## **Undergraduate Student Handbook**



Department of Criminal Justice College of Behavioral and Social Sciences North Carolina Central University

Welcome to the Department of Criminal Justice. The department, one of nine units that make up the College of Behavioral and Social Sciences, offers both undergraduate and graduate degrees in criminal justice. Criminal justice is among the largest academic units on campus, with nearly 600 undergraduate majors. The number of undergraduate criminal justice majors has more than doubled in the past decade, from 280 in 2000 to 592 in 2010. We graduate approximately 100 students per year.



As a department, our No. 1 priority is student success. Thus, we are committed to student retention, graduation and placement. Noted for their student-centered focus, our faculty are heavily engaged with students on a wide spectrum of activities ranging from scholarly activities to doing the latest dance. To cite one example, we recently held a fish fry to reach out to and welcome freshmen and sophomores. We strongly support criminal justice student organizations and their activities.

I challenge each of you to take advantage of the many learning opportunities, whether in the classroom or in the community. At the end of the day, the question is: Have you put yourself in a position to be competitive in the work force? We are constantly examining market forces to gauge the relevance of our curriculum to position our students for success. Our current concentrations are law enforcement, homeland security, juvenile justice and corrections. We are exploring adding a concentration in loss prevention, which would be offered in collaboration with the School of Business. To further meet the needs of our nontraditional students, we offer our bachelor's degree in criminal justice online, and we offer classes during the evening. As of January 2011, any student can take online classes. Other areas of focus for the department are study abroad, community engagement, internships/cooperatives, and presentations at conferences.

Should you ever have any concern or just want to stop by and share your thoughts, my door is open to each of you. I wish you the very best in your studies in the Department of Criminal Justice at North Carolina Central University.

Dr. Harvey L. McMurray Chair, Department of Criminal Justice

#### I. Departmental Overview

#### a. History

The Criminal Justice Program was established in 1972 as a unit within the Department of Political Science. Dr. Jesse Bowe, director, was the initial member of the faculty.

In 1973 a second faculty member, Joseph Sroka, was hired. Growth was slow until a 1978 consent

decree ordered the University of North Carolina System to commit more resources to the development of the state's historically black institutions.

Enrollment in Criminal Justice grew, in part because of the consent decree, and in 1981 the UNC System allocated funds to build what is now known as the Albert N. Whiting Criminal Justice Building. The building opened in 1984, the same year a graduate program was established to offer the Master of Science degree in Criminal Justice. After starting as a program in political science, Criminal Justice became a freestanding department in 1992.

Criminal Justice is now among the largest academic departments at NCCU, with nearly 600 undergraduate majors.

Student learning serves as the cornerstone for the department's academic efforts and for learning opportunities beyond the classroom. Students are challenged to be critical and analytical consumers of information and advocates for social justice. The goal is for our graduates to be competitive in seeking employment in criminal justice and related agencies, and to be contributors to their community.

The department has a commitment to self-evaluation to meet changing work force demands and changing demographics of the student population.

#### b. Mission

The mission of the Department of Criminal Justice is to prepare students to become leaders, outstanding practitioners, scholars and advocates for social justice in a diverse and global society.

#### c. Vision

The vision of the Department of Criminal Justice is to be nationally and internationally recognized for academic excellence, research and advocacy in criminal justice.

#### d. Institutes

The Department of Criminal Justice has two institutes and one center dedicated to research and expanding the overall understanding of topics related to criminal justice.

#### **Juvenile Justice Institute**

The mission of the Juvenile Justice Institute is the promotion and exchange of information and resource development that will facilitate the prevention, intervention and reduction of juvenile crime in North Carolina.

#### **Institute for Homeland Security and Workforce Development**

The mission of the Institute is to be the preeminent Homeland Security Institute by means of work force development, research, and service throughout the United States and across the globe. The institute fulfills this mission by providing quality training in preparedness for workers, educating future global leaders, and engaging in ongoing research to examine and provide intelligence for criminal justice personnel and improve emergency preparedness levels of organizations throughout the world.

#### Center for the Advancement of Justice Studies & Policy

The mission of the Center for the Advancement of Justice Studies and Policy is to advance and advocate for policy development in justice studies within the United States and across the globe.

#### e. Goals



The department seeks to provide its students with learning experiences — classroom and experiential — that embrace technology and leadership skills

so they can effectively advocate for constructive social change, excel in their careers and be good citizens in a diverse and global world community. To this end the goals of the department follow:

**Goal #1:** To provide students with the core knowledge and skills necessary to enter criminal justice professions and/or pursue graduate/professional studies.

**Goal #2:** To provide students with the critical and analytical problem-solving skills needed to achieve academic success.

**Goal #3**: To offer online undergraduate and graduate degree programs in Criminal Justice to better serve nontraditional students and promote workforce development.

**Goal #4:** To provide students with experiential learning opportunities to ensure their competencies in a global and diverse society.

**Goal# 5:** To promote research service learning and interdisciplinary collaboration to advocate for social justice and community-building.

**Goal# 6:** To conduct regular assessments to promote continuous improvement in program offerings to ensure the quality of student learning and student success (retention, graduation and placement).

**Goal #7:** To further develop the department's institutes/center capacities in the areas of research, collaborative efforts throughout the university and beyond, student learning, and community engagement.

