hialeah Campus, Monday – Friday 9AM – 6PM  
**Phone Numbers:** 305-821-3333 x. 1058 and x. 1013  
**E-mail:** [ebarcena@mm.fnc.edu](mailto:ebarcena@mm.fnc.edu) & [jhernandez@mm.fnc.edu](mailto:jhernandez@mm.fnc.edu)

### Course Description

Students will gain field placement experience in a local, state, federal, or private sector public safety agency.

### Learning Outcomes

- Outline the agency's mission as it relates to the agency in which they are placed.
- Understand the chain of command as it relates to the agency in which the student is placed.
- Define hiring standards of the agency.
- Identify theoretical principles as they apply to the agency.
- Aids students in clarifying career goals.
- Develops practical work related skills.
- Develops contacts and networks for future employment and references.

**Requisites:** Student must be a criminal justice major at the Bachelors level, with an overall minimum GPA of 2.5, and completion of all lower level core classes.

### Recommended Readings

Careers in Criminal Justice and Related Fields: From Internship to Promotion, by J. Scott Harr and Karen M. Hess, Wadsworth Publishing.

Great Jobs for Criminal Justice Majors, by Stephen Lambert and Debra Regan, McGraw-Hill.

Work in Criminal Justice: An A-Z Guide to Careers in Criminal Justice, by Debbie J. Goodman and Ron Grimming, Prentice Hall.

### Internship Application Process

1. Students are responsible for arranging their own internships. Students interested in an internship should first choose an agency in the criminal justice system (see Internship Sponsor Agencies or find a relevant one on your own). Please meet with your CJ Academic Advisor to discuss the various options at the student's disposal.
2. After selecting an agency, you should contact the agency directly to make sure that they are willing and interested in having you as an intern. Once you gain agency approval, complete the Internship Application Form provided by the Department Chair or your CJ Academic Advisor. The department staff will email you once your application is approved.

### Internship Requirements

**Internship hours** – Students are expected to work a specific number of hours per week at the agency: 3 credits = 6 hours per week, 6 credits = 12 hours per week.

**Weekly Journal** – Students must submit a weekly journal that includes an overview of your experience, a comparison of classroom knowledge with your internship experience, and an explanation of how this experience has helped you clarify your career goals. Email your weekly journals as an attachment to [jhernandez@mm.fnc.edu](mailto:jhernandez@mm.fnc.edu).

**Supervisor evaluation** – Students are responsible to make sure the internship supervisor completes and submits the Supervisor Evaluation of Intern Form.

**Deadline and grading** –The final grade (pass or fail) will be based on the quality of the weekly journals (50%) and supervisor evaluation (50%).

**Incomplete grade** – Use of this grade is very restricted and only on the basis of extenuating circumstances in the judgment of the instructor. When a student is not able to complete the course requirements within the length of the course for reasons acceptable to the instructor, the instructor may assign an Incomplete on terms specified by the instructor. After discussing these terms with the student, the instructor will fill out duplicates of the Incomplete Form —one copy for the student, one copy for the Registrar. An Incomplete is valid for only one semester; after this it becomes an F. During the waiting period, an Incomplete is listed as credit hours attempted, but not completed.

The instructor will prepare a modified final exam or an appropriate assignment and leave it in a sealed envelope with the department head or division head. The department head or division head or an instructor designated by them will proctor and score the exam in accordance with FNU policy. The same will apply to written papers waiting to be graded as part of a final grade.

If the student leaves without having contacted his instructor or campus registrar by the day of course completion, the instructor may calculate the course average by using 0 for each of the components of the final grade that has not been satisfied. (The course syllabus will list the components of the final grade for that course, or the instructor will otherwise stipulate these.)



## INTERNSHIP APPLICATION FORM

This application is to be completed when you have an agency agreeing to sponsor you. You are responsible for making your own arrangements directly with the agency.

Student ID	<input type="text"/>	Last Name	<input type="text"/>
First Name	<input type="text"/>	E-mail	<input type="text"/>
Phone Number	<input type="text"/>	Agency Placement	<input type="text"/>
Supervisor	<input type="text"/>	Supervisor's Phone Number	<input type="text"/>
Supervisor's E-mail	<input type="text"/>	Internship Credit Hours	<input type="text"/>
Semester	<input type="text"/>	Student Signature	<input type="text"/>

\*\*\*\*\*

Approval Entity	<input type="text"/>	Date	<input type="text"/>
	Signature of Department Chair or Academic Advisor		



