Handbook For Criminal Justice Program Penn State Berks for the Criminal Justice Program Penn State Altoona



(source adapted from Scott Kelly <http://www.personal.psu.edu/sak229/CJ%20Handbook.pdf>)Handbook

**Full-Time Faculty/Staff Members:**

* For Admissions Call 610-396-6061
* For our Transfer Counselor Call 610-396-6118

**Program Coordinator**: Brenda Russell, PhD, Professor, Program Coordinator, Franco Building, Room 120  
blr@psu.edu, 610-396-6014

Other Faculty members that advise CJ Students:

**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

Integration into the Penn State Berks Community and beyond

The Criminal Justice Program Mission Statement

“The Criminal Justice program at Penn State Berks offers broad-based education in the liberal arts tradition. In addition to breadth and depth of knowledge about criminal justice, the program cultivates skills in critical thinking, oral and written communication, issue analysis and problem solving. Students who graduate from this program should be adaptable and flexible, participate in the civic and intellectual life of the community, appreciate cultural diversity and practice ethical behavior.”

Source:

http://www.aa.psu.edu/cj. (2005). Criminal Justice Mission Statement. Retrieved from on September 8, 2005.

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ALL CRIMINAL JUSTICE DEGREE PROGRAM FORMS are located at: The Office of the Registrar (Franco Building)

CJ Forms include: Degree Checklists (Bachelor of Arts - CJBA, and Bachelor of Science - CJBS); Recommended Academic Plans (Bachelor of Arts - CJBA, and Bachelor of Science – CJBS); and the Skills Enhancement Form.

**What to Expect in the Criminal Justice Program**

The Penn State Berks Criminal Justice Program includes the study of law enforcement, courts, and corrections. These courses will include study as individual courses and as components of a system, plus work in theories of crime causation, and crime control policy. Reading, writing, and critical thinking skills are absolutely essential to successful completion of this degree, as well as successful careers in criminal justice. Students should enter well-equipped in these skills, and should expect them to be rigorously developed and applied throughout the degree program.

Criminal Justice 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. It has become one of the most popular undergraduate majors in the United States.

The criminal justice program at Penn State Berks offers various options:

◼ Bachelor of Arts  
◼ Bachelor of Science

◼ Minor in Criminal Justice (18 credits)

Students receiving a baccalaureate degree in criminal justice (either B.S. or B.A.) should develop an understanding of each of the three main components of the criminal justice system and their interrelationships, be able to evaluate critically both current and future crime control policy proposals and criminal justice research, and understand the complexity of the phenomena of crime and criminal behavior and its relationship to individual, social, and cultural factors.

The bachelor of arts degree in Criminal Justice provides a broadly based liberal arts background for the study of crime, justice, and the criminal justice system. The bachelor of science offers an opportunity for educational enrichment in fields not traditionally considered part of the liberal arts. Either degree is excellent preparation for a career in criminal justice, graduate or professional study, or informed citizenship. Both degrees require a minimum of 124 credits.

◼ An important part of the bachelor of science degree is a sequence of four courses chosen by students based on their own interests and career goals.  
◼ All baccalaureate students are required to complete a minimum three-credit internship with a criminal justice agency.  
◼ The criminal justice major at Penn State Berks is based on the Academy of Criminal Justice Sciences standards for criminal justice education.

◼ In addition to studying police, courts, and corrections, students learn about computer applications, statistics, ethics, social research and multi-cultural issues, as well as other key issues in modern criminal justice.

Entrance to major and graduation requirements can be located at: http://www.psu.edu/bulletins/bluebook/lookmenu.htm.

Please see the Criminal Justice Home Page for outlines of the Associates in Science, Bachelors of Art, and Bachelors of Science. You can also find a list of all PSU Criminal Justice Courses at Penn State List of CJ Courses at: <http://bulletins.psu.edu/undergrad/courses/C/CRIMJ/>

**Why Major in Criminal Justice?**

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), 2012-2022 Editions, employment of police and detectives is expected to grow 5 percent over the 2012-2022 decade; employment of correctional officers is expected to grow 5 percent between 2012 and 2022; and employment of lawyers is expected to grow 10 percent during the 2012-2022 decade. Mr. Scott Kelly’s web page (http://www.personal.psu.edu/sak229/cj\_links.htm), or visit the Career Center on campus (Perkins Student Center).

What Do Criminal Justice Majors Do?