#### f. Careers in Criminal Justice

Many occupations today require a college-educated individual who can write and speak well, solve problems, learn new information

quickly and work
well with others on a
team. This means
that Criminal Justice
graduates use their
education in a wide
variety of fields.
Your future career
may relate more to
your personal career



interests, work values and transferable skills than any specific academic major.

Obtaining experiences within a particular field is an important part of preparing for life after college. These experiences can be in the form of internships, part-time jobs or volunteer positions. They allow students to develop knowledge and skills that help solidify their career choice, and improve their chances of employment.

Students who graduate from the Department of Criminal Justice have found employment in all areas of criminal justice — at local, state, federal and international levels in both the public and private sectors. Many graduates also pursue further education by enrolling in graduate and professional programs.

#### I. Academic Overview

#### a. Student Conduct and Expectations

The Student Code of Conduct at North Carolina Central University is aimed at instilling in students the highest principles of integrity and responsibility. Students are expected to demonstrate respect for these principles in the performance of their academic activities. Academic dishonesty, which is a violation of academic integrity, will be dealt with according to the provisions of the Student Code of Conduct.

#### b. Class Attendance

Students are expected to be present and on time at all regular class meetings and examinations for the classes for which they are registered. Each instructor is required to withdraw a student from the class roll when that student has been absent from class for the number of class meetings that exceed a two-week period. Students representing the university on official business that will require absences beyond the two-week period must make advance arrangements to be absent from classes at the specific request of their university sponsor. For classes that meet twice a week, this means after four absences the student is withdrawn from class with grade of "NW" or "NF." For classes that meet three times a week, this means withdrawal takes place after six absences.

\*For further information, refer to the NCCU Undergraduate Catalog

#### c. Ethics

North Carolina Central University and the Department of Criminal Justice are dedicated to instilling in our students the highest principles of integrity and responsibility. Students are expected to demonstrate respect for these principles in the performance of their academic

activities. The Department of Criminal Justice believes that students must always act in a manner that is honest and respectful of the dignity and individuality of all humans. Each of us is expected to exhibit a strong commitment to professionalism and a sense of caring for the needs of others. We understand that criminal justice professionals must comply with codes of ethics, and we strongly endorse high ethical standards for personal and professional actions.

The criminal justice student body adopted the following Code of Ethics (5/2009):

- I will abide by the requirements of the NCCU Student Code of Conduct.
- I will not lie to faculty or fellow criminal justice students.
- I will not cheat in my academic or personal life.
- I will not steal.
- I will not engage in illegal activities.
- I will not tolerate lying, cheating, stealing or illegal activities by any other criminal justice student.
- I will report to the appropriate authority any illegal, corrupt or unethical behavior of fellow students in the Department of Criminal Justice where there is sufficient cause to initiate a review.
- I will not stand by idly while a fellow student subjects another individual to harsh or inappropriate treatment.
- I will strive to conduct myself in a manner that avoids harassment toward fellow students or the general public.
- I will strive to conduct my personal life in a manner that exemplifies the high standards with which I will be required to comply as a criminal justice professional.

In addition to these standards, the Department of Criminal Justice has taken the further step of adopting the Academy of Criminal Justice Sciences' Code of Ethics. For more information please visit <a href="https://www.ACJS.org">www.nccu.edu/criminaljustice</a>.

#### d. Academic Advisement

Students are to consult with their advisor regarding such issues as class registration, academic progress, and graduation requirements and candidacy procedures.

Academic advisement for freshmen and sophomores is handled through the University College.

#### e. Distance Education

The development of the online Bachelor of Science Degree in Criminal Justice initially started with the N.C. Highway Patrol, but now extends throughout North Carolina. NCCU distance education programs



are offered through various media forms, including videoconferencing, Internet and face-to-face, so that learning can fit conveniently into professional and personal schedules.

Course offerings include: Criminal Justice Theory, Police Management, Statistical Methods, Research Methods, Practicum, Court Process, Correctional Counseling, Criminal Procedure, Criminal Law for Criminal Justice Personnel, and Senior Seminar.

**Requirement for admission:** A minimum of an associate degree or two years of college. For more information about the program contact the Criminal Justice Distance Education Director at (919) 530-5205.

#### f. Community Service

The Academic Community Service Learning Program supports



NCCU's mission of providing leadership training and increasing the intellectual inquiry skills

of students through a combination of scholarly inquiry and practical service. The university requires all full-time, transfer and readmitted undergraduate students to complete 30 hours of community service for each academic year attending NCCU until the completion of the first four years on campus.

A full-time student who is enrolled for four years, will need to complete a total of **120 hours of community service.** 

\*For further information, refer to the NCCU Undergraduate Catalog

#### g. Graduation

Students seeking to apply for graduation should meet with their advisor and apply one semester before their planned graduation date.

The following conditions must also be met:

- a. The General Education Curriculum requirements
- b. The approved course of study in major area
- c. A minimum of 124 semester hours of course credit
- d. A minimum cumulative grade point average of 2.0.
- e. Grades of C or better for all courses in the major.
- f. The Community Service hours requirement.
- g. The final 30 semester hours of course credit must be completed at NCCU.
  - \*For further information, refer to the NCCU Undergraduate Catalog

#### h. Classification of Students

Undergraduate students are classified as freshmen, sophomores, juniors, and seniors. The classifications are based on the number of semester hours a student has completed and earned credits.

The following credit hour classification is used:

Freshman — less than 33 hours Sophomore — 33 to 63 hours

Junior — 64 to 96 hours

Senior — 97 hours or more

Curricula plans require a minimum of 124 hours for graduation and a maximum of 128.