## SUPERVISOR EVALUATION OF INTERN FORM

Intern's Name

Internship Agency

Supervisor Name

Supervisor Phone

Supervisor E-mail

Please rate by bubbling in how well the intern performed in the areas listed below:

I. Oral Communication

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

IV. Computer Skills

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

II. Written Communication

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

V. Interpersonal/Teamwork Skills

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

III. Ability to Meet Deadlines

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

VI. Problem Solving/Decision Making Skills

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

VII. Attitude Toward Assignments

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

VIII. Punctuality

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

IX. Judgment

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

X. Dependability

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

XI. Quality

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

XII. Overall Performance

- Excellent
- Above Average
- Average
- Improvement Needed
- Poor
- Not Applicable

How many hours did the intern complete per week during the semester?

Are there any other comments you would like to make?

This form was completed by the Internship Supervisor.

Supervisor Signature



## *Academic Advising*

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Upon entering FNU, each freshman is advised to see their Criminal Justice Academic Advisor. In addition, each of the offices listed below provides advisement in its field of responsibility to all students as appropriate. These offices are:

The Admissions Office The Financial Aid Office  
The Campus Dean The Student Services Office  
The Registrar's Office The Advising Center

### **The Academic Advising Center**

- Advising new and current students who are in a career/program.
- Explain and review academic requirements.
- Once student has completed successfully their first 4 terms they are transferred to a faculty advisor of their chosen career.

### **What is the purpose of Academic Advising?**

The primary purpose of academic advising is to assist students in the development of meaningful educational plans that are compatible with their life goals.

Based on their program of studies, students should contact their Division Head for advisor's name and contact information. The instructors advise their student's concerning academic progress as well as academic matters. The Office of Student Services has information on other colleges, universities, and scholarship

The ultimate responsibility for making decisions about life goals and educational plans rests with the individual student. The academic advisor assists by helping to identify and evaluate the alternatives and the consequences of decisions. The academic advisor will be able to direct the student in the right direction depending on his/her life goals and offer recommendations in the following areas:

- Career options
- Program Choice
- Course Scheduling

Set up an appointment as soon as possible with your Criminal Justice Academic Advisor:

Jelenny Hernandez MS, MPA  
Criminal Justice & Paralegal Academic Advisor  
Military Education Specialist  
Florida National University  
4425 West 20th Ave  
Hialeah, FL 33012  
(305) 821-3333 x. 1013  
jhernandez@mm.fnc.edu

All Criminal Justice Degree program students are strongly encouraged NOT to engage in "self advising" (this happens when students **do not** meet with their advisors on a regular basis and take it upon themselves to make course and career decisions and end up failing classes).  
**Please visit your academic advisor on a regular basis. \***

## *How to Succeed as a University Student*

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If you remember the **Number One Rule**, nothing else will matter: Plan as if anything that could go wrong will go wrong! Never assume that things will go according to plan. The only thing that is certain in life is uncertainty. Prepare yourself for power outages, computer-crashes, jammed printers, lost Internet connections, hurricanes, changes in work schedule, lost pets, sick children, hospitalized parents, illnesses, dead car batteries, natural disasters, and any other catastrophe that our creative imagination can concoct. The point is: No “emergency” in the world, well, other than death, should prevent a college student from meeting his/her obligations to instructors. The most successful students are the ones who never once have to explain their “emergency” to faculty. Those are the students who prepared and planned in advance to ensure that all deadlines were met, no matter what. That’s right, no matter what! You must always be on top of your game as a student!

In case you are just learning how to plan in advance for catastrophes, here are some pointers:

### **COMMUNICATING**

- The best form of communication is through email. You should provide an accurate email address to your instructors in the first week of every term. Check your emails daily. Use that email address as the primary form of communication with your instructors, advisors, and department head. The email addresses to all CJ and Legal faculty members, the department head, and your advisor are provided in the Handbook.
- Phone calls and messages can be used to supplement an email, but should never be the primary form of communicating with instructors, advisors, or department heads. If you wish to speak with someone, the best approach would be to send an email asking for an appointment. That way you will have a specific day and time to speak with someone and a confirmation to rely upon for your records should something go array.
- Remember, in the real world it is always your word against everyone else. The best way to ensure results is to protect yourself and your interests. Things that are in writing are reliable and will always serve as proof; things that are spoken can never be used to resolve a conflict. This is true for your education, but your careers as well.

### **ASSIGNMENTS**

- Keep electronic copies of every assignment, email, and communication between you and educational personnel.
- A good way to store your files is to save them to the desktop or documents, then email them to yourself as attachments. Email servers rarely, if ever, crash. So storing your documents in an email folder ensures that you can retrieve them from any computer that has Internet access. This is the free way to store.
- Another method would be to invest in an online storage locker. Those sites allow you to upload your files to a “cloud”, and then retrieve them from any computer that has Internet access.