A degree in criminal justice is solid preparation for many careers. While many criminal justice majors indicate a preference for law enforcement, others find careers in prisons, community corrections, or court administration. 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. These opportunities include (1) protective services such as the FBI, U.S. Secret Service, Department of Homeland Security, U.S. Marshal’s Office, police departments, security and loss prevention, law and corrections including court administration, legal aid/paralegal, delinquency prevention programs, juvenile court personnel, jails, prisons, and probation and parole offices; and crime related prevention and support such as shelters for victims of abuse, drug and alcohol problems, halfway houses, etc (Penn State World Campus Website).

The criminal justice major at Penn State Berks focuses on one of the most important public policy areas in our country today, and is good preparation for graduate study in law, criminology, and other fields. Also, like students in other majors, criminal justice students often find employment and build careers in fields not directly related to their major, such and insurance, journalism, human services, and the military. It is an excellent major both for a career and for life.

**Criminal Justice Resource Links**

[Academy of Criminal Justice Sciences](http://www.acjs.org/)

[American Academy of Forensic Sciences](http://www.aafs.org/)

[American Correctional Association](http://www.corrections.com/)

[American Police Beat Online](http://www.apbweb.com/)

[Crime Prevention Association of MI](http://www.surveillance-video.com/crime-march-2009.html)

[Department of Justice](http://www.usdoj.gov/)

[FBI](http://www.fbi.gov/)

[FBI Law Enforcement Bulletin](http://www.fbi.gov/publications/leb/leb.htm)

[Federal Bureau of Prisons](http://www.bop.gov/)

[Indiana Prevention Resource Center: Drug Photos](http://www.drugs.indiana.edu/drug-info/drug-pictures)[Information Security and Intelligence](http://www.ferris.edu/cob/isi/ISI_Home.html)[Jane's Intel Web Site (Terrorism Watch Reports)](http://intelweb.janes.com/)

[Justice Research and Statistics Association](http://www.jrsainfo.org/sac/saclist.html)

[Law and Order Magazine Online for Police Mgt](http://www.hendonpub.com/publications/lawandorder/)

[Law Research](http://www.michiganlegislature.org/)

PA Coalition of Domestic Violence <http://www.pcadv.org>

PA Department of corrections <http://www.cor.state.pa.us/portal/server.pt/community/department_of_corrections/4604>

PA Police Chiefs Association <http://www.pachiefs.org>

PA Sheriff’s Association <http://www.pasheriffs.org>

PA State Police <http://www.psp.state.pa.us/portal/server.pt/community/psp/4451>

Honors Association in CJ <http://www.alphaphisigma.org>

Criminal Justice Associations

http://www.unco.edu/criminaljustice/professional\_organizations.html

**Internships (CRIMJ 495):**

The primary goal of this course is to provide students with field experience in criminal justice, complement their criminal justice course work, and enhance their knowledge of the criminal justice system. A secondary function is to demonstrate the potential of our Penn State Altoona students for professional employment in the criminal justice professions.

Some internships are paid internships, which means, the student gets paid while applying practical solutions learned in the classroom to their job. Most internships are not a “paid” position, but either paid or unpaid you will be earning credits for graduation and you will earn valuable experience by applying what you have learned in the classroom to the “real world.”

Prior interns act as student guides by discussing their experiences. There are booklets and pamphlets on internships available in your advisor’s office for review. The opportunity for research is also provided.

Eligibility for CJ Internship

1. 5th Semester Standing to begin Introduction to Internship CRIMJ290 course (actually begin internship in 6th semester).
2. Cumulative GPA must be a 2.0 or higher
3. CRIMJ 290 (Introduction to Internship Experience) must be be taken in the year preceding CRIMJ 495
4. Make sure that you have a current resume and cover letter for interviews; please visit the Career Services Office for help

For information pertaining to Internships, please refer to the following resources:

First, contact the Internship Coordinator and Faculty:

SUMMER Internships:

Brenda Russell, Ph.D. CJ Program Coordinator 102 Franco Building, 610-396-6014

Email: blr15@psu.edu

For information on possible internship sites and resume writing help, contact Career Services in Room 10, Perkins Building. Please stop in or call: 610-396-6019 for an appointment.

In addition, the Penn State Berk’s Internship Web Site: http://berks.psu.edu/StudentServices/CareerServices/internships.htm. If you do not yet have an internship placement, you should see Dr. Russell immediately.