<sup>\*</sup>For further information, refer to the NCCU Undergraduate Catalog

Any time a student's GPA falls below 2.0, the student is placed on academic probation. A student who is not successfully completing courses at the minimum levels is not making satisfactory progress. This policy has been established to enable a



student to complete his/her work within a reasonable period of time. A student expecting to graduate in eight semesters (four years) must average 15 to 16 completed hours each semester. A full-time student must complete all academic work for a degree within 14 semesters (seven years).

\*For further information, refer to the NCCU Undergraduate Catalog

#### h. Grade Appeals

The grade appeal policy is intended to provide a standardized, formal process for undergraduate students to resolve instances of alleged unfair or improper treatment in academic matters. The policy seeks to protect both students and faculty from acts of caprice, while preserving the integrity of the teaching/evaluation process. The policy is written to be consistent with the university's concern for due process through a system of appeals.

Students are allowed to remain in class during an appeal. There are exceptions in cases where a student's remaining in class would endanger human life or the integrity of the academic program.

**Step 1:** A student who believes that he or she has been graded unfairly or improperly must first schedule a conference with the concerned faculty member to attempt to arrive at a mutual understanding and to resolve any differences in an informal, cooperative manner. The

student must express the appeal clearly and listen to the instructor's rationale. The meeting should be scheduled within 10 class days of the incident, or two weeks after the student could reasonably be expected to know of the situation.

**Step 2:** If consultation with the instructor is impractical, or if the student is dissatisfied with the results of the initial conference with the instructor, the student should seek the assistance of the department chair within five class days of meeting with the instructor. If the instructor involved is the department chair, or if a satisfactory solution is not reached, the student should seek the assistance of the appeals counselor. This contact should be made within five days of the meeting with the department chair. The counselor's role is to guide the student through the remaining steps of the appeals process. In no way is the role of the counselor to be construed as that of advocate for either the student or the instructor.

**Step 3:** Upon conferring with the counselor, the student may choose to file a formal grievance.

Step 4: To file a formal grievance, the student must submit four copies of the formal written statement to the counselor. This statement should be submitted on the form designed for that purpose. The statement must be filed with the counselor within 20 class days of the initial meeting with the instructor. The statement must include the following:

(a) date of incident (b) date of first meeting with instructor (c) details of argument for changing grade or taking other corrective action (d) copies of pertinent examinations, papers, and other relevant materials. In cases of doubt concerning time limits, the appeals counselor will determine whether proper procedures have been followed. Failure to meet these deadlines forfeits right of appeal under this policy. Only the issues documented in the grievance statement will be considered at the ensuing hearing.

**Step 5:** After a formal appeal has been filed, the appeals counselor must, within two class days, forward a copy of the student's appeal

statement to the instructor, the instructor's immediate supervisor and to the chair of the unit's Grade Appeals Board.

**Step 6:** The chair of the unit's Grade Appeals Board shall convene a meeting of the board not sooner than five nor later than 10 class days after receipt of the grievance statement. In a closed hearing, the student shall present the grievance, including any supporting evidence and pertinent arguments.

Decisions by the appeals board shall be determined by majority vote by faculty and student members separately. An appeal fails if either group fails to support it. A tie vote by either faculty or student members shall be considered a vote in favor of the appeal.

**Step 7a:** If an appeal is determined to be unfounded at the hearing, the chair of the appeals board will provide written notification of the fact to the student, the faculty member and the immediate supervisor. Students appealing grades should contact the appropriate dean of the college or school in which the course is offered.

**Step 7b:** If an appeal is deemed valid, the board shall forward a written account of its deliberations, including recommendations for redress, to the appropriate dean. The dean shall take whatever action is deemed appropriate.

**Step 8:** Should either the student or the faculty member be dissatisfied with the decision of the dean, a formal, written appeal may be made to the vice chancellor for academic affairs, who will review all written material and make final disposition of the appeal. This final appeal must be filed within five class days of notification of the decision of the dean.

Complaints in regard to non-academic concerns/issues should be directed to the vice chancellor for student affairs. All such grievances should be in writing.

<sup>\*</sup>For further information, refer to the NCCU Undergraduate Catalog

#### j. General Education Curriculum

NCCU's General Education Curriculum prepares students academically and professionally for leadership in a culturally diverse world. Emphasis is placed upon oral and written communications, scientific inquiry, technological proficiency, ethics, and critical thinking.

#### **The General Education Curriculum Requirements:**

- 1. Communications in English (6 credit hours)
  - In addition, ENG1250 is required for CJ majors
- 2. Foreign Languages: One Level III course (3 credit hours)
- 3. Mathematics (6 to 8 credit hours)
- 4. Natural Sciences (6 to 8 credit hours)
- 5. Social Sciences (6 credit hours)
  - An additional social science course is required for CJ majors
- 6. Arts and Humanities (5 to 6 credit hours)
- 7. Health and Wellness (4 credit hours)
- 8. Social Career Enhancement/Development (2 credit hours)

#### k. Curriculum

#### Degree Requirements

Any student who plans to major in Criminal Justice must meet the following requirements before being admitted to the Department:

- Complete at least 18 credit hours of course work with a grade of "C" or higher as follow: ENG 1110, ENG 1210, MATH 1100, SOCI 2100, PSY 2100,
  - ENG 1110, ENG 1210, MATH 1100, SOCI 2100, PSY 2100, CRJU 2250.
- 2. Have an overall Grade Point Average of 2.0 or higher.

