



COURSE OUTLINE

Course Number LEG 256	Course Title Career Development for Law & Justice	Credits 1
Hours: Lecture/Lab/Other 1/0/0	Co- or Pre-requisite None	Implementation Semester & Year Spring 2022

Catalog description:

Students prepare essential documents for the job market correlating to their major including resumes, cover letters and professional emails. Students learn networking skills, job search strategies, and interviewing techniques.

General Education

Category:
Not GenEd

Course coordinator:

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Required texts & Other materials:

This course is an Open Educational Resources (OER) based course; students are not required to purchase books or materials for the course.

Required Textbook:

Who Moved My Cheese by Dr. S. Johnson (a **free** version of this book is provided to students in the correlating learning module)

Supplemental Materials:

Provided to students at no cost in each module's Learning Materials folder

Legal Specialty Course Notice:

This course is not a legal specialty course (LS) as designated in the college's American Bar Association (ABA) approval reports for the legal studies degree and certificate programs. This course does not constitute the teaching of law for the purpose of practicing law; in the State of New Jersey only a licensed attorney may practice law.

Program Learning Outcomes: Criminal Justice A.S. degree (Law Enforcement concentration)

1. Discuss the history and philosophy of the components of the criminal justice system;
2. Describe the formal and informal political and community structures that affect criminal justice agencies;
3. Describe the fundamental concepts and principles of management and administration employed in various police agencies;
4. Discuss the roles of various criminal justice professionals.

Course Student Learning Outcomes (SLO):

Upon successful completion of this course the student will be able to:

1. Apply best practices to the career-planning process and demonstrate a clear plan to start or grow their career. [Supports ILG 10, PLO 1, 2]
2. Analyze career opportunities and take appropriate action concerning networking, applying and interviewing for positions. [Supports ILG 10; PLO 4]
3. Assess and revise application documents (resume, cover letter, writing samples and/or portfolio documents) and revise accordingly. [Supports ILG 1, 11; PLO 4]
4. Identify career paths and research organizations, professional roles and responsibilities for careers in their chosen field. [Supports ILG 10; PLO 3, 4]
5. Demonstrate career-readiness via the preparation of a professional portfolio. [Supports ILG 1, 11; PLO 3, 4]

Course-specific Institutional Learning Goals (ILG):

Institutional Learning Goal 1. Written and Oral Communication in English. Students will communicate effectively in both speech and writing.

Institutional Learning Goal 10. Information Literacy: Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

Institutional Learning Goal 11. Critical Thinking: Students will use critical thinking skills understand, analyze, or apply information or solve problems.

Units of study in detail – Unit Student Learning Outcomes:

Unit I Professional Documents: Drafting & Application

Learning Objectives [Supports SLO 1, 2, 3]

The student will be able to...

- Assess their education, skills and qualifications to draft a basic resume.
- Revise a basic resume to accurately reflect a specific job qualification or advertisement.
- Assess their education, skills and qualifications to draft a cover letter.
- Assess their professional network and draft a professional reference sheet.
- Research requirements for local, county, state, private, corporate and federal positions.
- Research organizations to better understand hiring needs, organizational mission and position requirements.

Unit II Interviewing & Networking

Learning Objectives [Supports SLO 1, 4, 5]

The student will be able to...

- Apply best practices to professional interviews, including preparation, research and practice.
- Research and draft responses to hypothetical interview questions relating specifically to their intended field
- Prepare for and engage in a mock interview, in person or by telephone, or they will complete an alternative interview assignment per the faculty member's instructions.
- Demonstrate professional etiquette during and after the interview process.
- Describe methods for professional networking, which may include participation in professional organizations, college-based activities and volunteer work or internship work.

Evaluation of student learning:

Assignments: Document drafting assignments, document revision assignments and organizational research assignments designed to assess career-readiness skills.

Projects: Professional presentations, recorded or live interviews and/or organizational research projects designed to assess presentation and preparation skills.

Quizzes: Document review exercises and multiple-choice assessments designed to measure understanding of objective legal research and writing concepts.

Discussions: Course-related conversations in a live setting or via discussion board to support and assess concepts presented in the unit.