**The Academic Adviser's Role is to:**

**Advising Policy 32-30:**

Help the advisee to understand the academic and administrative processes of the university and the nature of its academic programs. The adviser also seeks to understand each advisee's particular concerns affecting academic progress. The adviser neither grants nor denies administrative approval for particular academic actions. Help the advisee to understand the expected standards of achievement and likelihood of success in certain areas of study. Discuss the educational and career objectives suited to the advisee's demonstrated abilities and expressed interests. The adviser helps the advisee to understand the relationships among the courses, programs, undergraduate research opportunities, internships, study abroad programs, and other academic experiences provided by the university. Help the advisee to plan a course of study and give advice about courses and the adjustment of course loads. The adviser will inform the advisee about the prerequisites for subsequent courses in the advisee's program. Refer advisees to other resources when appropriate. Participate in the adviser training sessions provided by each college or department to keep informed and current.

\*The Advisee's Role in the Academic Advising Process is to:

\*Acquire the information needed to assume final responsibility for course scheduling, program planning, and the successful completion of all graduation requirements. Seek the academic and career information needed to meet educational goals. Become knowledgeable about the relevant policies, procedures, and rules of the university, college, and academic program. Be prepared with accurate information and relevant materials when contacting the adviser. Consult with the adviser at least once a semester to decide on courses, review the accuracy of the audit, check progress towards graduation, and discuss the suitability of other educational opportunities provided by the university.

\*This information is credited to the Advising Center at University Park (2003).

Academic Advising

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 still having classes to take when they should be graduating and moving on to Graduate School or their careers). Please visit your academic advisor on a regular basis. \*In addition, please review the "When to Do...UH" power point presentation, located here (click on the "When to Do..." link) and on my home page.

Advising Appointments

When making an appointment with your academic advisor you should bring a degree audit to the meeting with any questions that you want answered. You should meet with your advisor before the first day that you are able to schedule the next semester courses!

In addition, it is advised that you schedule an appointment when you are having difficulty with your academics or when life circumstances change your active role in your program (e.g. illness prevents you from attending classes on a regular basis, death in the family, etc.).

**Academic Integrity Policy Academic Integrity Policy:** (Uhttp://www.aa.psu.edu/academic/integrity.htm#VIIU)

**Statement on Academic Integrity – Definitions and Expectations**:

ACADEMIC INTEGRITY: In 1984, Penn State adopted a formal policy on academic integrity and included it in the manual of Policies and Rules. You should read the policy to become familiar with it (Section 49-20 Academic Integrity).

Definition of Academic Integrity: Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication of information or citations, facilitating acts of academic dishonesty by others, unauthorized prior possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students.

Course Statement on Academic Dishonesty: Students, who are academically dishonest, may be punished with a minor penalty, typically a zero on a quiz or test, or with a major penalty such as a grade of "F" in a course. Students who are punished with major penalties may appeal the decision. (Note that final decisions about grades still rest with the instructor. No appeals board has the right to change a grade, only to recommend that it be changed). Cases that are sufficiently serious to warrant disciplinary actions beyond academic sanctions may be referred by the faculty member of the Campus Committee on Academic Integrity to the Office of Conduct and Standards for further review.

Cheating includes, but is not limited to, copying others' work and bringing "cheat sheets" into an examination room. Anything that the instructor or exam proctor construes to be cheating is cheating. The instructor makes the decision as to whether the violation of academic integrity is minor or major in nature.

Source:  
http://www.aa.psu.edu/academic/integrity.htm#VII. (2005). Academic Integrity Policy. Retrieved from the World Wide Web on September 8, 2005.

**Academic Resources**

Here you will find useful resources/topics that are found within the Penn State Altoona homepage. The resources/topics listed below are only a few of the most popularly used by students and they pertain to academics, Penn State Altoona community, and links to activities and places outside of the Penn State Altoona community.

Useful academic resources at Penn State Altoona:

Academic Integrity <http://www.bk.psu.edu/academics/aipolicy.htm>

Advising <http://www.bk.psu.edu/academics/advising/adviscenter.htm>

Angel <https://cms.psu.edu>

Career Services http://berks.psu.edu/StudentServices/CareerServices/careers.htm

How to get a Tutor <http://www.berks.psu.edu/StudentServices/LRC/lrc.htm>

Penn State Berks Learning Center <http://www.bk.psu.edu/StudentServices/WritingCenter.htm>

**Approaching your Professors**

The following information should be used to help you, the student, communicate effectively and comfortably with your professors during in-class and outside of class communication. In addition, you should review the Penn State Altoona’s Division of Undergraduate Power Point Presentation: “Making Connections” located at (http:www.personal.psu.edu/sak229).