<sup>\*</sup>For further information, refer to the NCCU Undergraduate Catalog

#### Major Course requirements

Students are required to complete all courses specified in the General Education Curriculum. To graduate, students are required to complete a minimum of 125 semester hours with an overall cumulative grade point average of 2.0. In addition, students are required to receive a grade of "C" or higher in the Criminal Justice Core Curriculum and courses in one of the Criminal Justice Concentrations. The last 30 semester hours must be completed at NCCU.

**Criminal Justice Core Curriculum** (35 semester hours): CRJU 2250, 2350, 2450, 2650, 3000, 3060, 4060, 4061, 4110, 4111, 4510, and 4600.

CRJU 4000 (a practicum course) is required of all criminal justice majors who do not have a minimum of one [1] year of criminal justice experience. To be approved for registration, the following criteria must be met:

- 1. Students must have earned a minimum of 75 credit hours at the time of registration.
- 2. Student must complete the Field Placement Application and meet with the instructor who has to sign off before the student can enroll in the course.
- Submission of the application is required a semester prior to enrollment.

**Criminal Justice Concentrations** (12 semester hours). Complete one of the following:

**Law Enforcement:** CRJU 2500, 4150, 4250, 4630. **Corrections:** CRJU 2470, 2510, 4160, 4620. **Homeland Security:** HLS 3000, 3200, 3500, 4640.

Juvenile Justice: SOCW 3500, SOCW 3600, CRJU 3650, CRJU

4650.

050.

#### i. Concentrations

There are currently four concentrations for undergraduates majoring in criminal justice to choose from. They are:

 Law Enforcement: Emphasizes theoretical and practical issues related to law enforcement. Coursework focuses on the history of law enforcement, investigative techniques,

management, constitutional rights, public policy, comparative law enforcement and contemporary issues. Possible careers include police officer, deputy sheriff, state and federal law enforcement, private security, law school.

- Corrections: Emphasizes theoretical and practical issues
  related to corrections. Coursework focuses on the history of
  corrections, administration, community corrections,
  counseling and management in prisons and jails, comparative
  corrections and contemporary issues. Possible careers
  include corrections officer, case management, probation and
  parole officers.
- Juvenile Justice: Emphasizes theoretical and practical issues
  related to juvenile justice. Coursework focuses on the
  development of the juvenile justice system and practices,
  constitutional rights of youthful offenders, patterns of
  delinquency, public policy, juvenile victims of crime,
  comparative juvenile justice and contemporary issues.
  Possible careers include juvenile court counselors, juvenile
  detention staff, law school.
- Homeland Security: Emphasizes theoretical and practical issues related to homeland security. Coursework focuses on the development of homeland security, domestic and international terrorism, legal and public policy concerns connected to homeland security, emergency management and contemporary issues. Possible careers include federal law enforcement, emergency management, state and local law enforcement.

i. Plan of Study

#### ii. Four-Year Curriculum Plan for Criminal Justice Majors

FRESHMAN	YEAR
----------	------

Fall Semester		ts	Spring Semest	ter (	Credits
*ENG 1110	English Comp. I	3	*ENG 1210	English Comp. II	3
			**	Foreign Language II	3
*HUSC 1521	Dimen. of Learning	2	*MATH 1100	College Algebra	3
*PEDU 1541		2	*HEDU 1531		2
**	Foreign Language I	5 "	"&	Elective	"3
&		5"	*SOCI 2100	Intro to Sociology	<u>3</u> 17
	1111117	38'"""			17
SOPHOMOR	RE YEAR				
Fall Semester	C	redits	Spring Ser	nester	Credits
^ENG 1250	Elements of Speech (SI)	3	+CRJU 23	50 Intro to Law Enf	3
*BIOL 1000	Heredity & Society	3	+CRJU 24.	50 Intro to Correction	
+CRJU 2250	Intro to Crim Justice (wi	) 3	^PSY 2100	Intro to Psycholog	gy 3
*MATH 1110	Elementary Statistics	3	=	Concentration Co	ourse 3
*	Foreign Language III	<u>3</u>	+CRJU 265	O Juvenile Justice	<u>3</u>
		15			15
JUNIOR YEA	AR				
Fall Semester	C	redits	Spring Sen	nester	Credits
+CRJU 3000	Crim. Justice Theory	3		0/2420 Arts & Hum	3
=	Concentration Course	3	+CRJU 306		
+CRJU 4060	Statistical Meth in CJ	3	+CRJU 400		
+CRJU 4061	Stat Meth Lab in CJ	1	+CRJU 4110		
+CRJU 4510	Crim Law, Proc & Ct Pr		+CRJU 411		
*	Science	<u>3</u>	&	Elective	<u>3</u>
		16			16
CENTOD III					
SENIOR YEA			a . a		G 114
Fall Semester	(	credits	Spring Sem	ester	Credits
=	Concentration Course	3	=	Concentration Co.	irse 3
_ &	Elective	3	- +CRJU 460		3
& &	Elective	3	*CKJU 400	Elective	3
*	Humanities	3	&	Elective	3
&	Elective	3	&	Elective	3 <u>3</u>
α	Elective	<u> </u>	ox.	Elective	<u> 3</u>

Total Semester Credit Hours Required for Graduation: 125

15

#### **Distribution of Hours**

- \* General Education Curriculum (GEC) Requirements (37)
- ^ Non-GEC Requirements (6)
- + Criminal Justice Core Courses (35)
- = Criminal Justice Concentration (12)
- & Electives (35)

15

<sup>\*\*</sup> If this course is not required, credit hours are necessary.

