

What do I need to do right now?

Connect with the field. Look for opportunities to **volunteer** or **ride-along** at various agencies. Join **professional societies** and **participate** in your chosen field. Many positions in the field are earned via **networking** with hiring agencies.

Start a binder for future applications.

- Official Transcripts:
High School reflecting graduation
Colleges
Syllabi from all college courses
- Records of any honors or awards
- Record of all extracurricular activity and community service
- List of potential references and any letters of reference
- Employment history:
Name, address, telephone numbers of all employers
Period employed
Any letters of reference from employers
- Residential history, addresses and dates
- Birth certificates, certified
- Military records, DD214

Remember the importance of integrity and honesty, not only in your personal and professional life, but in your academic career.

Many agencies conduct extensive background checks which include interviews with an applicant's former college instructors. Incidences of cheating, plagiarism, rudeness (including use of cell phones during class) and any kind of offensive behavior, are occurrences that will be noted by your professors.

Be mindful of your digital footprint. Avoid engaging in questionable behavior in your social media presence. This will be an area explored as a part of your background process by a prospective employer.

Meet with your major advisor every semester to make sure you are on track to graduate.

(Lift flap for Major Course Planning)

CORRECTIONS

What is Corrections?

“Corrections” describes a sub system of the criminal justice system that deals with both pre-trial and sentenced individuals under supervision. Prisons and jails are the best known elements of the system, but over two-thirds of the offenders are on probation, parole, or pre-trial release programs in the community. Correctional facilities and programs are found at all levels of government, including local, state and federal.

There are two branches of corrections. The first is institutional care and custody which is normally associated with jails and prisons. The second is Community Correctional Programs including probation and parole. Each of these programs employs a wide variety of people.

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Tell me more about the jobs in the field of corrections . . .

The most common jobs in corrections are:

Correctional Officer: Responsible for custody and security of inmates in a correctional facility.

Probation Officer: ensures public safety and provides treatment to probationers, being supervised pre- or post-trial in the community setting. Develops community resources to meet specific needs of probationers.

Parole Officer: ensures public safety and provides treatment to parolees released from state facilities in the community setting. Develops community resources to meet specific needs of parolees.

Correctional workers, including Correctional Officers, Counselors, Probation and Parole Officers and treatment program personnel are hired by Federal State and Local agencies to supervise both juvenile and adult offenders.

There are also a number of support staff who assist in rehabilitation and treatment of offenders, such as Psychologists, Social Workers and recreation therapists.

(Lift flap to learn more about the skills these jobs require.)

What kinds of skills would I need for this career?

Preparation for a career in corrections is based on the ability to work with people and help them with their issues and problems, while at the same time providing the supervision and control of offenders to protect the community.

Communication. A candidate must have both good verbal and written communication skills. Clear, concise, and correct reporting is of paramount importance.

Critical Thinking. Ability to address a complex situation in the field in a manner that shows consideration for all stakeholders.

Ability to work with people. The ability to talk with both offenders and professionals in the field. The ability to take direction and facilitate department goals.

Supervision and control of offenders. Good decision-making skills under adverse conditions. The ability to make sound decisions under crisis situations. The ability to gain the respect and cooperation of offenders.

Help clients with issues and problems. The ability to assess and develop treatment plans and a current understanding of correctional treatment ideologies. The ability to develop resources to meet the needs of the offender. Have an understanding of drug abuse and mental health problems.

Other helpful skills:

- Physical fitness
- Second language
- Demonstrated positive attitude

Deal-Breakers

Some concerns will make a potential candidate unsuitable for this career.

- Unwillingness to carry a gun
- Committed felonies
- Visible tattoos
- Credit problems
- Poor work history

Who can I talk to about this career?

- Cecil Canton
- Ricky Gutierrez
- Kim Schnurbush
- Jack Karver

Suggested Major Course Sequence

Freshman Year

___ CRJ 001 Intro to CRJ & Society

Suggested GE Electives
SOC 001/PSYC 001 (Area D)
HIST 017B (Area D)

Sophomore Year

___ CRJ 002 Law of Crimes
___ CRJ 004 Gen. Investigative Techniques
___ CRJ 005 Community & the Justice System

Suggested GE Electives
GOVT 150 (Area D)
STAT 001 (Area B4)

Junior Year

___ CRJ 101 Intro to CRJ Research Methods
___ CRJ 102 Crime & Punishment
___ CRJ 121 Struct & Func of American Courts
___ CRJ 160 Criminal Justice Administration
___ CRJ Elective _____
___ CRJ Elective _____
___ CRJ Elective _____
___ CRJ Elective _____

Senior Year

___ CRJ 123 Law of Arrest, Search, & Seizure
___ CRJ 130 Fundamentals of Corrections
___ CRJ 141 Police & Society
___ CRJ 190 Contemporary Issues in CRJ
___ CRJ Elective _____
___ CRJ Elective _____
___ CRJ Elective _____
___ CRJ Elective _____

Note: This is a suggested sequence for a full time (15 units) student. Course sequence may have to be modified for course availability. Students interested in pursuing a minor should seek advice from a CRJ advi-

Suggested Electives

The following is an excerpt. Consult the **Major Planning Worksheet** for the full list of electives.

Area I - Administration

CRJ 163 Leadership in CRJ & Public Safety
CRJ 165 Planning for Justice & Public Safety
CRJ 168 Justice & Public Safety Info Systems

Area II - Investigations

CRJ 152 Interviewing & Detection of Deception
CRJ 153 Advanced Criminal Investigations
CRJ 154 Intro to Physical Evidence
CRJ 156 Intro to Crime & Intelligence Analysis

Area III - Corrections

CRJ 131 Correctional Institutions
CRJ 134 Community Based Corrections
CRJ 136 Corrections Administration

Area IV – Offenses & Offenders

CRJ 105 Delinquency Prevention & Control
CRJ 106 Analysis of Career Criminals
CRJ 112 Gangs & Threat Groups in America
CRJ 114 Sexual Offenses & Offenders
CRJ 117 American CRJ & Minority Groups
CRJ 118 Drug Abuse & Criminal Behavior

Area VI – Additional Courses

CRJ 174 CRJ Systems of the Future
CRJ 195 Internship
CRJ 198 Co-Curricular Activities

Area VII – Supporting Courses

COMS 115 Non-Verbal Communication
COMS 116 Inter-Cultural Communication
GOVT 120A Constitutional Law
GOVT 120B Constitutional Rights & Liberties
PSYC 130 Personality Theories
PSYC 145 Social Psychology
SOC 155 Criminology
SOC 156 Delinquency
SOC 157 Issues in Courts & Prisons