When should you meet with your professors?

a. Before class

b. After class  
c. During office hours

d. By appointments

Professors not only teach courses, they also work on research in their respective field, prepare for class lecture, 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.

There are different ranks that professors hold: (lowest to highest)

a. Instructors/Lecturers/Adjunct  
b. Assistant Professors  
c. Associate Professors (can be tenured)

d. Full Professors (Tenured)

Tenured professors are those who have proven themselves in terms of teaching skills, research, advising, service to the University and community and are rewarded with the security of lifetime employments. However, they still have post-tenure reviews.

They enjoy academic freedom to voice opinions

Professors that you like may not have tenure or may be working towards gaining tenure, in either case; they are professional in their discipline.

**Student Organizations**

Information pertaining to student organizations can be found at: http://www.bk.psu.edu/StudentLife/ClubsAndOrganizations/clubs. Student organizations help to integrate students into the Penn State Berks community by sharing student’s interests with the Penn State Berks community.

Alpha Phi Sigma/Criminal Justice Organization

Alpha Phi Sigma is the National Criminal Justice Honor Society. At Penn State Berks we would like to start a Chapter in Alpha Phi Sigma. This chapter would represent those students who have obtained a cumulative grade point average of 3.2 for their entire academic career and have obtained a 3.2 cumulative grade point average in four or more Criminal Justice courses at Penn State Berks. For more information, please review: https://orgsync.com/26345/chapter

**Career/Internship Services**

During the beginning of the junior year, you should begin to focus on a career path (e.g. law enforcement, corrections, private security, attorney, etc.). The objective of your degree program (e.g. CJBA or CJBS) is to give you a liberal arts and criminal justice foundation that will allow you to understand substantive theories of your degree program, as well as, prepare you for a well rounded education that will give you academic experience in other areas of interests. Internships provide students with field experience in criminal justice, enhance their classroom experience by allowing students to apply classroom theory to a professional criminal justice career setting, and helps to further the student’s networking objectives. Ultimately, the criminal justice internship is designed to help the student strategize for professional employment in a professional criminal justice career.

Each student that is enrolled in a criminal justice baccalaureate degree program must complete an internship (CRIMJ 495) for 3 to 10 credits. Students usually complete their internship in their junior or senior year. For in-depth information pertaining to internships please visit Dr. Russell, in 120 Franco Building or email her at [blr15@psu.edu](mailto:blr15@psu.edu)

Through the use of networking (e.g., participation in Alpha Phi Sigma and/or the Criminal Justice Organization) students have the advantage of participating in direct communication with criminal justice professionals.

For career planning and resume writing, please visit the Career Services Office in the Perkins Student Center or visit their website: <http://berks.psu.edu/StudentServices/CareerServices/careers.htm>

**Books and Other Resources for CJ Majors**

Texts on careers in the field of criminal justice are plentiful and continue to grow at an astronomical rate. In addition, there are texts geared toward general career opportunities, employment strategies, interviewing techniques and resume preparation. All of these are to assist you in beginning your career. We have prepared a list of some helpful books and professional organizations you may find helpful as a criminal justice major; located in Mr. Kelly’s office (C106 Raymond Smith Building) and available for sign-out.

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), 2012-2022 Editions: URL: http://www.bls.gov/oco/

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What Should You Do In Case of an Emergency (Personal or Family Related):

1. Contact the Student Aid and Bursar Offices, in the Perkins Building, if you are planning to "withdraw" or take a "leave of absence" so that they can inform you what percentage of your student aid will be charged.

2. Contact the Registrar's Office (610-396-6026) or if possible, stop by their office in Franco Building, immediately and explain your current situation and what you are planning to do (e.g., withdraw for semester or take a leave of absence). The Registrar Office Staff will send a notice to your academic advisor and all course instructors.

3. If you withdraw, you will have to complete a simple re-enrollment process for the next academic semester (e.g., if you withdraw for SP 15 semester and you will be returning FA 15 semester). In addition, you will have to pay a fee of $20.00 for the re-enrollment.