#### Note:

- 1) No more than 10 percent of the criminal justice major credits are completed through knowledge-based examinations (e.g., CLEP)
- 2) The department cannot accept credit for life experience, military, police academy or other professional training as a substitute for any criminal justice course.

\*For further information, refer to the NCCU Undergraduate Catalog

#### iii. Course Descriptions

#### **CRJU 2250.** Introduction to Criminal Justice (wi) (3)

Prerequisite for all Criminal Justice courses. An introduction to the philosophical and historical background, agencies, processes and functions of the criminal justice system. In addition, the course will cover major systems of social control, victimology, and comparative criminal justice.

#### CRJU 2350. Introduction to Law Enforcement (3)

An examination of the principles of organization, administration and functions of police departments. An evaluation of personnel policies, decisions, operations, command policies and the department as a whole. Contemporary law enforcement and comparative law enforcement issues will be discussed.

#### **CRJU 2450. Introduction to Corrections** (3)

A survey of philosophy and history of corrections; a study of correctional institutions; probation, parole and processes; and other components of the correctional system. Contemporary corrections and comparative corrections issues will be discussed.

#### CRJU 2470. Jail Policy and Practice (3)

An analysis of jail policy and practices from both historical and contemporary perspectives. Specific attention will be devoted to jail administrative and staff demands as well as legislative and policy issues, fiscal constraints, special populations and best practices for the management of jail facilities.

## **CRJU 2500.** Criminal Investigation and Forensic Science Application (3)

Prerequisite: CRJU 2350. An examination of criminal investigation fundamentals including crime scene search, collection and preservation of evidence, interviews, interrogation, case preparation, and the familiarization with specific instrumentation in crime detection and evidence selection for evidentiary value.

#### **CRJU 2510.** Corrections in the Community (3)

This course examines the historical development of probation, parole and community-based alternatives. Emphasis will be placed on community based programs that can be a viable alternative to prison and the re-entry of ex-offenders in their communities.

#### CRJU 2650. Juvenile Justice (3)

An in-depth study of the juvenile justice system. Topics covered are the development of delinquent behavior, victimology, initial handling and proper referrals, preventive police techniques, special police problems with juveniles, juvenile law, and related juvenile justice agencies.

#### CRJU 3000. Criminal Justice Theory (3)

An analysis of major criminological theories, theory construction, testing, and application. Theoretical perspectives for both perpetrators and victims of crime will be discussed. A critical analysis of their policy implications will be discussed.

#### **CRJU 3020. Introduction to Private Security** (3)

An examination of the role of the security industry in criminal justice; administrative, personnel and physical aspects of the security field; loss prevention management.

#### **CRJU 3050. Police Community Relations** (3)

Examination of police community relations from historical and contemporary perspectives. Also explore citizen involvement and community outreach in efforts to promote public safety.

#### CRJU 3060. Ethics and Diversity in Criminal Justice (3)

The study of ethics and diversity in criminal justice, critical thinking and moral reasoning with selective readings emphasizing a variety of perspectives. Specific cultural and ethical issues and problems associated with law enforcement, corrections, and the courts will be

emphasized as well as legal and societal constraints and codes of conduct.

#### **CRJU 3070.** Correctional Theory and Practice (3)

Prerequisite: CRJU 2450. This course will study theoretical applications and how they relate to practice in various institutional and community correctional settings. The course will also explore the role of theory in the organizational management of corrections.

#### CRJU 3500. Legal and Ethical Aspects of Forensic Science (3)

Prerequisites: CRJU 2350 and 2500. An examination of evidence, court procedures, legal and ethical issues and the role of forensic science in the field of criminal justice.

## **CRJU 3600.** Advanced Forensic Science Applications with Lab (3)

Prerequisites: CRJU 2350, 2500 and 3500. An overview of forensic science from a biological, chemical and criminalistic perspective, and its application from the crime scene to the court process. Permission of instructor and two years of biology or chemistry.

#### **CRJU 3650.** Counseling in Juvenile Justice (3)

Prerequisite: CRJU 2650. This course focuses on research-based prevention and intervention strategies. Emphasis will be placed on strategies that improve psychosocial functioning via risks and needs assessments, treatment planning, behavioral management techniques, and therapeutic relationships.

#### CRJU 4000. Criminal Justice Practicum (3)

Prerequisite: Minimum of seventy-five earned credit hours. Submission of application is required in semester prior to enrollment. This course will provide students with an 80 hour field experience to integrate theoretical criminal justice perspectives with the "real world" of employment. In addition, classroom instruction will further develop soft and hard employment skills in preparation for their career development.

#### **CRJU 4010.** Correctional Management Theory (3)

Prerequisite: CRJU 2450. This course is designed to give students an in-depth understanding of management theories and current management systems, supervision, and supervisory principles as applied to corrections and total care institutions; administration, programs and staff roles.

#### CRJU 4025. Drugs, Addictions, Vice and Crime (3)

This course involves an in-depth examination of the causes, prevention and control of the so-called "victimless crimes" such as drug use, addictions, gambling and prostitution. In addition, other criminal offenses associated with crimes of vice will be discussed.