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- Another, but not so reliable method would be to save your files to a USB flash drive. Remember, plan for catastrophes. What happens if you spill your coffee or cocktail on it? Yes, that's right; you will lose your assignments. Since you've been warned, you are now not permitted to use the "my flash drive got damaged" excuse for missing a deadline.
  - A final and horrible way to save your files would be to your computer. Guess what, computers crash! Yes, I know it's hard to believe, but even your Mac can have a seizure and lose your files. Never, ever, ever save your files to a computer expecting them to be safe. Always back them up to a secondary source. Again, you've been warned, so assignments lost through computer crashes are never a valid excuse for missing a deadline.

### **ATTENDANCE**

- Always contact your instructor before you miss a class, or as soon as possible after class. However, absent some extreme circumstance, you should never wait more than 24 hours to contact an instructor after missing a class.
- In today's connected society, there is no valid reason, other than death or a serious health condition requiring sedation and hospitalization, for waiting more than 24 hours to contact an instructor after missing class.
- Make plans now. What plan will you have in place to contact instructors in case of an illness, lost phone, damaged computer, or any other event that prevents you from making contact with your instructor? Make a plan now so that you don't have to excuse yourself later. Remember, you're here to succeed, no matter what!

### **LEARNING**

- Any issues you are having with a course must be directed to the instructor.
- Not only are your instructors there to help you, but several departmental faculty members have various office hours every term. You can reach out to them for assistance as well. Just contact the department head for more details on those hours.
- You also have academic advisors at each campus who are there to assist. You can reach out to them for help with your assignments.
- Every campus has tutors who are available to help you free of charge. There is tutoring in English, math, and science. Check with Student Services for the days and times.
- Online resources are also a great tool for students. The use of Google can provide students with resources on absolutely any topic that is covered in your courses. Students ultimately bear the responsibility of learning. Take charge, and learn. The information you need is out there, you just have to grab it.

## **TEXTBOOKS**

- In an accelerated program like ours, students must have the textbook by the first day of class. We provide textbooks for sale in the bookstore or for in-house use at our libraries. Students opting to purchase books from outside sources bear the sole responsibility for receiving them by the first day.
- Extensions cannot, and will not, be granted to students who do not have the book on time. If you're book is late, and this is something that should be planned for (right?), then you must make arrangements to use the books on reserve in the libraries. This might include spending less time with your family, waking up earlier, or going to bed later. The point is that late deliveries of books are never a reason for missing deadlines. Plan in advance to work around any delays that may arise.

## **TECHNOLOGY**

- Whether you're pro or against technology the fact is that it is here to stay. No credible educational program in the world today will offer a degree without the implementation of technology.
- Students must bear the responsibility of learning how to use the technological resources that are needed to succeed academically and professionally.
- The basics are: email, Internet searches, library database searches, Microsoft Word, Microsoft Excel, and Microsoft Power Point. Paralegal and Legal Studies students must also master Westlaw, which will be covered in your core classes.

## **ENGLISH SKILLS**

- English communication skills, both written and oral, are the number one asset you can possess in today's competitive job market.
- Students must invest a substantial amount of time to developing English skills. The use of proper grammar and spelling is crucial to your success. Speaking well is as important.
- The best way to master these skills is through practice, practice, practice, and more practice. There is no shortcut, so just put the time in and you will get results!
- We offer tutoring and assistance through the Writing Lab. Online resources are also available through a simple "Google" search, for example, the Purdue OWL site.

## **RULES OF CITATION**

- College and university students must master the art of citing. This means nothing more than letting readers know where your information came from. The goal of the university is to prepare well-rounded, analytically-sound individuals. You cannot support your points of view with a statement that sounds like this: "I'm right because I said so". That is the building block for ignorance, and it has no place in a civilized world.
- Criminal Justice students will format citations to APA (American Psychological Association). Assistance can be found through Purdue's OWL.
- Paralegal and Legal Studies students will format citations to the Uniform Bluebook of Citations. Assistance can be found through Cornell's Law Institute.

## **RESOURCES**

Purdue OWL: <http://owl.english.purdue.edu/>

Cornell Law Institute: <http://www.law.cornell.edu/>

Westlaw Learning / Tutorials: <http://www.westlearning.com/rc2/login.asp?>

## *Approaching your professors*

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The following information should be used to help you to communicate effectively and comfortably with your professors during in-class and outside of class communication

When should you meet with your professors?