Remember, if you withdraw or take a leave of absence, we will support your decision and we, along with your courses, will be here when you return.

Note: If you need to talk to someone about these personal and private matters, please do not hesitate to contact Berks Health Services, Perkins Room 8, <http://www.berks.psu.edu/StudentServices/HealthServices/healthsvc.htm>

**Learning and Writing Centers**

Information pertaining to the Learning Resources Center can be found at the designated web site: http://www.berks.psu.edu/StudentServices/LRC/lrc.htm . Please visit their web site for all forms and important materials. “The Learning Center offers peer and professional tutoring and other academic assistance for students at Penn State Berks. If you are having trouble in a course, they can help. Even if you are not in danger of failing, you may want some help just to brush up on the basics or to review important material. Their goal is to help you become an independent learner. In addition, the Penn State Berks Writing Center is also available to help increase writing skills: http://www.bk.psu.edu/StudentServices/WritingCenter.htm.

**Freshmen Strategies for Success**

Studying Preparations:

Your studying environment should enhance your learning experience.  
Find a quite, relaxing, and low-traffic place to study.  
Inform family and friends that your objective is to study and that you do not want disturbed.  
Study in increments of 20 minutes: numerous books have been published on this topic (O’Keefe, 1999; Evans, 1998; Marton, 1997) and reveal that this is the most effective way to study because it allows for you, the student, to read portions of the material, review what you have read, and allow you to comprehend and form ideas.

Recourses and Suggested Readings:

Evans, E.T. (1998). The Art of Academic Finesse: How Ordinary Students Achieve Extraordinary Grades. Nova Press.  
Marton, F. (1997). The Experience of Learning: The Implications of Teaching and Studying in Higher Edu cation. (2nd ed.). Scottish

Academic Press.  
O’Keefe, E.J. (1999). Self Management for College Students: The ABCs Approach. Partridge Hills Publishers.

Studying tips:

As a college student, you should be aware of time wasters that will make effective studying time difficult. Time wasters are those elements that prevent you from effectively reading assigned textbook chapters or peer reviewed articles, thinking about the main point of the author(s), and having time to comprehend the material so that you may formulate ideas and questions that you may want to share in class.

Rossman (2003) suggests that time wasters can consist of the following: excessive noise, ringing telephones, disturbances from family and friends, comfortable learning environment, room temperature, stress, frustration, television, being tired, being ill, work schedules, academic course load, and pets.

\*Source:  
Rossman, M. H. (2003). Negotiating Graduate School: A guide for Graduate Students. (2nd ed.). California: Sage Publications, Inc.

**Graduate School Information**

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. For example: University Park’s Crime, Law, and Justice Doctorate Program requires a combined score of 1200. Information pertaining to GREs can be found at Penn State Berks’s Career Center in the Perkins Student Center or by visiting the GRE on-line website at http://www.gre.org.

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.). Once you narrow your choices, it would be a good idea to contact the program coordinator/department chair to set-up an appointment to formally meet and ask questions (e.g., on average, how long does it take to complete your Master’s or Doctorate Degree Program? Do you have an outline of your Masters and/or Doctorate Degree Programs? What percentage, of the graduate student body, actually complete each degree program? etc.). Before your meeting, you will want to research each faculty member in a particular degree program that you are interested in because it will show the department chair/program coordinator that you are very interested in their program, you are studious, and you know who to use resources.

Law School Information

To get started on the right foot, please visit the following Web Site: http://www.dus.psu.edu/students/prelaw/index.html. This web site will give you a list of valuable web sites that will help you obtain the most important information pertaining to law school (LSAT test dates, LSAT test book, etc.).

**Preparing your Academic Portfolio**

Your academic portfolio should contain all relevant materials that pertain to your undergraduate degree program and courses because you never know when you may need to review an article from a criminal justice course while you are in a Masters, Doctorate, or Law class. For example: you may be asked to read and critically review an article for your CRIMJ 210 course and then be asked to review it again in graduate school years later. Wouldn’t it be helpful, while you are bombarded with tons of reading assignments in graduate school, to have that article handy, with your notes, from CRIMJ 210? I think it would be a big help!

I suggest that you start filing, by subject, your course materials, financial aid award letters/bills, a list of your community service activities, list of student organization(s) in which you have participated, honors and awards, scholarship information/received, etc. Treat your academic career as your own personal business.

**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!