#### **CRJU 4060. Statistical Methods in Criminal Justice** (3)

Prerequisite: MATH 1110. A statistics course that develops an understanding of statistical methods and procedures with an emphasis on criminal justice research and data analysis. A variety of statistical techniques will be discussed as well as their application in social science research.

## CRJU 4061. Statistical Methods in Criminal Justice Laboratory (1)

Must take with corresponding CRJU 4060 section. Computer laboratory designed to enhance classroom instruction through interpreting, comprehending and use of data from an applied perspective.

#### CRJU 4110. Research Methods in Criminal Justice (3)

Prerequisites: CRJU 3000, 4060, 4061. This course serves to develop the student's research skills with an emphasis in analytical thought processes, research design and problem solving. This course will focus on the integration of research methods, data processing and data analysis.

## **CRJU 4111.** Research Methods in Criminal Justice Laboratory (1)

Must take with corresponding CRJU 4110 section. Laboratory experience in SPSS, research design, concepts, operationalization and measurement. Collecting, inputting, and interpreting data sets.

#### **CRJU 4150. Police Management Theory** (3)

Prerequisite: CRJU 2350. An advanced course focusing upon management theories, current management systems, supervision and supervisory principles as applied to police administration. This course examines leadership skills, planning and implementation, decision making and creative problem-solving for the police administrator.

#### **CRJU 4160.** Correctional Counseling (3)

Prerequisite: CRJU 2450: An overview and survey of counseling and rehabilitation approaches which are relevant to contemporary corrections. Techniques will be examined in the use of treatment, counseling, and rehabilitative practices.

#### **CRJU 4200. International Corrections (3)**

Prerequisites: CRJU 2250 and 2450. An in-depth study of the major correctional systems of the world. Emphasis will be on examining existing philosophy, trends and problems of these systems.

## **CRJU 4210, 4220.** Contemporary Problems in Criminal Justice I and II (3, 3)

Permission of instructor required. These courses will allow the faculty to teach contemporary and special criminal justice issues that are not taught as a part of the regular curriculum.

## CRJU 4250. Criminal Law for Criminal Justice Personnel (3) Prerequisite: CRJU 2350

A course designed to provide a basic concept of criminal law and to provide legal ground work for those who seek to enter the criminal justice system. The structure, definitions and interpretations of the most frequently used criminal statutes and the purpose of criminal sanctions will be analyzed.

#### CRJU 4260. Independent Study in Criminal Justice (3)

Permission of the instructor is required. This course allows the student to make an in-depth study of the literature in an area of special interest within the criminal justice system. The student will submit a prospectus to be approved by the faculty prior to enrollment in the course.

## **CRJU 4270.** Communication Skills for Criminal Justice Personnel (3)

This course teaches the use and meaning of vocabulary peculiar to the profession and also emphasizes the skills necessary in communicating in the criminal justice area.

## **CRJU 4305.** Law, Evidence and Testimony in Computer Forensics (3)

Prerequisites: COMP 2110 and 2115.

Provides the student with an understanding of factors related to the law, evidence and expert testimony in computer forensics. Students will demonstrate ability to understand their function with both civil

and criminal cases, the burden of proof required in each, and prosecutorial and judicial duties and responsibilities.

#### CRJU 4350. Legal Aspects of Corrections (3)

Prerequisites: CRJU 2250 and 2450. This course will analyze the role of law in corrections including substantive rights of prisoners, prisoner remedies, procedural rights of prisoners, the legal authority and responsibility of correctional agencies and the restoration of offenders' rights.

#### CRJU 4500. Criminal Justice Honors (3)

Prerequisite: 3.0 GPA and permission of the instructor. This course will allow exceptional students to work on an individual basis with a faculty member in an area of interest.

#### CRJU 4510. Criminal Law, Procedure and Court Processes (3)

The course will provide the student with an understanding of criminal law, procedure, and the court processes. The elements of offenses as well as defenses, constitutional and others, and processes from detention, arrest, pre-trial, trial and post-trial will be analyzed.

#### CRJU 4600. Senior Seminar (3)

Criminal Justice seniors with permission of the instructor. This is the capstone course for criminal justice majors that require students to demonstrate, through reflection and critical analysis, their ability to integrate subject matter in the department's core areas of study. This student-centered course will require students to integrate their knowledge and skills to analyze a contemporary issue in criminal justice and provide a corrective course of action, which incorporates a nexus between theory and practice and related policy.

#### CRJU 4620. Correctional Theory, Policy and Practice (3)

Prerequisites: CRJU 2450, 2470, 2510, 4160

This course will serve as a capstone course for the correction concentration. Students will demonstrate their knowledge of theory, policy and practice in corrections through their participation in a project that addresses a contemporary issue in corrections. Best practices in corrections will also be discussed.

#### **CRJU 4630.** Law Enforcement Theory, Policy and Practice (3)

Prerequisites: CRJU 2350, 2500, 4150, 4250

This course will serve as a capstone course for the law enforcement concentration. Students will demonstrate their knowledge of theory,

policy and practice in law enforcement through their participation in a project that addresses a contemporary issue in law enforcement. Best practices in law enforcement will also be discussed.

# **CRJU 4650. Juvenile Justice Theory, Policy and Practice** (3) Prerequisites: CRJU 2650, CRJU 3650, SOCW 3500, SOCW 3600 This course will serve as a capstone course for the juvenile justice concentration. Students will demonstrate their knowledge of theory, policy and practice in juvenile justice through their participation in a project that addresses a contemporary issue in juvenile justice. Best

#### CRJU 4700. Criminal Justice CO-OP (1-12)

practices in juvenile justice will also be discussed.