- Before class
- After class
- During office hours
- By appointments

Professors not only teach courses, they also work on research in their respective field, prepare for class lecture, and grade assignments. Most are involved with professional associations/organizations, write books and articles, work on committees and projects on campus, and last but not least, advise students. To do your part in class, you should complete the homework assignments, read your text, show up for class, ask questions, take notes, seek help when needed, follow the syllabus, take responsibility for learning the information, and participate in meaningful and scholarly conversations.

Few students make it through college without seeking assistance from a professor for help at one time or another. In fact, it's important to seek help rather than let problems fester and intensify. So, how do you approach a professor for a meeting?

### **Why Seek Help?**

What are common reasons why you might seek out professors for assistance?

- You've fallen behind in class because of illness
- You've failed a test or assignment and do not understand the course material
- You have questions about the requirements of a given assignment
- You need advice on the subject of your major
- You cannot reach the class teaching assistant during his or her posted hours
- You need clarification on policies and/or schedules

### **Why Do Students Avoid Seeking Professors' Help?**

Sometimes students avoid asking for assistance or meeting with their professors because they're embarrassed or intimidated. What are common anxieties experienced by students?

- Feeling "out of the loop" after missing several classes
- Fear of asking a "dumb question"
- Fear of confrontation
- Shyness
- Discomfort over approaching a professor of a different age, gender, race, or culture
- Tendency to avoid interactions with those in authority

## **Approach Your Professor (Politely and Respectfully)**

- Contact –Determine the preferred mode of contact; check the course syllabus as professors indicate their preferred methods of contact and related information. Ask yourself: Is this urgent? If so, then contact by phone or stopping by his or her office during office hours is probably the most logical step. Otherwise, you can try e-mail. Wait a few days for a response (remember that teaching is a professor's job, so don't expect replies over evenings, weekends, or holidays).
- Plan – Check the syllabus for the professor's office hours and policies before you make your request so that you are already familiar with their schedule. If the professor requests that you return at another time, do your best to meet at a time which is convenient for him or her (e.g., during office hours). Don't ask a professor to go out of his or her way to meet you at a time that is inconvenient because professors have many more responsibilities than teaching (e.g., lots of meetings within the department, university, and community).
- Ask – Asking is the only way to learn your professor's preferences.

## **Prepare for Your Meeting**

Pull your thoughts together beforehand (as well as all of your course materials). Preparation will permit you to remember to ask all of the questions that you need answered and arrive with confidence to your meeting.

- Questions – If you are anxious at all about talking with your professor, prepare a list of your questions beforehand. Be efficient and try to accomplish everything in one meeting, rather than coming back time and time again with further questions.
- Materials – Bring your class notes and syllabus with you to refer to, if you have questions specifically related to course materials, so that you have all the details you need. If you need to refer to a text book, bookmark the pages that you will need to refer to so you can get to them quickly.
- Notes – Come prepared to take notes (i.e., bring a pen and paper to your meeting). Notes will help you record and remember the responses to your questions and prevent you from asking the same questions later in the course.

## **At the Meeting**

- Be punctual – Punctuality signifies respect for your professor's time. Do not arrive early or late. Most professors are pressed for time. If you need to meet with your professor again, ask him or her if you can set up another appointment, following the suggestions above.
- Address – Unless your professor has indicated otherwise, address him or her by last name and with the appropriate title (e.g., Professor, Doctor).
- Gratitude – Always thank the professor for his or her time and express any gratitude that you feel is appropriate for the specific help that he or she has provided. This rapport will leave the door open for future appointments.

## *Conclusion*

### Graduate School Information

Planning for graduate school: You should begin studying for your Graduate Record Examinations (GREs) in your junior year of undergraduate studies. This will give you plenty of time to read, complete GRE example exams, and re-take GRE example exams. In other words, you want to complete practice exams as often as possible so you will score high enough to be accepted into most graduate degree programs. Information pertaining to GREs can be found online at <http://www.gre.com>. In addition, you should start reviewing different graduate programs that meet your interests. You can use <http://www.Google.com> or <http://Graduateschools.com> to review graduate programs (e.g., rankings, tuition, degree offerings, etc.).

### Conclusion

It is our hope that you are now well prepared to start your academic career. We have provided you with the academic and personal interest(s) related resources that you will need in your future endeavors. If at any time you need assistance, please do not hesitate to contact the CJ faculty and staff members. Again, welcome aboard!



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**“The administration of justice is the firmest pillar of government”**

George Washington