Prerequisites: Minimum of seventy-five earned credit hours and permission from the department chair.

This course is designed to provide students with an opportunity to have a work experience aligned with their career interest. The course varies between 10 and 40 hours per week at an approved agency. A prospectus is required prior to enrollment in the course.

#### HLS 3000. Introduction to Homeland Security (3)

This course is designed to introduce the student to the scope of issues facing the American public, the private sector and law enforcement on securing the country against threats posed by domestic and international terrorist groups. Threats to American interests abroad will also be analyzed.

#### HLS 3200. Emergency Management and Recovery (3)

This course exposes students to emergency management, mitigation, preparedness, response, and recovery. The course concentrates on the recovery phase, which involves bringing the affected area back to *status quo ante* and explores how mitigation for the next event ties in with recovery. Included is discussion of eminent domain in the disaster recovery context as well as the roles of federal, state, and local governments.

#### HLS 3500. Infrastructure Protection (3)

This course is designed to familiarize the student with the principles of Homeland Security infrastructure protection as outlined in presidential directives, executive orders and federal and state law, court opinions, regulations, policies, and procedures.

#### **HLS 4000. Financial Investigations** (3)

This course will cover the background priorities and laws of the United States in fighting money laundering. Title 18 Sections 1956 and 1957 will be discussed, as well as, the International Emergency Economic Powers Act (50 U.S.C. 170), the Patriot Act and other Federal and United Nations acts. Any additional acts, resolutions, court opinions, or amendments regarding money laundering will also be analyzed and explored.

#### **HLS 4200.** Transportation Security (3)

This course will allow the student the ability to recognize some of the challenges facing transportation security and to formulate possible solutions to address these challenges. Students will examine current security responses by federal, state and local governments, as well as, private industry in the area of aviation, marine, highway and rail safety.

#### HLS 4210. Corporate/Private Security (3)

This course teaches students with the methods of securing the infrastructure of the United States. The student will have an understanding of all aspects of security, including the ability to identify threat elements to civil aviation operations, transportation, trains, rivers, bridges, and roads. Further the student will be able to apply their knowledge in providing briefings regarding their independent research into the methods utilized in the infrastructure protection by private and corporate security.

#### HLS 4500. Homeland Security Law and Policy (3)

Prerequisites: HLS3000. This course is designed to give the student an overview of homeland security law and policy. Students will explore emergency response, emergency management, and terrorism after 9/11/2001.

#### HLS 4640. Homeland Security Theory, Policy and Practice (3)

Prerequisites: HLS 3000, 3200, 3500

This course will serve as a capstone course for the homeland security concentration. Students will demonstrate their knowledge of theory, policy and practice in homeland security through their participation in a project that addresses a contemporary issue in homeland security. Best practices in homeland security will also be discussed.

<sup>\*</sup>For further information, refer to the NCCU Undergraduate Catalog.

#### a. Departmental Student Support

The Department of Criminal Justice is uniquely positioned to have a clinical faculty person dedicated to promoting student success, retention and graduation. Students may be referred or request assistance for the following services:

- special needs student assistance
- tutoring referrals
- individualized intensive academic plans
- monitoring students below 2.0 GPA
- community service opportunities
- internships
- career development
- scholarships
- other personal matters

#### b. International Studies/Study Abroad

NCCU and the Department of Criminal Justice are committed to providing an excellent educational experience that is diverse and well-rounded. To that end, the university and the department offer exciting opportunities for students to further their education by studying abroad at partnered institutions and universities. Departmental opportunities have included trips to Uganda, and plans are in place for studyabroad summer sessions in Jamaica and elsewhere.

#### c. Internships

The department offers the Cooperative Education course (Co-Op) CRJU 4700 as an elective for students interested in gaining valuable work experience at a desired criminal justice agency. Students may earn three to 12 credits during the semester for an approved work schedule of 20 to 40 hours per week. An application may be obtained from the department office and must be approved before registration for the CRJU 4700 course.

#### d. Academic Student Support

i. Writing Studio

The NCCU Writing Studio supports student learning and work as writers. This is accomplished through one-on-one and small-group collaborative sessions.

To schedule an appointment call (919) 530-7554

#### ii. Mathematics Lab

The Mathematics Learning Center is on the third floor of the Mary M. Townes Science Complex. Students may be provided with general tutorial in computer science or mathematics courses, or the use of reference materials.

#### **III. Student Organizations**

#### a. Alpha Phi Sigma

Alpha Phi Sigma is the only Criminal Justice Honor Society



for Criminal Justice Majors. The society recognizes academic excellence of undergraduate, graduate students of criminal justice and law students.

To be eligible for membership, students must have completed one-third of their total hours required for graduation. Students are recommended to the national organization by the chapter advisor. Undergraduate students must maintain a minimum GPA of 3.2 — overall and also in criminal justice courses. The students must also rank in the top 35 percent of their class and must have completed a minimum of four courses within the criminal justice curriculum. The Honor Society is open to those with a declared criminal justice major or minor.

The Eta Lambda Chapter is the local chapter at NCCU. Induction takes place in the spring semester. The chapter meets twice monthly and is involved in numerous activities, such as community services, fundraising, going to national conference, organizational fair, homecoming etc.

#### b. NABCJ



The student chapter of the National Association of Blacks in Criminal Justice exposes students to an organization founded as a vehicle for criminal justice practitioners to initiate change from within, while

increasing opportunities of average citizens to better understand the nature and the operation of our local, state and federal criminal justice processes.

The National Association of Blacks in Criminal Justice is a multiethnic, nonpartisan, nonprofit association of criminal justice professionals and community leaders dedicated to the equal administration of justice.

Membership and participation in the activities of the Association is open to all, regardless of race, creed, or country of national origin.

#### c. IOBSE



The International Organization of Black Security Executives represents, supports and

promotes the security industry by:

- Providing professional resources in the security industry, educating minorities on the careers and opportunities in security management.
- Encouraging members to promote and aid in the exchange of information, ideas, experience and knowledge about the processes and techniques relating to the security professions.
- Providing educational training to stay abreast of the everchanging trends and technology in the security industry.

 Maintaining the highest level of ethical and professional standards of work.

#### IV. Resources

#### a. Campus Resources

#### i. Library

The James E. Shepard Memorial Library contains 500,597 volumes and 140,200 federal and state documents. Periodical subscriptions total nearly 2,000. Microform collections and an extensive



inventory of full-text electronic databases are among the library's non-print resources. Some of the electronic databases are remotely accessible.

In 1994, the Shepard library became a member of the Triangle Research Libraries Network, a cooperative group composed of libraries at Duke University, NCCU, UNC – Chapel Hill, and N.C. State University, with combined collections of over 10 million volumes. NCCU students and faculty can borrow directly from other TRLN institutions, as well as from other constituent institutions of the UNC System.

#### ii. Student Union

The Office of Student Union and Student Activities is located in the Alfonso Elder Student Union building. The Alfonso Elder Student Union serves as the center for programs and activities for all students on the NCCU campus. It is the focal point of student

involvement and campus

life.

The primary goals of the Student Union are to provide services and promote programs that are responsive



to student developmental, physical, social, recreational, cultural and educational needs. Services available in the student union include:

Study rooms	Student lounge	Eagles Nest dining area
Vending area	Bowling lanes	Student Government
Student employment	Barbershop	NCCU Ticket Office
Internships		Game room

#### iii. E-Resources

James E. Shepard Memorial Library offers an extensive inventory of full-text electronic databases. Some of the electronic databases can be accessed off-campus by students and faculty.

#### iv. Blackboard

North Carolina Central University uses the Blackboard system to deliver course material and to enhance the classroom experience. The university offers 24-hour technical support for Blackboard, to connect with tech support call (919) 530-7676.

#### b. Student Resources

#### i. Health Services

The student health center hosts a multidisciplinary staff of doctors, nurse-practitioners, registered nurses, psychologists, consulting psychiatrist, counselors, a pharmacist, a medical technologist, health educators and support staff. All collaborate to provide a comprehensive approach in meeting your health needs.

Services offered include: urgent care, counseling and mental health, alcohol and drug prevention and intervention, allergy, pharmacy, lab services, nursing care and women's health.

To make an appointment call (919) 530-6317

#### ii. Counseling Services

The Counseling Center is a unit of Student Health and Counseling Services within the Division of Student Affairs and Enrollment Management. The center is staffed by counselors and

mental health professionals who specialize in individual and group counseling, crisis intervention, substance abuse prevention and intervention, and anger management. They strive to provide services that are non-judgmental and confidential and hope that all students feel safe in sharing their concerns.

To make an appointment call (919) 530-7646

#### iii. Student Disability Service Office

The Office of Student Support Services was created as a part of the Division of Student Affairs to respond to Section 504 of the Rehabilitation Act of 1973. The university's charge is to serve students with disabilities, to ensure that they have reasonable accommodations and services, and to offer them equal opportunities for a successful and satisfying college experience. All currently enrolled students with documented disabilities are eligible for services.

Support services may include: Reader and attendant services, interpreter services, campus orientation, mobility and accessibility services, adaptive transportation, parking, tutoring and counseling.

To reach the Student Support Services office, call (919) 530-6325.

#### iv. Women's Center

The Women's Center team works to offer advocacy, information, and academic and social programming for and about women and gender equity. The resources of the Women's Center are available for use by women and men. The Women's Center is a place for women's support and network groups to meet in a safe, supportive, confidential atmosphere. The center's staff provides informal advising and consulting on advocacy issues for women, information and helpful referrals to important campus and community resources, and confidential support and assistance dealing with problems such as sexual and relationship violence.

To reach the Women's Center, call (919) 530-6811.

#### v. Career Counseling

Career Counseling is offered through NCCU Career Services. Career Services provide a comprehensive career development service that includes one-on-one career counseling and technologies to equip students and alumni with the skills to independently manage their careers upon graduation. To schedule an individual appointment, call (919) 530-6337.

#### c. Important Numbers

Academic Community Service Learning Program	530-7079
Campus Police	530-6106
Counseling services – Appointments	530-7646
Department of Criminal Justice	530-6280
Department Chair	530-5204
Criminal Justice Distance Education	530-5205
Financial aid	530-6180
Health services- Appointments	530-6317
Student Disability Services Office	530-6325
Criminal Justice Student Support	530-6628
Writing studio – Appointments	530-7554
Women's Center:	530-6811

<sup>\*</sup>All numbers are 919 area code

For more information about the Department of Criminal Justice Call (919) 530-6280

Or visit http://www.nccu.edu/criminaljustice

Updated: 02.03.2012